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THE UNITED REPUBLIC OF TANZANIA



**PRIME MINISTER'S OFFICE REGIONAL
ADMINISTRATION AND LOCAL GOVERNMENT
MEATU DISTRICT**

**DISTRICT EMERGENCY PREPAREDNESS AND
RESPONSE PLAN (DEPRP) AND DISTRICT
DISASTER COMMUNICATIONS STRATEGY
(DDCS)**

APPROVAL OF THE PLAN

The Meatu District Emergency Preparedness and Response Plan is approved by:

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Date

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PREFACE

Meatu District Council is one of five districts in Simiyu Region. Like any other district in the country Meatu District is vulnerable to a number of hazards which impact on the normal life of most of the communities. The district experiences a multiple of hazards annually which render the communities at risk. The main hazards affecting the district include drought, floods epidemics, and pests in terms of frequency, severity and impacts. The hazards are considered serious enough to warrant active and continuous readiness.

Meatu District Council recognises that the magnitude of a disaster is greatly influenced by the vulnerability and coping capacity of people affected by it. However, it is worth remembering that it is not the hazard per se that causes/ brings suffering to the people, but their consequences. Insufficient emergency response capability further aggravates the consequences of disasters. Thus, in order to effectively respond to disasters the Meatu District with support from the Disaster Management Department of the Prime Minister's Office through a consultative process with key stakeholders at the district and regional levels has developed a District Emergency Preparedness and Response Plan (DEPRP) that provides guidelines for planning, coordination and response with managing all types of disasters and emergencies in the District.

The DEPRP, being a multi hazard and multi-stakeholder plan, outlines the basic functions and responsibilities to be undertaken by the district disaster management committee and all other relevant stakeholders including government and non-governmental organisations in emergency and disaster situations. The DEPRP describes the disaster situation and planning assumptions, concept of operations, response and recovery actions, organizational and specific assignments of responsibilities to the primary and supporting agencies tasked with response efforts.

ACKNOWLEDGEMENTS

In the process of formulating Meatu District Emergency Preparedness and Response Plan (DEPRP) the Facilitators and the technical team received invaluable support, guidance and recommendations from several stakeholders. Without their inputs, it would not have been possible to reach this final stage. We would like to take this opportunity to thank all who have been involved in the process for their support and contributions.

In particular, we would like to thank the Director, Disaster Management Department (DMD) at the Prime Minister's Office for pragmatic support and coordination to the process and the plan itself.

While the production of this plan has been a collective undertaking, special thanks go to the DMD technical team for their significant contribution in the planning process and ensuring that I obtained feedback from stakeholders.

We would like to recognize the invaluable contributions to this plan from Meatu District's heads of Departments and sections. In particular, we would like to thank the District Commissioner and District Executive Director for participating and contributing in the planning process.

Finally it should be remembered that planning for disaster preparedness is an ever-evolving process. Meatu District Council wishes to share this plan with all relevant stakeholders in order to obtain feedback and seek their active collaboration. Any comments or suggestions on how awareness and preparedness can be further developed will be highly appreciated and reflected in future versions of this document.

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ACRONYMS

CBO	Community Based Organisation
CSO	Civil Society Organisation
DALDO	District Agricultural and Livestock Development Officer
DAS	District Administrative Secretary
DAT	Damage Assessment Team
DC	District Commissioner
DCDO	District Community Development Officer
DDCS	District Disaster Communications Strategy
DE	District Engineer
DED	District Executive Director
DEO	District Education Officer
DEPRP	District Emergency Preparedness and Response Plan
DHO	District Health Officer
DIDMAC	District Disaster Management Committee
DMD	Disaster Management Department
DMO	District Medical Officer
DRR	Disaster Risk Reduction
DWE	District Water Engineer
EAS	Emergency Alert System

