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Civil Protection



# WAAP Training Methodology and Handbook

BELICE Final Conference 23<sup>rd</sup> March 2021



**Peter Goxharaj**  
**Germany**

# **BOARD OF EXPERTS      PROJECT STEERING COMMITTEE**



**AGE: 61**

**SENIOR PROGRAM OFFICER FOR USAR IN THW HQ**

**SKILLED RESCUER (GERMAN ARMED FORCES)**

**INSARAG OPERATIONAL FOCAL POINT GERMANY**

**MEMBER OF THE INSARAG TRAINING WORKING GROUP**

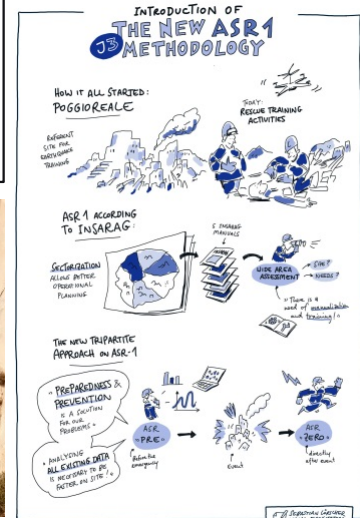
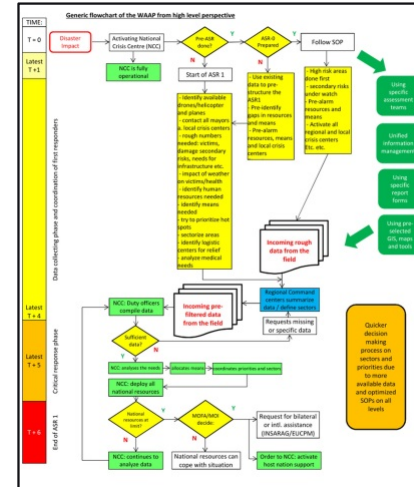
# WHAT WAS INTENDED BEFORE COVID!

To develop a training methodology on the base of a WAAP Manual which will be used for a ToT course and three full courses in Poggioreale, Sicily: Using an existing "ghost city" for field testing the new methodology on all levels...

Also using the participants from all EU member states for an optimal localization...

But unfortunately:

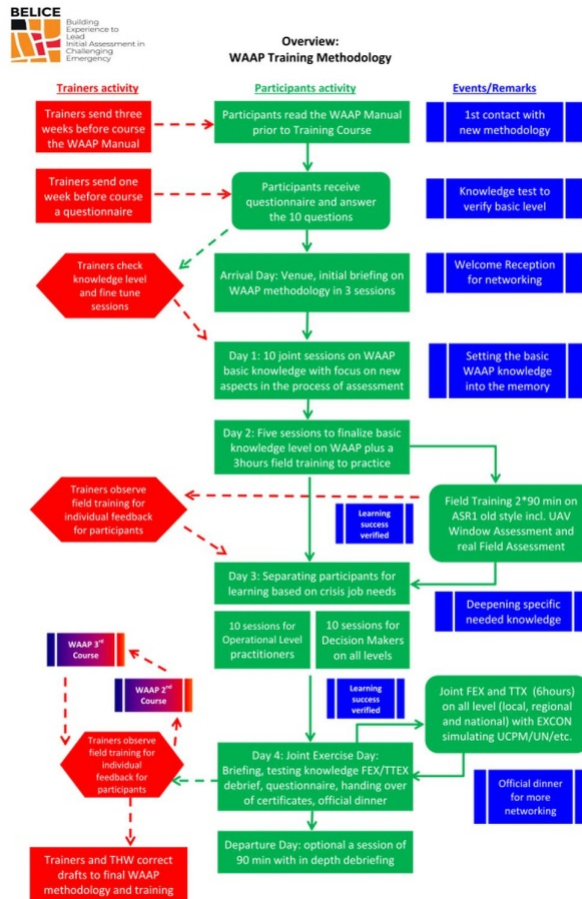
The ongoing pandemic forced the project to stop these ideas and to come up with a new approach, using virtual training as an interim.



