

NATIONAL SCHOOL OF CIVIL PROTECTION



GOBIERNO
DE ESPAÑA

MINISTERIO
DEL INTERIOR



DIRECCIÓN GENERAL
DE PROTECCIÓN CIVIL
Y EMERGENCIAS

EDIT: GENERAL TECHNICAL SECRETARIAT. MINISTRY OF THE INTERIOR

© **General Direction of Civil Protection and Emergencies**

NIPO (online): 126-17-046-4

LEGAL DEPOSIT: M-26472-2017

DESING: Lucía Bajos

TRANSLATION: Celer Soluciones

PRINTING: Sclay Print

NATIONAL SCHOOL OF CIVIL PROTECTION



DIRECCIÓN GENERAL
DE PROTECCIÓN CIVIL
Y EMERGENCIAS



TABLE OF CONTENTS

Legal Framework	5
Mission of the School	6
Training Plan	9
General Matters	10
Facilities	12
Partners	16
Training activities List	17



LEGAL FRAMEWORK

The aim of the National School of Civil Protection is to **deliver on the training requirements of the parties involved in Spain's civil protection system** in order to contribute to the maintenance and enhancement of its ability to manage risks and to intervene in emergency situations.

Created by Royal Decree 901/1990 of 13 July, the School reports to the Directorate-General of Civil Protection and Emergencies.

Duties

Pursuant to Law 17/2015 of 17 July on the National Civil Protection System, the School is the core plank for specialised and senior command training and performs the following activities:

1
Trains and coaches the civil-protection service personnel of **Spain's central state government and other public and private institutions**

through the relevant conventions, where applicable, and people from **other groups** of interest to the civil protection system. It can reach agreements with other governments, through the relevant **conventions**, for the training and coaching of their personnel.

2
Develops R&D&I activities in the area of civil-protection training.

3
Work with partnerships with the **civil-protection training** centres of other public authorities.

4
Engages in the training activities provided for under the **European Commission's EU**

Civil Protection Mechanism and other EU initiatives to encourage team and service interoperability. It can also implement training activities for **other countries and foreign/international institutions**.

5
The National School of Civil Protection can, with authorisation from the Ministry of Education, Culture and Sport and the Ministry of Employment and Social Security, respectively, **teach courses leading to the attainment of official vocational training** qualifications and professional certificates in relation to civil protection.

The School thus **contributes to the training of the service personnel of entities** that comprise the system, **supplements** the training provided by other institu-

tions and **promotes the adoption of criteria and methodologies** that facilitate coordination and boost joint work efficacy among intervention groups or different public services.

The School also **serves as a meeting forum** for technical officers and specialists in disciplines related to risk and emergency management and the development of the **social culture of prevention and citizen self-protection**.

MISSION OF THE SCHOOL

Implement the training policies approved by the parties responsible for the national civil protection system to **maintain the skills levels of its members** in accordance with the role they play in the sphere of public organisations.

Strategies that define the School's mission:

- 1 Collaboratively lead** the national public training system in civil protection so that the effort made by all the training centres concerned is coordinated and targeted at previously established common goals.
- 2 Act as a benchmark centre** in civil protection training.
- 3 Cooperate with public systems on civil protection training from other countries**, particularly the European Union, Latin America and the Caribbean and Africa, to strengthen their planning, prevention and response capacity in an emergency.





MODULE
1

GENERAL TRAINING
BASICS OF CIVIL
PROTECTION

MODULE
2

RISK ANALYSIS AND
PREVENTION

MODULE
3

CIVIL PROTECTION
PLANNING

MODULE
4

EMERGENCY
OPERATIONS

MODULE
5

REHABILITATION
AND RECONSTRUCTION
IN DISASTERS

MODULE
6

INTERNATIONAL

TRAINING PLAN

Preparation

To design the training plan, all the training requirements of **the national groups involved in the national civil protection system** are first collected and studied at meetings and through needs-detection questionnaires addressed at the different central state government organisations with personnel involved in different functions within the system.

Their training managers and services are the parties who, together with the National School of Civil Protection, detect the groups' requirements in this field.

They furthermore study **the evaluation conclusions of the previous year's plan** and take them into consideration when designing the new plan.