ECC	Emergency Communications Centre
EPI	Emergency Public Information
EPRP	Emergency Preparedness and Response Plan
FAO	Food and Agriculture Organisation
FBO	Faith Based Organisation
FEWS	Famine Early Warning System
HASH	Hifadhi Ardhi Shinyanga
HFA	Hyogo Framework for Action
ICP	Incident Command Post
NGO	Non Governmental Organisation
OCD	Officer Commanding District
OCS	Officer Commanding Station
PIO	Public Information Officer
PMO	Prime Minister’s Office
RC	Regional Commissioner
RVCA	Risk, Vulnerabilities and Capacities Assessment
SAR	Search and rescue
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SU	Seismology Unit
TCRS	Tanganyika Christian Refugee Services
TEPRP	Tanzania Emergency Preparedness and Response Plan
TMA	Tanzania Meteorological Agency

TPDF	Tanzanian People's Defence Forces
TSA	Tanzania Scouting Association
UN	United Nations
VEO	Village Executive Officer
WEO	Ward Executive Officer
WFP	World Food Programme

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PART I: DEFINITION OF TERMS

- A. **Disaster** - A disaster can be defined as a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. It refers to any situation in which there is a sudden disruption of normalcy within a society causing widespread damage to life and property. The trigger event of a disaster is a **hazard**, which means a rare or extreme natural or man-made event that threatens to adversely affect human life, property or activity to the extent of causing a disaster.
- B. **Emergency**-An emergency refers to an extraordinary situation in which there are *serious and immediate threats* to human life as a result of disasters, potential disasters or cumulative processes of neglect, civil conflict, environmental degradation and socio-economic instability. Notwithstanding the type of the hazard, declaring a situation or problem an emergency is a call for extraordinary action.

An emergency situation needs to be properly handled and managed. Thus, **Emergency Management** refers to the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps. Emergencies do not just appear one day; rather they exist throughout time and have a life-cycle of occurrence. Therefore, the management strategy should match the phases of an emergency in order to mitigate, prepare, respond and recover from its effect.

There are four phases in Emergency Management: Mitigation, Preparedness, Response and Recovery. The four phases are visualized as having a circular relationship to each other forming the **Emergency Management Cycle**. The activities in one phase may overlap those in the previous one.

- C. **Incident Command Post** is a centralised base of operations established near the site of an incident. An ICP typically comprises the Incident Commander and immediate staff and may include other incident management officials from the government and non-governmental organisations. **Incident Commander** is the person designated by the appropriate authority to provide direction and control of the onsite emergency response operations.
- D. **A Hazard**: A hazard is a dangerous phenomenon, substance, human activity or condition that may cause the loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage
- E. **Natural Disaster** means a disaster arising from the interaction of natural phenomenon without the help or planned by man, and includes such occurrences as earthquakes, hurricanes, floods, droughts, fire or epidemics.
- F. **Man-Made Disaster** means a disaster arising from the act of human being causing a catastrophic situation which includes civil disturbances, riot, oil spills, influx of refugees, industrial accidents and all kind of transport accidents.
- G. **Mitigation** refers to activities which actually eliminate or reduce the vulnerability or chance of occurrence or the effects of a disaster. Mitigation phase begins with conducting hazard identification and vulnerability analysis which are essential to the planning of all other phases. Hazard identification and vulnerability analysis is a two step process. First the hazard is identified which has the potential of

affecting the population. Secondly, how people, property and structures will be affected by the disastrous event.

H. **Disaster Preparedness is** a state of being ready to act promptly and effectively in the event of an emergency. It refers to activities that are undertaken to protect human lives and property in conjunction with threats that cannot be controlled by means of mitigation measures or from which only partial protection is achieved. Preparedness is based on a sound analysis of disaster risks and good linkages with early warning Systems. A plan of action for an emergency must exist as a good preparedness. Usually, the preparedness plan would point out what to do before the emergency occurs. Preparedness measures to be undertaken depends upon the identification and analysis of hazard severity and vulnerability, which is also the basis for deciding mitigation strategy. Preparedness involves a number of activities, including:

- The monitoring of potential disaster risk factors
- The development and regular testing of contingency plans;
- The establishment of emergency funds to support preparedness, response and recovery activities;
- The development of coordinated regional approaches for effective disaster response; and
- Continuous dialogue between response agencies, planners and policy-makers, and development organizations.
- Regular disaster preparedness exercises, including evacuation drills that are necessary to ensure rapid and effective disaster response.
- Effective preparedness plans and organization also help to cope with the many small and medium-sized disasters that repeatedly occur in so many communities.

