

Regional SOP Training on End to End Tsunami Early Warning System
11-15 August 2008
Jakarta, Indonesia

Lecturers

Dr. Fauzi, Chief, Indonesia National Tsunami Warning Center
Dr. Nobuo Hamada, former JMA Director for Earthquakes, Volcanoes, and Tsunamis
Sanny Jegillos, Regional Programme Coordinator, UNDP Regional Center in Bangkok
Ardito M Kodijat, UNESCO IOC Jakarta Tsunami Information Center
Dr. Laura Kong, Director, UNESCO IOC ITIC
Troy Kindred, former Administrator, Hawaii County Civil Defense Agency
Dr. Irina Rafliana, Indonesia LIPI
Harald Spahn, Team Leader, GITEWS Capacity Building in Local Communities in Indonesia
Brian Yanagi, Disaster Management Specialist, UNESCO IOC ITIC

Length (min)	Session	Start Time	End Time	TWC	TER	Provisional Agenda as of July 28, 2008	Session Chair / Lecturer, Venue
	1.0					DAY 1: OPENING, TSUNAMI WARNING AND EMERGENCY RESPONSE OVERVIEW	Fauzi
						MORNING: PLENARY	NAM Center, Fir 2
30		8:30	9:00			Registration	BMG
45	1.1	9:00	9:45			Opening Ceremonies	UNDP, IOC, BMG
						MC	Fauzi
						Report from OC	Fauzi
						Opening Speech, UNDP	Oliver Lacey Hall
						Opening Speech, IOC ITIC	Laura Kong
						Opening Remark, DG of BMG	Sri Woro B Harijono
						Photo Session	
		9:45	10:00			COFFEE / TEA BREAK	
30	1.2	10:00	10:30			Introduction and Objectives	Sanny Jegillos
30	1.3	10:30	11:00			Overview: InaTEWS: Current Progress and Plans, and involvement as a RWTP	Prih Harjadi
30	1.4	11:00	11:30			Overview: BNPB: New BAKORNAS (BNPN) with the new role and law	Sugeng Triutomo
						TSUNAMI WARNING AND EMERGENCY RESPONSE OVERVIEW	
60	1.5	11:30	12:30			End-to-End Tsunami Warning and Emergency Response – Overview	Laura Kong
60		12:30	13:30			LUNCH	
						AFTERNOON: PLENARY	NAM Center, Fir 2
30	1.6	13:30	14:00			Earthquake and Tsunami Science for Tsunami Warning. Tsunami Hazards generated near and in Indonesia	Fauzi
45	1.7	14:00	14:45			End-to-end Tsunami Warning – Stakeholders, Roles and Responsibilities, Standard Operating Procedures, and their Linkage	Brian Yanagi
75	1.8	14:45	16:00			Case Study: Indonesia's Tsunami Warning and Emergency Response (INA-TEWS Local level)	Fauzi (BMG), Harald Spahn (GTZ)
15		16:00	16:15			COFFEE / TEA BREAK	
	1.9					Visit BMG operational center	
	2.0					DAY 2: TSUNAMI WARNING AND EMERGENCY RESPONSE STANDARD OPERATING PROCEDURES (SOP)	Sanny Jegillos
						MORNING: PLENARY	NAM Center, Fir 4
30	2.1	8:30	9:00			Review and Announcement	Sanny Jegillos
60	2.2	9:00	10:00			Lessons Learned from past tsunami - Indonesia (17 July 2006 Pangandaran, 12 Sep 2007 Bengkulu) - Use of timelines for assessing information flow effectiveness	Fauzi (BMG), Harald Spahn (GTZ)
15	2.3	10:00	10:15			Interim IO Tsunami Advisory Service – Standard Operating Procedures	Nobuo Hamada
15		10:15	10:30			COFFEE / TEA BREAK	
45	2.4	10:30	11:15			National Tsunami Warning Centres – Overview on Standard Operating Procedures - Daily Operations, Flow Charts, Timelines	Laura Kong
45	2.5	11:15	12:00			Country Presentation: Existing Standard Operating Procedures (Indonesia, Maldives, Sri Lanka, Thailand)	Participants (Sanny Jegillos)
90		12:00	13:30			LUNCH	
						AFTERNOON: PLENARY	NAM Center, Fir 4
45	2.6	13:30	14:15			Country Presentation: Existing Standard Operating Procedures	Participants (Sanny Jegillos)
15	2.7	14:15	14:30			Summary Comments and General Discussion on SOPs	Participants (Sanny Jegillos)
15		14:30	14:45			COFFEE / TEA BREAK	
						TSUNAMI WARNING DISSEMINATION	
30	2.8	14:45	15:15			Warning Dissemination and Public Alerting mechanisms and technologies – Message Scheduling and Message Content, Warnings through GTS, RANET, and other existing reliable methods	Laura Kong
120	2.9	15:15	17:15			Case Study: Indonesia Warning Dissemination and Alerting mechanisms and technologies, including information flow, use of RANET and 5-in-1 communications tool	Karyono, Priyatna and Fauzi
	3.0					DAY 3: MEDIA INTERACTIONS, EXERCISE, AWARENESS, EDUCATION	Sanny Jegillos
						MORNING: PLENARY	NAM Center, Fir 4
30	3.1	8:30	9:00			Review and Announcement	Sanny Jegillos
45	3.2	9:00	9:45			Warning Dissemination and Public Alerts – Roles of the Media – US and Japan examples	Laura Kong, Nobuo Hamada
30	3.3	9:45	10:15			Breakout Groups: Information Flow SOPs - Media and Public Information: Frequently-asked questions and Media SOPs during an tsunami event (Participants (Sanny Jegillos)
15		10:15	10:30			COFFEE / TEA BREAK	