Structure

Activities are classified into knowledge **modules and sub-modules** covering the actions of the comprehensive risk and emergency cycle: **Risk analysis and prevention, planning, operational intervention and rehabilitation**. There is a general module for training in the basics of civil protection and an international module compiling activities targeted at **professionals from other countries**.

The principal training activities and their duration, divided into modules and sub-modules, are listed in the attachment to this document.

Another and more strategic division of the training plan is by programmes expressed in line with the knowledge areas and/or groups at which they are targeted. Of special note are:

- **Courses for personnel involved** in nuclear emergency plans.
- **Advanced civil-protection courses** covering different risk and technical areas,

mainly for groups from the central state government and to foster coordination at the national level.

- **Courses for civil protection volunteers.**
- **Self-protection** programme.

Teaching methodology

The training activities are principally conducted **face-to-face**, both at the school and on an outreach basis across other parts of Spain and in centres abroad. They are eminently practical in nature.

The school also engages in an important number of **technical seminars** which are meeting forums for technical officers and specialists in different areas of interest, intended to promote knowledge about new issues in civil protection and to exchange technical expertise with other institutions.

GENERAL MATTERS

Target audiences

The training courses **are aimed at the members of the civil protection services**, first and foremost from the central state government but also from other public administrations, although certain activities are aimed at other groups of interest to the civil protection system, such as civil protection volunteers.

The target audience and priorities to consider when **selecting students** are specified in the announcement of each training activity. Applicants must meet the required profile to be admitted onto the course and those who are already serving in organisations that form part of the national civil protection system **will be prioritised**; firstly those that **work for the central state government**, then autonomous community personnel and finally city council staff, in that order.

Applications endorsed by the applicant's line manager at the entity or institution where they provide their services will be prioritised over those that do not have this endorsement.

Registration process

Personnel who comply with the requirements established in the target audience section can apply for the activities on offer. Applications will be processed **online only**, through the school's training activities management system, except where expressly stated otherwise. If interested parties are not registered as students on the computer application, they must sign up before being able to apply.



Information from the National School of Civil Protection
www.proteccioncivil.es/escuela-nacional/oferta-formativa
Information: +34 91 537 30 62 from 9:00 h. at 14:30 h.
enpc@procivil.mir.es





FACILITIES

Covering an area of approximately **200,000 m²**, the National School of Civil Protection is located in Sureste Regional Park in the municipality of Rivas Vaciamadrid, Madrid. Operations began at this location in 1997.

The school boasts a **comprehensive range** of infrastructures that enable the training activities to be run well, including practical **training carried out** in the most **realistic-possible** scenarios and training in work techniques and methods for emergency interventions.

School building

The building covers **24,000 m²** of extensive, modern facilities, fully equipped with wifi and an outdoor parking lot for more than 100 cars.

Classrooms

- 12 classrooms with seating for 360 students.
- 1 virtual classroom with scale models.
- 1 computer room.
- 4 rooms for Operation Coordination Centre scenarios.

Conference room

Accommodates up to 100 people. The conference room is regularly used for national and international events.

Assembly hall

On two floors: ground and amphitheatre. Can seat up to 550 people. The assembly hall is equipped with audiovisual and simultaneous translation equipment.

Student and teacher residence

68 rooms with a total of 100 beds available free of charge for students and teachers. Occasionally the limited number of beds makes it necessary to share a double room. Guests must book in the day before the course starts (11 pm at the latest) and book out on the last day of the course (before 12 midday). The residence must be booked when signing up for the course.

Common areas

- Computer room, relaxation areas and laundry.
- Cafeteria serving up to 300 people. Breakfast and lunch, Monday to Friday.

Meeting rooms





Practice grounds

The practice grounds cover **50,000 m²** divided into the following training areas:

Fire and hazardous materials area

- Surface area: 7,500 m² divided into three platforms.
- Training in the handling of extinguishers and firefighting fixtures.
- Outdoor firefighting.
- Suppression of fires confined in buildings.
- Hazardous material accident simulation.

Water rescue area

- 9,400 m³ pool up to seven metres deep in parts.
- Earmarked for training in the handling of rescue vessels, underwater rescues and flooded area scenarios.

Accidents area

- Surface area: 12,500 m².
- Dedicated principally to the training and simulation of multiple road and rail accidents.

