

# Guidance on the Fire Mitigation and Response Training

## Introduction

Fires regularly impact IDP sites in north-west Syria. Lack of awareness, lack of fire response tools, lack of fire contingency plans, and lack of trained fire and first aid responders are all major obstacles. Plus, there are limited resources in the CCCM sector to implement fire mitigation/response activities. Economic deterioration also drives negative coping mechanisms like improper and hazardous use of fuel sources and cooking/heating devices.

In north-west Syria, the majority of sites are informal and self-settled, meaning they lack proper site planning and infrastructure, and are severely overcrowded. CCCM's IDP Site Monitoring tools highlight that 53% of IDPs, or 875,575 people, live in sites where fire points are not available.

Trainings, tools and awareness on how to mitigate and respond to fires are needed. With this in mind, CCCM's Fire Response Taskforce produced this guidance document to highlight and promote best practices.



## Type of fire mitigation and response training

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**Timeframe:** There are two options and each organization can choose either one of them, according to the situation, available funds, etc:

1. One full day split into 2-4 hours theoretical and 2-4 hours practical parts.
2. Two-day training; one day for the theoretical part and one day for the practical part.

**Targeted population:** Pre-selected IDPs or already formed emergency/fire/first-responder committee members. The targeted population should, preferably, have a background on camp management/functions of IDP committee. Maximum of 20 persons per training. The training could be facilitated in a safe and suitable space within the targeted camp, or ideally, outside the camp as children try to get close to such events.

**Fund needed:** The organization can contract a professional trainer who is conducting these trainings. Coffee break/refreshments can be covered with \$10-30 USD per training, \$1-1.5USD per participant. The White Helmets (Syria Civil Defence) are providing the training as well but based on MoUs not as service provider. The HR or procurement can provide the quotations. The calculation costs are estimations and depends on camp size and number participants (e.g. some camps have 25 HH while others have more than 500 HH). It could be done directly by the organization or by professional trainers or specialized company which can provide the cost as lump-sum.

## Fire mitigation committees

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### Selection criteria:

- The member/IDP has an interest in volunteer work and belief in the importance of the responsibilities that will be assigned to them.
- Commitment to participate in the training and exchange knowledge.
- Actively report such incidents in the camp.
- The member/IDP has the physical ability to carry out the task.
- The member/IDP should not have had at any case, any conflict with the residents, and has a good reputation and good relations with the camp residents.
- Preferably the member/IDP has participated before in volunteer work within the camp or is/was part of any camp committee.
- Each selected member for the committee within the camp should represent 1/55-75 of the IDP population of that camp.
- Person with disability (PWD) who has a minor physical/non-physical disability are encouraged to be selected with priority.
- Women participation is also encouraged and has priority.

**Incentive:** Provide incentive materials or transportation costs. If there is an allocation within the budget, it is suggested at least for two months to provide incentives to ensure members fully engage with the orientation, conduct awareness for IDP residents, participate in reporting of incidents with camp management, and increase their ownership. Incentives could be provided throughout the project implementation phase with a clear exit strategy approach to move to the voluntary option.

### **Inclusion:**

- PWD and women are encouraged and prioritized in the selection as they are available during most of the fire incident more than men who usually doing other labour works out of camps during daytime.
- Committee with the camp management: Terms of Reference (TOR) should be designed and shared with the members and the camp management.
- It is preferred to have a communication plan designed to link and communicate the committee/s with the NGO focal point. This will ensure timely information sharing and reporting in which the NGO can collect accurate information on incident/events and needs from witnesses and observers.

## **Training materials**

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**Theoretic training:** The training materials, brochures and/or posters will be shared with the participants for reference, taking into considerations COVID-19 measures:

- Orientation on Emergency.
- Emergency/Fire Mitigation-Prevention Committee ToR.
- Why this training is provided to the committee and training objectives.
- Identify fire and fire triangle.
- Types of fire (A, B, C, D):
  - A: Wood paper, plastics.
  - B: Alcoholic and petrolic.
  - C: Electric.
  - D: Aluminum.
- Fire mitigation and mitigation tools and mechanisms.
- Fire extinguisher types and fire blanket.
- Common reasons for fire incidents in IDP camps.
- Wide scale fire incident mitigation.
- Observation and reporting.