A long winding road: the development of...

# **THE TRAINING METHODOLOGY**

# OUR GOAL: A NEW METHODOLOGY



Based on the content of the WAAP Manual a kit of sessions was developed that will fit the needs of operational and decision makers level. Thereof joint and separated sessions were integrated in the course.

The final understanding of the methodology will be tested in the full day exercise at the end of the training course.

It is understood that training needs to be adjusted (localized), thereof some content is quite generic!

A generic tool box, fit for localization... An introduction:

# **THE TRAINERS HANDBOOK**

# A GENERIC HANDBOOK FOR ALL:

Based on international good practice, the handbook is build modular, using the material from the ToT course in November 2020 as a reference.

The training methodology was based on the essentials of adult education and thereof the Trainers Handbook is designed for experienced trainers in this field.

There are standardized forms that can be used and annexes give reference on how to work out an own training course on WAAP.



## Initial Wide Area Assessment "reduced" Training Schedule



Day	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Wednesday Day 3
09:00-10:00	J3 Introduction of new ASR1 methodology	J14 Sectorisation	O1 Preparedness and Prevention	Combination of "old" D3-D5: Info Mgmt
10:00-10:15	COFFEE	COFFEE	COFFEE	COFFEE
10:15-11:15	J4 The Pre-ASR Phase	J15 Setting Priorities	O4 Analysing Logistic Problems	just one: Challenges Expectations
11:15-11:30	COFFEE	COFFEE	COFFEE	COFFEE
11:30-12:30	J5 The ASR 0 Phase	J16 Identifying Needs	O5 Assessment Methodologies and operational plans	D8 Barrier Effect: Impact on plans
12:30-13:30	LUNCH	LUNCH	LUNCH	LUNCH
13:30-14:30	J7 Interaction between local/Reg/Nat level	J17 Identifying Means	O6 Challenges: balancing means and needs	D9 Handling shortages
14:30-14:45	COFFEE	COFFEE	COFFEE	COFFEE
14:45 - 15:45	J9 Forming specific assessment teams	J 20 Preparing for incoming assistance	O10 Preparing ASR 2	D10 Setting priorities
15:45-16:00	COFFEE	COFFEE	COFFEE	COFFEE
16:00-17:00	J10 The barrier effect	overview in field training elements (e.g. videos of Poggioreale)	JOINT Session on Exercise	
17:00-17:15	Wrap up of the day & summary	Wrap up of the day & summary	JOINT Wrap up of and Course Closure	

J = Joint sessions, O = only Operational Level sessions, D = only Decision Maker Level sessions

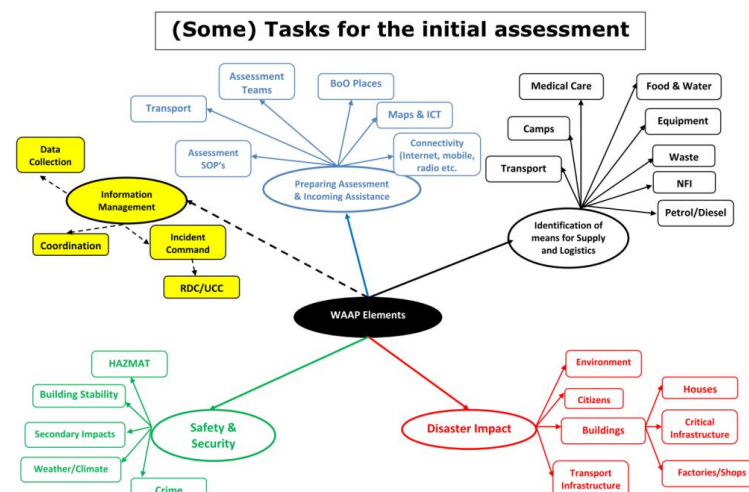


# OPTIONS ARE GIVEN:

The WAAP Training can be done in different ways, using real training courses, virtual courses or even e-learning sessions.