30	3.3	10:30	11:00		Breakout Groups: Information Flow SOPs - Media and Public Information: Report back from Media SOP breakout	Participants (Sanny Jegillos)
60	3.4	11:00	12:00		Use of Exercises in Tsunami Preparedness: Exercise Development / Regional and National Exercises and Post-Exercise Evaluations	Troy Kindred, Brian Yanagi
90		12:00	13:30		LUNCH	
					AFTERNOON: PLENARY	NAM Center, Fir 4
45	3.5	13:30	14:15		Tsunami Preparedness - Education and Awareness - Examples from Indonesia	Ardito Kodijat, Irina Rafliana
45	3.6	14:15	15:00		Discussion- Comparative Practices and Experiences in Tsunami Preparedness, Awareness and Exercise	Participants (Irina Rafliana, Ardito Kodijat)
15		15:00	15:15		COFFEE / TEA BREAK	
					DAYS 3 and 4: TWC and TER (DMO) MEET SEPARATELY FOR SPECIFIC TOPICAL AND TECHNICAL DISCUSSIONS	
	3.0				DAY 3: TSUNAMI WARNING CENTRE SOPs	Nobuo Hamada
					AFTERNOON: TWC	NAM Center, Breakout 1
45	TWC 3.7	15:15	16:00		TWC Operations: Fundamental TWC SOPs for issuing timely Tsunami Warning - Timeline-driven activities and procedures during event alarms	Fauzi
45	TWC 3.8	16:00	16:45		TWC Operations – Active seismic monitoring and real-time earthquake source characterization	Nakano (NIED)
60	TWC 3.9	16:45	17:45		TWC Operations - Sea level monitoring, tsunami confirmation and wave forecast	Budi, Fauzi, Mastur (BMG)
	4.0				DAY 4: TSUNAMI WARNING CENTRE SOPs	Nobuo Hamada
					MORNING: TWC	BMG
30	TWC 4.1	8:30	9:00		Review and Announcement	Sanny Jegillos
30	TWC 4.2	9:00	9:30		Developing TWC Standard Operating Procedures - Guidance and Samples for Routine and Crisis (Event) operations, including procedures for operational readiness, real-time data collection, event alarm response and warning dissemination	Laura Kong, Nobuo Hamada
60	TWC 4.3	9:30	10:30		Breakout Groups: Using Templates to Create TWC SOPs (Roles & Responsibilities, Routine Operations, Ensuring Data Quality Control and Telecommunications Reliability, and other requirements)	Small Groups (Laura Kong, Nobuo Hamada, Fauzi)
15		10:30	10:45		COFFEE / TEA BREAK	
75	TWC 4.4	10:45	12:00		Creating SOPs: Timeline-driven SOPs - Using Templates to Develop Timeline of Processes and Actions as SOPs (Messages, Checklists, Information Dissemination) Breakout and Group Discussion on improving present country SOPs	Small Groups (Laura Kong, Nobuo Hamada, Fauzi)
90		12:00	13:30		LUNCH	
					AFTERNOON: TWC	BMG
90	TWC 4.5	13:30	15:00		Creating SOPs: Timeline-driven SOPs - Using Templates to Develop Timeline of Processes and Actions as SOPs (Messages, Checklists, Information Dissemination) Breakout and Group Discussion on improving present country SOPs	Small Groups (Laura Kong, Nobuo Hamada, Fauzi)
15		15:00	15:15		COFFEE / TEA BREAK	
60	TWC 4.6	15:15	16:15		Creating SOPs: Timeline-driven SOPs - Using Templates to Develop Timeline of Processes and Actions as SOPs (Messages, Checklists, Information Dissemination) Breakout and Group Discussion on improving present country SOPs	Small Groups (Laura Kong, Nobuo Hamada, Fauzi)
60	TWC 4.7	16:15	17:15		Presentation of Break out Group SOPs	Breakout Group Chairs
15	TWC 4.8	17:15	17:30		Table Top Exercise – Background and Scenarios for Day 5	Exercise Controller
					DINNER	
	3.0				DAY 3: TSUNAMI EMERGENCY RESPONSE SOPs	Sanny Jegillos
					AFTERNOON: TER	NAM Center, Breakout 2
30	TER 3.7	15:15	15:45		10 Steps to Enable a Successful Tsunami Emergency Response	Troy Kindred
45	TER 3.8	15:45	16:30		Understanding and acting on TWC Messages and DMO Use of Timelines in Emergency Response	Brian Yanagi
60	TER 3.9	16:30	17:30		Evacuations: Alerting and Moving People, Inundation maps, Evacuation Routes and Signage, Safe return	Troy Kindred, Brian Yanagi
	4.0				DAY 4: TSUNAMI EMERGENCY RESPONSE SOPs	Sanny Jegillos
					MORNING	NAM Center, Breakout 2
30	TER 4.1	8:30	9:00		Review and Announcement	Sanny Jegillos
60	TER 4.2	9:00	10:00		Case Studies on experiences in developing and using SOPs - Wakayama, Japan (Wakayama); Indonesia (Aceh, Banten)	Brian Yanagi, Harkunti, Aceh and Banten local government
30	TER 4.3	10:00	10:30		SOP Guidance Manual – Explanation of Templates, Distant and Local Threats; Creating SOPs - How to Guidance, including Response Processes, Flow Charts and Checklists in SOPs	Brian Yanagi
15		10:30	10:45		COFFEE / TEA BREAK	
30	TER 4.4	10:45	11:15		SOP Guidance Manual – Explanation of Templates, Distant and Local Threats; Creating SOPs - How to Guidance, including Response Processes, Flow Charts and Checklists in SOPs	Brian Yanagi
60	TER 4.5	11:15	12:15		Breakout Groups: Using Templates to Create General Roles and Responsibilities for SOPs	Small Groups (Brian Yanagi, Troy Kindred)
90		12:15	13:45		LUNCH	
					AFTERNOON	NAM Center, Breakout 2