Preparedness for any emergency, especially those, which strike without notice, requires a **plan**. It is essential to identify the resources available, and ways to utilize them. It must also be reasonably certain that the plan will work in an

emergency situation. Hence, the purpose of any **emergency plan** is to provide a systematic way of responding to an emergency situation.

- I. **Response:** Refers to the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties and damage and accelerate speedy recovery from the disaster or emergency situation. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.

- J. **Recovery:** This refers to the restoration and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors. Recovery activities involve restoring systems to normal. Short term recovery actions are taken to assess damage and return vital life support systems to minimum operating standards; long term recovery actions may continue for many years

- K. **Vulnerability** refers to a combination of characteristics of a person or group, expressed in relation to hazard **exposure** which derives from the social and economic condition of the individual, family, or community concerned. It also refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. As such, therefore, vulnerability can be thought of as the people's or a system's susceptibility to a given hazard which is determined by the extent to which they can anticipate, cope with, respond to and recover from its impact.

- L. **Exposure** refers to people, property, systems, or other elements present in hazard zones that are thereby subject to potential losses.

M. **Evacuation** is an operation whereby all or part of a particular population is temporarily relocated, whether individually or in an organized manner, from an area in which a disaster or emergency is imminent or has occurred.

N. **Standard Operating Procedures (SOPs)** are agreed and approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. They are also referred to as Standard Operating Guidelines (SOGs).

PART II: THE BASIC PLAN

1. Introduction

- A. This plan outlines the basic functions and responsibilities to be undertaken by Meatu district Disaster Management Committee and all other relevant stakeholders including Civil Society Organisations (CSOs), Non Governmental Organisations (NGOs), Government Agencies, Faith Based Organisations (FBOs) Volunteer Organisations and United Nations (UN) agencies and International agencies operating in the district. The main objectives of the District Emergency Preparedness and Response Plan (DEPRP) is to:
- Prepare for emergency situations, such as disasters
 - Effectively respond to emergency situations in the district
 - Plan for recovery after an emergency has occurred
 - Plan for emergencies, including allocation of appropriate resources and ultimately reducing vulnerabilities.
 - Network knowledge on effective approaches, methods and tools for disaster risk management
 - Contribute to the national capacity building in preparedness, response, and recovery in emergency situations
- B. This DEPRP does not intend to deal with events and activities that happen on a daily basis-as part of the normal working conditions. Rather, it is meant to deal with emergency situations that may be triggered by a disaster causing widespread suffering among the victims, thereby necessitating external assistance.
- C. The DEPRP must be understood by all stakeholders within the district, including but not limited officials in government and Non Governmental Organisations

Volunteer organisations, United Nations (UN) Agencies operating within the district, relevant Private Sectors and Faith Based Organisations. This is important to ensure that various roles and responsibilities are clearly understood among all relevant stakeholders.

- D. The DEPRP recognises that there will always be changes in administration, policy, law and in the type of emergencies. The plan is designed not to be a static document, but rather a dynamic one that can be modified according to changing situations. Therefore, frequent review and updating of the information within the plan is of critical importance for proper functioning and execution of the plan when the need arise.

2. Authority

The DEPRP is prepared under the following national and international legal and policy frameworks:

- A. The **National Disaster Management Policy (2004)**, calling for a multi-sectoral approach in handling disaster impacts as the amount of response needed could overwhelm the capacity of one organisation. Furthermore, the policy provides for establishment of District Disaster Management Committees (DIDMAC) responsible for response, preparedness, mitigation and prevention of disasters. In specific emergency situations, the DIDMAC is responsible for operational control of the situation to ensure support is delivered promptly to the affected communities. This calls for *a priori* existence of a DEPRP in the first place.
- B. The **Hyogo Framework for Action 2005 – 2015** (HFA): Building the Resilience of Nations and Communities to Disasters, in which Tanzania is a signatory, is the key instrument for implementing Disaster Risk Reduction (DRR), and has been adopted by 168 Member States of the United Nations. Its

overarching goal is to build resilience of nations and communities to disasters, by achieving substantive reduction of disaster losses by 2015 – in lives, and in the social, economic, and environmental assets of communities and countries. *Priority 5 of the HFA calls for strengthening of disaster preparedness for effective response at all levels.*