### **Practical training:**

- Provide some applications mentioned in the theoretical training. The basics for the practical training should include:
  - Alarm system that could be set in the camp
  - Usage of fire extinguisher.
  - Fire blanket on flaming gas cylinder or wood.
- The training should be extended, if possible, with some applications using the fire units to conduct several scenarios.
- Training on observing details for reporting matters should also be considered (CCCM incident reporting tool could be shared and explained).
- The trainer should wisely consider women and PWD needs in the training to ensure the information was well received.
- If the training has more than two female participants, it is suggested to have a separate practical training, provided that there is no loss of committee team spirit.

## Tools and resources used or needed for the training

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### Theoretical training:

- Training plan and content to be properly designed with the trainer.
- Training venue to be prepared with projector, white boards and stationery.
- Training venue to be disinfected and to include disinfection materials with necessary prevention measures to be taken.
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- Camp Management Toolkit on IDP committees.
- CCCM Cluster guidance and other relevant tools.

### Practical training:

- Fire blanket (number depends on the number of participants and usually one blanket can have up to five applications).
- Fire Extinguishers (number depends on the number of participants).
- Flammable materials (gas cylinder, wood, plastic etc.).
- Water buckets filled.
- Anti-fire glove for all participants.
- Materials to be used for lighting and causing fire (gas, diesel etc.).
- Prove the theoretical training subjects where possible through videos.

## Exit strategy

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- It is important to have the committee list shared with the CCCM Cluster, at least two focal points (one as the main focal point, and the other as an alternative),
- By the end of the training and the awareness sessions, the value of ownership and accountability should be clear and fundamental in the trained committee. The communication plan will be kept active since the NGO implementing this activity is a focal point for the fire prevention/mitigation.
- In addition, the incident reporting template and channel will be delivered to the camp management, so they are able to collect information and share it.
- An organogram to be also designed with the camp management, therefore, the committee is formally established and maintained with the camp management structure.
- The fire point and fire point's equipment are handed over with formal hand over to the camp management with two witnesses from the camp committee after the trainings are completed.
- The NGO focal point should uphold its responsibility to keep communicating with the camp and the committee on regular basis for reporting and future project matters.
- Fire unit equipment tracing should also be handed over to the team, so they can list what they used and when.

## Lessons learned (capacity and ownership of fire point)

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- Assign one of the committee members as a fire warden with regular incentives.
- An ID card of the fire committee members should also be distributed and delivered to the members, this will increase the formality and ownership of the members.

- Committee ToR and fire units' keys and maintenance should be mentioned in the handing over document.
- Strong participation and engagement with the committee members with multiple activities like fire unit's establishment, conduct vocational training to build their capacity for cash for work, engage them by sharing information resources on the WhatsApp group of the committee, coordinate their needs through monthly ISIMM and incident reporting in case of any incident, especially when camp incident needs are covered.
- It is necessary to visit the location by the NGO after a fire incident to review and discuss with the community their challenges and provide further instruction.

## Potential Challenges

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- Reaching and communicating with all committee members.
- Some committee members may not understand the importance of the committee; therefore, they may decide to leave and the NGO with the camp management should replace their seats as soon as possible.
- Maintaining the engagement of women and PWD, which could be mitigated by ensuring attention and communication considering women with female staff from the NGO but not the trainer directly.

## Recommendations

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- ✓ Engage the committee members and raise awareness to all camp IDPs, including through brochure distribution.
- ✓ Committee members should be able and know what to information to collect on any incident that may occur.
- ✓ Committee members should be oriented on the cluster system, reporting channels and the focal point system of CCCM.
- ✓ Bi-monthly follow up with the committee based on the reported fire incident in the camp to check the performance and any needed support if any.
- ✓ There are benefits from multisectoral projects. E.g. if another NGO is providing food assistance in the same camp for 12 months, it is worth delegating the task to this NGO to follow for a longer time.
- ✓ The trainer should continue visiting the locations after fire incidents to review with the committee members what happened, how they moved and responded, and what is missed or misused.

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