



## 1.5-day Training Workshop on Disaster Management for Hong Kong College of Community Medicine (Day 1)

Date: 19 November 2016 (Saturday)  
 Time: 9:00am – 5:00pm  
 Venue: Function Room, 2/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong  
 Trainers: Mr Edward Kwan, Mr Lee Kam-hung and Ms Kathy Chan  
 Coordinator: Mr Kyle Leung  
 Production: Mr Victor Ma

Time	Programme	Trainer(s)	Duration	Audio-visual aids
8:45am	Registration and energizer	All Participants	15 min	Quiz form
9:00am	Introduction and programme orientation	Rep of the College and PCSC	10 min	--
9:10am	Definition of disaster management	Mr Edward Kwan	10 min	PowerPoint
9:20am	Strategies to manage and lead public sentiments in disaster management		60 min	
10:20am	Discussion	The whole class	10 min	--
<b>10:30am</b>	<b>Break</b>	<b>--</b>	<b>20 min</b>	<b>--</b>
10:50am	Preparation for Simulation Exercise (1)	All participants	20 min	--
11:10am	Exercise (1): Mock presentation for making statement for different stakeholder for response and recovery	The class will be divided into 4 sub-groups, and presented by representatives of each sub-group	60 min (15 min each)	--
12:10pm	Debriefing	Mr Edward Kwan	5 min	
<b>12:15pm</b>	<b>Lunch</b>	<b>--</b>	<b>75 min</b>	<b>--</b>
1:30pm	Effective crisis response for disaster management	Mr Lee Kam Hung	60 min	PowerPoint and video show
2:30pm	Discussion	The whole class	10 min	--
2:40pm	Preparation for Simulation Exercise (2)	The class will be divided into 4 sub-groups, and presented by representatives of each sub-group	30 min	Scenarios and group interview tools
3:10pm	Exercise (2): For remedy and crisis response, followed by critique	Representatives of 1 <sup>st</sup> and 2 <sup>nd</sup> sub-groups will be interviewed	40 min (20 min each)	Video-taped and video playback for critique
<b>3:50pm</b>	<b>Break</b>		<b>10 min</b>	
4:00pm	Exercise (2): For remedy and crisis response, followed by critique	Representatives of 3 <sup>rd</sup> and 4 <sup>th</sup> sub-groups will be interviewed	40 min	Video-taped and video playback for critique
4:40pm	Discussion	The whole class	10 min	--
4:50pm	Debriefing	Mr Lee Kam Hung	5 min	--
4:55pm	Evaluation of Day 1 program	The whole class	5 min	Self-administered questionnaire
5:00pm	Closing	--	--	--



## 1.5-day Training Workshop on Disaster Management for Hong Kong College of Community Medicine (Day 2)

**Date:** 26 November 2016 (Saturday)  
**Time:** 9:00am – 12:30pm  
**Venue:** Function Room, 2/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong  
**Speakers:** Mr Eden Lau, Ms Mimi Yeung  
**Coordinator:** Mr Kyle Leung  
**Moderator:** Ms Kathy Chan & Mr Lee Kam Hung

Time	Programme	Trainer(s)	Duration	Audio-visual aids
8:45am	Registration and energizer	Participants	15 min	Quiz form
9:00am	Introduction of Day 2 programme	Ms Kathy Chan	5 min	--
9:05am	Monitoring social media in disaster management – managing crowds and community response	Mr Eden Lau	60 min	PowerPoint & video show where appropriate
10:05am	Discussion	Facilitated by Ms Kathy Chan	10 min	--
<b>10:15am</b>	<b>Break</b>	--	<b>20 min</b>	--
10:35am	Sharing on the ship wreck disaster on 1 Oct 2012	Ms Mimi Yeung	60 min	PowerPoint & video show where appropriate
11:35am	Discussion	Facilitated by Mr Lee Kam Hung	10 min	--
11:45am	Panel Discussion: a) Crisis leadership and decision-making in complex crisis situations b) Managing teams and people in disaster responses	Ms Mimi Yeung and Mr Eden Lau Facilitated by Mr Lee Kam Hung	30 min	--
12:15pm	Debriefing	Mr Lee Kam Hung	10 min	--
12:25pm	Evaluation of Day 2 program	The whole class	5 min	Self-administered questionnaire
12:30pm	Closing	--	--	--