- C. The **Disaster Relief Coordination Act No 9, of 1990** which spells out the agencies responsible for developing and implementing the Emergency Response and Preparedness Plans. Therefore, the DEPRP will function at district level only for matters that are under the capacity of district as prescribed by the act and the Disaster Management Policy. When the disaster or emergency situation is beyond the district's capacity to respond, the situation will call for direct support and coordination from the central government and the TEPRP will be activated accordingly.
- D. Other legal instruments include, but not limited to:
- a) Inland Water Transport Ordinance Cap 172
 - b) Road Traffic Act, of 1973
 - c) Civil Aviation Act, Cap 80 of 2006
 - d) Tanzania Harbours Authority Act, of 1977
 - e) Tanzania Railway Corporation Act, of 1977
 - f) Public health (sewerage and drainage) Ordinance Cap336
 - g) Factories Ordinance Cap 297
 - h) Mining Act of 2010
 - i) Food Security Act, of 1991
 - j) Fire and Rescue Act No 14, of 2007
 - k) National Environment Management Act of 2004
 - l) Country and Town Planning Ordinance, Cap 378
 - m) Land Act, of 1999
 - n) Occupational Safety and Health Administration(OSHA) Act 3,of 2003

- o) Animal disease Act, of 2003

3. Purpose

The DEPRP for Meatu is prepared to provide operational guidelines and procedures to prepare, respond and recover from emergency situations in the district. The operational procedures and guidelines are stipulated in specific functional annexes provided for in this plan. The primary audience for this plan include all relevant stakeholders in the district: Government and NGO officials, International Organisations, Community Based Organisations (CBOs), Faith Based Organisations, and volunteer organisations that are involved and supporting disaster preparedness and response efforts in the district.

4. Scope

The DEPRP covers all major emergencies and disasters that may occur in the district. It covers both natural and man-made/technological disasters in terms of preparedness, response, and mitigation. The plan does not cover the recovery phase of the disaster management cycle. Furthermore, the plan covers all organisations by virtue of their existence that may be tasked to provide support and assistance during disaster and emergency situations in Meatu district.

5. Situation

5.1. Meatu District Profile

- A. Meatu is one of the five districts in Simiyu region. It lies between latitude 2°57' and 4°09' South of equator also longitude 34° 8' and 34° 49' East of Greenwich. It is bordered to the north by the Bariadi District, to the west by the Maswa and Kishapu Districts, to the east by the Arusha Region, to the southeast by the Manyara Region and to the south by the Singida Region. The district has total area of 8,835Square km.

- B. Administratively, Meatu district has three divisions namely Kisesa in the North, Kimali at the Centre and Nyaranja in South. With 19 ward and a total number of 100 villages
- C. The district has a total population of 299,619 people out of which 143,569 are men and 156,050 are women (2012 census). The average household size 7.4 with sex ratio of 92. The ethnic groups include Sukuma (who are the dominant group) Taturu, Nyiramba, Nyisanzu and Hadzabe.
- D. Meatu district is characterized by arid, semi arid and sub humid type of climate with a decrease in rainfall distribution from North to South. The southern part of a district receives a mean annual rainfall of 400mm while the northern part receives up to 900mm per year. The rainfall pattern is bimodal with short rains in November- December and long rain in March- April. This climate in the area encourages high amount of evaporation causing most of the rivers to be seasonal and only hold surface water during or shortly after the rains.
- E. The topography of the district is to a large extent a flat terrain with an altitude ranging between 1190 and 1202 meters above mean sea level. The most dominant soil type is black cotton soil which is a mixture of clay and silt characterized by cracks during dry seasons with rare vegetation cover except with shrubs and thorny trees scattered or clustered in some areas. Other areas include cultivated land, forest woodland, bush land, grassland and mixed natural vegetation with scattered cropland.
- F. The economy of the district depends mainly on crop and livestock production. According to the surveyed population, about 44.4% of the population is involved in farming while 50% is involved in both farming and livestock keeping