Collapsed structures area

- 2 x 7,500 m² zones.
- Over 150 hidden points.
- Underground galleries, 240 m long.
- Vertical accesses.
- Vehicles trapped in rubble (bus, train carriage).
- Constructions simulating collapsed buildings, with five-floor structures measuring 100 m² per floor.
- Dedicated area for strutting, bracing, load movement and slab breakage.

Landslides area:

- Surface area: 4,500 m².
- Training in the rescue of people who have been buried, either from the surface or through underground galleries.

The practice grounds also feature inland and bypass roads and other ancillary structures such as a classroom, changing rooms and toilets, car parks and storage areas. The grounds are also used to train specific groups from different public administrations.



PARTNERS

Ministry of Finance and Public Function: Government delegations and sub-delegations/Civil Protection Units.
 National Institute of Public Administration.
 Ministry of Agriculture, Fisheries, Food and Environment.
 Ministry of Health, Social Services and Equality.
 Ministry of Foreign Affairs and Cooperation.
 Security Forces and Law Enforcement Authorities.
 Armed Forces. Military Unit for Emergencies.
 Nuclear Safety Council.
 Mining and Geology Institute.
 National Geographic Institute.
 State Meteorological Agency.
 Autonomous Communities, Provincial Governments, City Councils.
 Civil Protection Volunteers' Groups and Associations, Spanish Federation of Municipalities and Provinces.
 Universities.



TRAINING ACTIVITIES LIST

TRAINING ACTIVITY DURATION (HOURS)

MODULE 1

GENERAL TRAINING

1.1 Basics of Civil Protection

1.2 Civil Protection General Courses

General training in civil protection for group managers and volunteers (online)	50
Civil protection and planning in emergencies	30

1.3 Civil Protection in the Context of the International Community

Informative seminar on the EU annual civil protection programme	4
Humanitarian aid and international cooperation in civil protection matters	35

1.4 Civil Protection Organisation

The Spanish civil protection system and emergency management at the national and international level	55
Technical seminar on coordination in civil protection training	12
Seminars for parties involved in Operation Strait of Gibraltar	14
Self-protection and management of railway transport emergencies (RENFE and ADIF)	14

MODULE 2

RISK ANALYSIS AND PREVENTION

2.1 Basic Concepts

2.2 Methodological Basis for Analysis

Structural and non-structural preventive measures against natural risks	18
Interpretation of natural risk maps and early warning systems	26

2.3 Natural Risk Knowledge and Analysis

Natural risks: identification and analysis. (Online)	90
Seismic risk analysis	30
Adverse weather events in civil protection.	23
Civil protection planning in natural risks	28

2.4 Technological Risk Knowledge and Analysis

Technological risk evaluation	35
-------------------------------	----

2.5 Social Risk Knowledge and Analysis

Voluntary collaborators in large concentrations of people	16
Risk analysis and management in large concentrations of people	20

2.6 Risk Analysis Tools

Simulation models applied to seismic and volcanic risk analysis	35
GIS tools for risk analysis. (Blended course)	90
Digital geographic information and its application in civil protection and emergencies.	
Open data of the public administration	33
Basic cartography applied to civil protection	30
Hydrologic and hydraulic simulation models applied to flood risk analysis	30

2.7 Additional Techniques for Interventions

2.8 Prevention Education

Self-protection week for schoolchildren (8 to 12 years)	35
Fostering prevention culture among schoolchildren	15
Traffic accident prevent and multidisciplinary care for victims, families and environment	16
Action in emergencies with handicapped persons	6

MODULE

3

CIVIL PROTECTION PLANNING

3.1 Basic Concepts

3.2 Plan Design and Preparation

Design and implementation of self-protection plans in buildings and industrial facilities	65
Emergency design and planning in buildings and facilities	20

3.3 Plan Management and Implementation

Organisation and planning methodologies of exercises and drills	24
Seminar on researching causes in forest fire civil-protection plans.	
Criminal and procedural aspects	8
Flood risk management: implementation of new regulations	20

MODULE

4

EMERGENCY OPERATIONS

4.1 Direction and Management in Interventions

Emergencies direction and management: evaluation, communication and coordination	35
Operational command and management. Crisis management tools at a command post	21
Managing forest fire suppression operations	50
Mid-level management of forest fire suppression operations	56
Seismic emergency planning and management	35
Emergency planning and management for police forces	30