Depending on the specific needs the course can be customized, re-structured, it can be hold with or without exercise.

Week No.	Afternoon No.	Sessions:			
1	1	J1 Course Overview	J3 Introduction of new ASR1 methodology	J4 The Pre-ASR Phase	J5 The ASR 0 Phase
	2	J7 Interaction between local/Reg/Nat level	J9 Forming specific assessment teams	J10 The barrier effect	J11 Data gathering
2	3	J12 Data selection	J13 Compiling data: forms&standards	J14 Sectorisation 1	J14 Sectorisation 2
	4	J16 Setting Priorities	J18 Identifying Needs	J19 Identifying Means	J20 preparing for incoming assistance
3	5	O1 Preparedness and Prevention	O2 Risk mapping	O3 Analysing Information Management	O4 Analysing Logistic Problems
		D1 Case Study: Italy	D2 Case Study: Albania	D3 Information Management	D6 Expectations from citizens
	6	O5 General Assessment Methodologies	O6 Challenges: balancing means and needs	O9 Avoiding Information Gaps and Overflow	O10 Preparing ASR 2
		D7 Expectations from political level	D8 Barrier Effect: Impact on plans	D9 Handling shortages	D10 Setting priorities



# THE WAAP MANUAL IS ESSENTIAL:

Participants must have the opportunity to read the WAAP manual before they participate in the training course!

All sessions are based on the topics of the manual: the training session is the key to make the participants aware of how the WAAP works thereof learning outcomes are predefined.



## WAAP (ASR 1) Training Course Lesson Plan J3: Introduction of methodology

### **Session J3: Introduction of the new ASR1 methodology**

**Duration:** 45 minutes

**Session Aim:** To introduce the basic elements of the new methodology and to point out the main advantages

#### **Learning Outcomes:**

- Participants will understand the principle approach behind the "tripartite" method
- Participants will be aware of the difference between old ASR1 in WAAP in general
- Participants will learn about the benefits the WAAP offers

#### **Materials/Preparation:**

##### **Materials:**

- Classroom set up in modular tables of up to 4 groups (for later group work)
- Flipcharts and/or dry-erase boards for participants to record notes
- Projector, Laptop or Computer, Screen, multi plug electricity cord, WIFI router.

##### **Preparation:**

- Review training material and presentation

#### **References:**

*Power point presentation "J3 Introduction of new ASR1 methodology"*



# GUIDANCE ON SESSION PLANNING:

As the details will differ from country to country, the sessions are pre-structured to support the trainer in planning the own session:



## WAAP (ASR 1) Training Course

Session Plan J15: Course Overview

### Session J15: SETTING PRIORITIES

**Duration:** 45 minutes (in real training) + 15 min for ToT (Q&A Session)

**Session Aim:** Understanding the need for setting priorities based on evolving situational awareness

#### Learning Outcomes:

- Participants will be aware of the impact of right and wrong priorities
- Participants will understand the difficulties in balancing the different priorities
- Participants will recognize the importance of Pre-ASR/ASR 0 for priority identification

Time	Topic	Method	Facilitator Notes/Visuals
5min	Lecture	Briefing	<ul style="list-style-type: none"><li>• Introduction of the Instructor</li></ul>
20 mins	Lecture	Briefing	<ul style="list-style-type: none"><li>• Size up of the situation using the available information</li><li>• Operational problem solving and decision making</li><li>• Identify relevant factor and make logical deduction</li><li>• Factors which are relevant to the problem which has to be solved (e.g. time and distance, weather, type of hazard, access, resource available, support and communications)</li><li>• Balancing the advantages and disadvantage in a solution</li></ul>
10 min	Discussion	Briefing	<ul style="list-style-type: none"><li>• Problem solving format: which are the main elements? (aim, factors, courses open, plan)</li></ul>
10 mins	Activity	Group presentation	<ul style="list-style-type: none"><li>• Groups present 2-3 key points from their discussions</li></ul>