(Agropastoralism). Thus, about 94.4% of the interviewed people are engaged in some form of agricultural activity (farming and livestock keeping). , the main crops that are cultivated include Paddy, cotton maize, sorghum, and potatoes.

G. The District has a total of 11 primary schools and 22 Secondary Schools. In terms of health services, the district has 1 Hospital, 2 health centres and 35 Dispensaries.

H. The vegetation of the district comprises of a bush wooden land, wooden grass land bush land and bush grasslands. The total forest area in the district is 344881 ha. Village forest has an area of 131,378.55. HASH forest conservation project (Hifadhi Arthi Shinyanga) has an area of 60 ha of the forest.

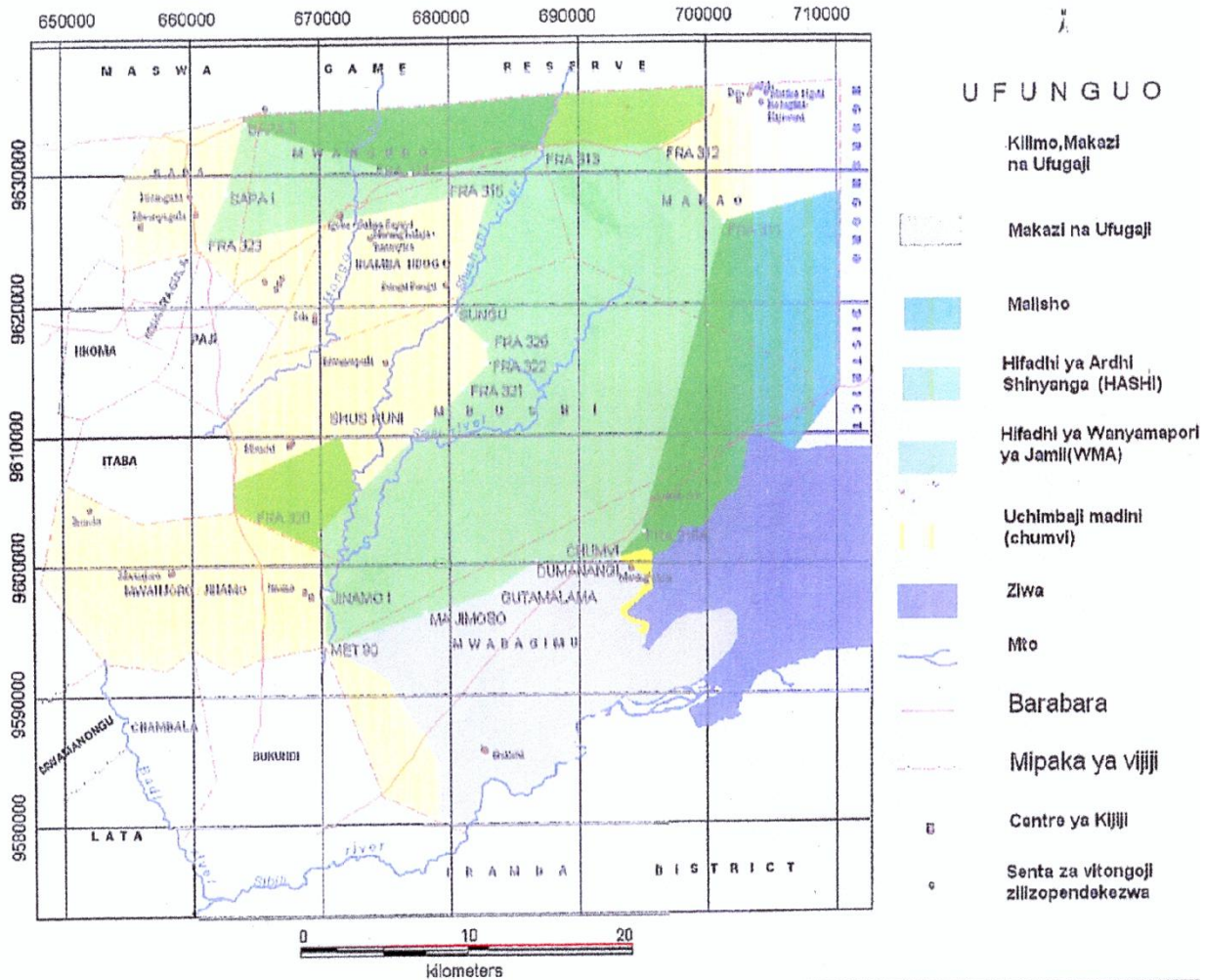


Figure 1: Meatu District Administrative Map.

5.2. Hazard and Vulnerability analysis

- A. According to findings from the Risk, Vulnerability and Capacities Assessment (RVCA) for Meatu district, drought, pests, epidemics, deforestation and wild animals are the main hazards that impact the normal life of most of the people and increase the district's vulnerability. The significance of these hazards is determined through the risks that they pose, the severity of impacts and the frequency with which they occur in the district.
- B. In particular, drought are the main hazards affecting most of the people in the districts in consistent with National vulnerability analysis reports. Table 1 shows the main hazards,¹ their probability of occurrence and estimated impact on health and property.
- C. The main economic activity for most of the people in Meatu is agro-pastoralist, accounting for more than 94.4% of the interviewed people according to RVCA report (2013). Since drought and pest have been identified as the main hazards affecting the district, it follows that the agriculture sector is highly vulnerable with its associated infrastructure, bridges and irrigation schemes. Some of the drought impacts, for example, include dying of crops and livestock.