4.2 Search and Rescue

Canine guidance: Veterinary first aid for rescue dogs. Basic/Advanced	30 / 20
Canine guidance: Capacity development in search and rescue using rescue dogs	56
Canine guidance: Specialist in collapsed structures	56
Canine guidance: Specialist in landslides	56

Firefighting techniques, search, orientation and rescue in underground buildings for special operations security forces. Advanced	24
Coordination of parties involved in a traffic accident	15
Orientation, mobility and rescue in zero or low visibility conditions	38
Controlled blasting for national police rescues	20
Emergency action for special security services	32
Water rescue for civil protection volunteers	30

4.3 Disaster Intervention

Training in the handling of extinguishers and firefighting fixtures	6
Training for first responders in self-protection plans	8
Self-protection operations and intervention in the case of fire in buildings	35
Safety and intervention techniques for multidisciplinary teams in search and rescue operations involving collapsed structures in emergency situations	
General training for action in nuclear emergencies (online)	60
Nuclear emergencies	32
Radiological emergencies	26
Intervention and security coordination for first responders in emergency situations	40
First responder coordination in hazardous goods transport emergencies	24
Intervention techniques in accidents involving hazardous goods. Basic/Advanced	35 / 35
Specialisation techniques in intervention in emergencies with a biological risk	21
Level 3 CBRN specialists course for the Civil Guard	113
Prescribed fire use for forest fire prevention and suppression. Modules I and II	52 / 52
Operations and defence in wildfire in the wildland-urban interface	30
Training in forest fire work for volunteers	20
Seminars on municipal action in nuclear emergencies (nuclear environments)	7
Theoretical/practical seminars on actions in nuclear emergencies (nuclear environments)	7

4.4 Logistics Support and Security

Logistics planning in emergencies	25
Management and control of emergency logistics support systems	25
Seminar on police action in the event of disasters	40

4.5 Healthcare Assistance in Emergencies

Healthcare actions in nuclear emergencies (online)	30
Theoretical/practical seminars on healthcare actions in nuclear emergencies (nuclear environments)	6
Trauma victim mobilisation and immobilisation for first responders	8
CPR and SAED course	10
CPR and SAED refresher course	5

4.6 Psychosocial Assistance in Emergencies

Management of care for victims and families in mass transport emergencies	30
Psychological support, emotional self-control and stress management among intervention groups	30

The psychologist in risk situations, emergencies and disasters: objectives, duties and tasks	30
Psychosocial skills in emergency management	18

4.7 Additional Techniques for Interventions

Introduction to cartography and on-the-ground location for civil protection volunteers.	25
Seminars on interventions in cultural heritage in emergency situations.	
National emergency and risk-management plan	30

4.8 Information and Communication Techniques in Emergencies

Information and telecommunications systems in emergencies	21
Communications in civil protection organisation and emergencies for volunteers	25
Emergency communications for volunteers	12

MODULE 5

REHABILITATION AND RECONSTRUCTION IN DISASTERS

5.1 Damage evaluation

Technical intervention in disasters: damage assessment and valuation	30
----------------------------------------------------------------------	----

5.2 Basic Services Reestablishment

Post-disaster rehabilitation	28
Voluntary intervention in architecture and engineering in disasters	25

5.3 Aid and Subsidies

MODULE 6

INTERNATIONAL

6.1 Latin America

Articulation of public policies and social action in disaster risk reduction: towards the development of resilient societies	35
Cities at risk compared to resilient cities with regards climate change	35
Disaster risk prevention in territorial organisation and urban development	35
Emergency management and planning in urban environments (online)	110
Natural risk prevention and planning measures	35
Natural and technological risk prevention and planning	65
Operational management in disasters	95
Virtual activity: "Disaster risk management experts' network" (online)	150

6.2 European Union

Project presentation seminars	6
Seminars under training agreements with France and Portugal	

6.3 Africa



NATIONAL CIVIL PROTECTION SCHOOL

Camino de Salmedina, s/n. Autovía de Valencia A-3, km 19.

28529 - Rivas-Vaciamadrid. Madrid

Coordinates: 40 ° 19 '40.15 "N and 3 ° 33' 20.26" W