

# ICMS Training Course Information

## 1. INTRODUCTION

Effective coordination of international USAR teams during sudden onset disasters is a crucial element in maximizing the utilization of specialized resources and improving the chances of reducing human suffering.

For any coordination, collecting and analyzing data is crucial. Survey123 is a data collection system, optimized for humanitarian work that allows anyone with a Smart Phone or similar device to collect data. This information will be displayed at the ICMS (INSARAG Coordination & Management system). The USAR Coordination Cell (UCC) use this information to identify gaps and free resources to ensure effective response.

## 2. COURSE AIM

This course is designed to answer the need of USAR/INSARAG community for the use of the ICMS. It is aimed at selected USAR team managers/instructors from INSARAG recognized USAR teams.

## 3. COURSE OBJECTIVES

To deliver the skills and knowledge required, in an End user format, to enhance a participant's ability to competently operate and using ICMS and Survey123 toolset forms, collecting and analyzing information

Collecting relevant data in the field

Showing the different tools of ICMS for visualization

Demonstrating the Survey123 Dashboard

Demonstrate the use of ASIGN Pro as complementary tool for DCT

## 4. PARTICIPANT PRE-REQUISITES

Prior to course attendance, each participant must:

Have a comprehensive knowledge of the INSARAG, RDC, UCC, OSOCC, UNDAC, methodologies

Be functional in written and spoken English

Be an active member of an INSARAG USAR team community

Have good computer skills including use of Microsoft office, Internet and Wi-Fi connection

Have a good working knowledge of the VO and of GDACS system

Participants will be required to bring a Wi-Fi-enabled **LAPTOP** computer and an unused memory stick to the course. In addition, for the practical part we need a tablet or Smartphone

We will install the necessary App at the beginning of the course

## 5. TARGET AUDIENCE

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Individuals selected to attend this course have undertaken or are aiming at the position in USAR management. It is also recommended that the selected personnel be national instructors or an instructor for their USAR team (as a minimum).

## 6. COURSE DELIVERY

The course will be delivered and facilitated by the IM Working Group, supported by sector competent instructors.

## 7. LEARNING OUTCOMES

At the completion of this training course, participants will be expected to teach the content of this course to ensure that selected USAR team personnel:

1. Why USAR Coordination
2. Survey123 what is new
3. Collect and Analyze Data
4. Upload Forms to ICMS
5. Download Forms from ICMS
5. Using the ICMS Dashboard
6. Layers at the Dashboard

## 8. METHODOLOGY

The training course will be conducted using the following methodologies:

- Theoretical input
- The use of examples from recent/or relevant case studies of disaster responses
- Practical work (collecting data)

## 9. PRE COURSE REFERENCE MATERIAL

- INSARAG guidelines (Vol 2 B Operations) (Vol 3 Operational Field Guide)
- ICMS Handbooks
- Activiated ICMS Trainings account

When not already done we will install the necessary App's at the beginning of the course

## 10. COURSE DURATION

The ICMS Training Course will conduct over 3 working days, from 0900 hours until 1700

## 11. Participant and Instructor Ratios

It is recommended that the course is limited to a maximum of 25 participants

Minimum faculty requirements:

Wifi connection

Beamer

White board

Pen & Paper

Please contact Peter Wolff ([peter.wolff04@gmail.com](mailto:peter.wolff04@gmail.com)) from the IM Working Group for more information

# ICMS Training Course Information

## Day 1

Time	Venue	Session	Facilitator	Comments
0800 - 0900	Lekhwiya Officer	Welcome and introductions, Course Admin		
0900 - 1000	Club	Setting up Mobile Devices Introduction		
1000 - 1030		<b>Coffee break</b>		
1030 - 1130	Lekhwiya Officer	Basics Virtual OSOCC (VO) INSARAG Forms Review		
1130 - 1230	Club	ICMS Level 1 Operator, differed devices		
1230 - 1330		<b>Lunch</b>		
1330 - 1430	Lekhwiya Officer	Data Collecting with Survey123, in the field		
1430 - 1530	Club	ICMS Level 2 Management		
1530 - 1600		<b>Coffee break</b>		
1600 - 1700	Lekhwiya Officer Club	The use of ASIGN Pro (Picture & Video Documentation)		

## Day 2

Time	Venue	Session	Facilitator	Comments
0800 - 0900	Lekhwiya Officer	Transfer to the training Centre, Review Day 1		
0900 - 1000	Club	Data Analysis using different tools of the ICMS		
1000 - 1030		<b>Coffee break</b>		
1030 - 1130	Lekhwiya Officer	Tasking, Assigning teams planning		
1130 - 1230	Club			
1230 - 1330		<b>Lunch</b>		
1330 - 1430	Lekhwiya Officer	Virtual Simulation		
1430 - 1530	Club	XVR		
1530 - 1600		<b>Coffee break</b>		
1600 - 1700	Lekhwiya Officer Club	ICMS dashboard 1		

# ICMS Training Course Information

Day 3

Time	Venue	Session	Facilitator	Comments
0800 - 0900	Lekhwiya Officer Club	Transfer to the training Centre, Review Day 2		
0900 - 1000		ICMS Dashboard 2		
1000 - 1030		<b>Coffee break</b>		
1030 - 1130	Training Sites	Field exercise		
1130 - 1230				
1230 - 1330		<b>Lunch</b>		
1330 - 1430	Lekhwiya Officer Club	Survey123 for UCC members		
1430 - 1530		The Dashboard for UCC members		
1530 - 1600		<b>Coffee break</b>		
1600 - 1700	Lekhwiya Officer Club	End of course		