- D. In terms of seasonality, most of the hazard impacts occur during October-March (Table 2). This is a farming season in which any delay, absence or shortage of rainfall would result into drought. Likewise, floods, pests and epidemics would occur at the same season affecting crops, livestock and human beings.

¹Information in this table and subsequent ones is based on stakeholders' workshop finding conducted for two days in Meatu district.

Table 1: Probability/likelihood of occurrence and estimated impacts of major hazards in Meatu District

S/ N	Hazard Type	Probability of Occurrence			Estimated Impact on Public Health and Safety			Estimated Impact on Property		
		High	Medium	Low	Limited	Moderate	Major	Limited	Moderate	Major
1	Drought									
2	Pest/Insect									
3	Wild Animals									
4	Bird (Quelea-quelea)									
5	Epidemics									
6	Deforestation									
7	Hail stone									

Table 2: Hazard Seasonality in Meatu District

Type of Hazards	Jan-March				April-June				July-September				Oct-December			
	P	C	L	I	P	C	L	I	P	C	L	I	P	C	L	I
Drought		■									■				■	
Flood	■	■	■	■												
Pest/Insect		■					■									
Wild Animals	■	■			■	■				■						
Birds (Queleauele)		■				■										
Epidemics			■								■	■			■	
Deforestation									■				■			

Key: P=People, C=Crops, L=Livestock, I=Infrastructure



Indicates substantial threat and loss to the assigned category

5.3. Capacity Analysis

This section of the DEPRP provides an inventory of various facilities in the district that indicate the capacity of the district to prepare and respond to major disasters and emergencies.