60	TER 4.6	13:45	14:45		Breakout Groups: Using Templates to Create Evacuation Checklists for SOPs	Small Groups (Brian Yanagi, Troy Kindred)
30	TER 4.7	14:45	15:15		Creating SOPs: Timeline-driven SOPs	Brian Yanagi
15		15:15	15:30		COFFEE / TEA BREAK	
60	TER 4.8	15:30	16:30		Break out Groups: Using Templates to Develop Timeline of Processes and Actions as SOPs	Small Groups (Brian Yanagi, Troy Kindred)
60	TER 4.9	16:30	17:30		Presentation of Break out Group SOPs	Breakout Group Chairs
15	TER 4.10	17:30	17:45		Table Top Exercise – Background and Scenarios for Day 5	Exercise Controller
					DINNER	
	5.0				DAY 5: TABLE TOP EXERCISE, SUMMARY, CLOSING	Fauzi, Laura Kong
					MORNING	NAM Center
30	5.1	8:30	9:00		Review and Announcement	Sanny Jegillos
45	5.2	9:00	9:45		Table Top Exercise Set-up according to Stakeholder Warning and Response Groups	Exercise Controller
60	5.3	9:45	10:45		Table Top Exercise – Sumatra source, TWC (Local, 2 Regional) and DMO (Local, 2 Regional) groups	Small Groups
15		10:45	11:00		COFFEE / TEA BREAK	
60	5.3	11:00	12:00		Table Top Exercise – Sumatra source, TWC (Local, 2 Regional) and DMO (Local, 2 Regional) groups	Small Groups
90		12:00	13:30		LUNCH	
					AFTERNOON	NAM Center
60	5.4	13:30	14:30		Table Top Exercise – Evaluation	Breakout Group Chair, Exercise Controller
15		14:30	14:45		COFFEE / TEA BREAK	
30	5.5	14:45	15:15		Table Top Exercise – Summary and Next Steps	Exercise Controller and Observers
15		15:15	15:30		COFFEE / TEA BREAK	All
30	5.6	15:30	16:00		Workshop Summary Discussion	
					CLOSING CEREMONIES	Fauzi
20	5.7	16:00	16:20		Presentation of Certificates	All
10	5.8	16:20	16:30		Closing	UNDP, ITIC, BMG