Table 3: Storage facilities within Meatu District

S.N	Name of facility/Godown/warehouses	Location	Capacity	Remarks
1	CEREAL WAREHOUSE	PAJI-VILLAGE	30 TONS	WORKING & GOOD CONDITION
2	COTTON GODOWN	PAJI	100TONS	WORKING & GOOD CONDITION
3	CEREAL WAREHOUSE	MWANGUDO	30 TONS	WORKING & GOOD CONDITION
4	COTTON GODOWN	MWANGUDO	100 TONS	WORKING & GOOD CONDITION
5	COTTON GODOWN	MWANYAGULA	100 TONS	WORKING & GOOD CONDITION
6	COTTON GODOWN	SAPA	100 TONS	WORKING & GOOD CONDITION
7	COTTON GODOWN 2	NKOMA	100 TONS @	WORKING & GOOD CONDITION
8	COTTON GODOWN	MWABAGALU	100 TONS	WORKING & GOOD CONDITION
9	COTTON GODOWN	ITABA	100 TONS	WORKING & GOOD CONDITION
10	COTTON GODOWN	MWANJOLO	100 TONS	WORKING & GOOD CONDITION
11	COTTON GODOWN	MBUSHI	100 TONS	WORKING & GOOD CONDITION
12	COTTON GODOWN	BUKUNDI	100 TONS	WORKING & GOOD CONDITION
13	COTTON GODOWNS	MWAMALOLG	100 TONS @	WORKING & GOOD CONDITION
14	COTTON GODOWNS	MWAMANIMBA	100 TONS @	WORKING & GOOD CONDITION
15	COTTON GODOWN	MWAMATIGA	100 TONS	WORKING & GOOD CONDITION
16	COTTON GODOWN	LATA	100 TONS	WORKING & GOOD CONDITION
17	COTTON GODOWNS	MWABUZO (2)	100 TONS @	WORKING & GOOD CONDITION
18	COTTON GODOWN	MWAMANONI	100 TONS	WORKING & GOOD CONDITION
19	COTTON GODOWN	MWAMANONGU (2)	100 TONS @	WORKING & GOOD CONDITION
20	CEREAL WAREHOUSE	MWAMANONGU	30 TONS	WORKING & GOOD CONDITION
21	COTTON GODOWN	MWAKIPOPO	100 TONS	WORKING & GOOD CONDITION
22	COTTON GODOWN	IMALASEKO	100 TONS	WORKING & GOOD CONDITION
23	COTTON GODOWN	NATA	100 TONS	WORKING & GOOD CONDITION
24	COTTON GODOWN	KABONDO	100 TONS	WORKING & GOOD CONDITION
25	COTTON GODOWN	NGHIOBOKO (2)	100 TONS	WORKING & GOOD CONDITION
26	CEREAL WAREHOUSE	NGH'OBOKO	30 TONS	WORKING & GOOD CONDITION
27	COTTON GODOWN	ITINJE (2)	100 TONS	WORKING & GOOD CONDITION
28	COTTON GODOWN	MWAGAYI	100 TONS	WORKING & GOOD CONDITION
29	COTTON GODOWN	ISENGWA	50 TONS	WORKING & GOOD CONDITION
30	COTTON GODOWN	MWAMISHALI (2)	100 TONS @	WORKING & GOOD CONDITION
31	COTTON GODOWN	BULYASHI (2)	100 TONS @	WORKING & GOOD CONDITION
32	CEREAL WAREHOUSE	MWAMBITI	30 TONS	WORKING & GOOD CONDITION
33	COTTON GODOWN	MWAMBITI (2)	100 TONS @	WORKING & GOOD CONDITION
34	COTTON GODOWN	LUBIKA	100 TONS	WORKING & GOOD CONDITION
35	COTTON GODOWN	MWANDU ITINJE	100 TONS	WORKING & GOOD CONDITION
36	COTTON GODOWN	MWANDOYA (2)	100 TONS @	WORKING & GOOD CONDITION

37	COTTON GODOWN	MWANDOYA	30 TONS	WORKING & GOOD CONDITION
38	COTTON GODOWN	MWAKISANDU	100 TONS	NOT WORKING
39	COTTON GODOWN	MWAKALUBA	100 TONS	WORKING & BAD CONDITION
40	COTTON GODOWN	NYANZA	100 TONS	WORKING & BAD CONDITION
41	CEREAL WAREHOUSE	MWAKASUMBI	30 TONS	WORKING & BAD CONDITION
42	COTTON GODOWN	MWASAATA	100 TONS	WORKING & BAD CONDITION
43	CEREAL WAREHOUSE	MWASHATA	30 TONS	WORKING & BAD CONDITION
44	COTTON GODOWN	MWABUMA	100 TONS	WORKING & BAD CONDITION
45	COTTON GODOWN	MWABUSALU (2)	100 TONS @	WORKING & GOOD CONDITION
46	CEREAL WAREHOUSE	MWABUSALU	30 TONS	WORKING & GOOD CONDITION
47	CEREAL WAREHOUSE	MWAUKOLI	30 TONS	WORKING & GOOD CONDITION
48	COTTON GODOWN	MWAUKOLI	100 TONS	WORKING & GOOD CONDITION
49	COTTON GODOWN	MWANDUKISESA	100 TONS	WORKING & GOOD CONDITION
50	COTTON GODOWN	KISESA	100 TONS	WORKING & GOOD CONDITION
51	CEREAL WAREHOUSE	LINGEKA	30 TONS	WORKING & GOOD CONDITION
52	COTTON GODOWN	LINGEKA	100 TONS	WORKING & GOOD CONDITION
53	COTTON GODOWN	SAKASAKA (2)	100 TONS @	WORKING & GOOD CONDITION
54	CEREAL WAREHOUSE	SAKASAKA (2)	30 TONS @	WORKING & GOOD CONDITION
55	COTTON GODOWN	LONGALONHINIGA	100 TONS	WORKING & GOOD CONDITION
56	COTTON GODOWN	MALWILO	100 TONS	NOT WORKING
57	CEREAL WAREHOUSE	MALWILO	30 TONS	WORKING & GOOD CONDITION
58	COTTON GODOWN	MSHIKAMANO (2)	100 TONS	WORKING & GOOD CONDITION
59	COTTON GODOWN	MSHIKAMANO	30 TONS	WORKING & GOOD CONDITION
60	COTTON GODOWN	MWAMBEKWA	40 TONS	WORKING & GOOD CONDITION
61	COTTON GODOWN	MWANYAHINA (2)	100 TONS @	WORKING & GOOD CONDITION
62	COTTON GODOWN	MWAGILWA	100 TONS	WORKING & GOOD CONDITION

Table 4: Health facilities within Meatu district

S.N	Name	Location	Type(Hosp, Disp	Contact
1	BULYASHI	BULYASHI	DISPENSARY	DMO & I/C
2	IMALASEKO	IMALASEKO	DISPENSARY	DMO & I/C
3	ITINJE	ITINJE	DISPENSARY	DMO & I/C
4	JINAMO	JINAMO	DISPENSARY	DMO & I/C
5	KABONDO	KABONDO	DISPENSARY	DMO & I/C
6	KISESA	KISESA	DISPENSARY	DMO & I/C
7	LINGEKA	LINGEKA	DISPENSARY	DMO & I/C
8	LONGALONHIGA	LONGALONHIGA	DISPENSARY	DMO & I/C
9	LUBIGA	LUBIGA	DISPENSARY	DMO & I/C
10	MAKAO	MAKAO	DISPENSARY	DMO & I/C
1	MBALAGANE	MBALAGANE	DISPENSARY	DMO & I/C

12	MBUSHI	MBUSHI	DISPENSARY	DMO & I/C
13	MWABAGALU	MWABAGALU	DISPENSARY	DMO & I/C
14	MWABAGIMU	MWABAGIMU	DISPENSARY	DMO & I/C
15	MWABALEBI	MWABALEBI	DISPENSARY	DMO & I/C
16	MWABULUTAGO	MWABULUTAGO	DISPENSARY	DMO & I/C
17	MWABUMA	MWABUMA	DISPENSARY	DMO & I/C
18	MWABUSALU	MWABUSALU	DISPENSARY	DMO & I/C
19	MWABUZO	MWABUZO	DISPENSARY	DMO & I/C
20	MWAGENI	MWAGENI	DISPENSARY	DMO & I/C
21	MWANGIKULU	MWANGIKULU	DISPENSARY	DMO & I/C
22	MWAKIPOPO	MWAKIPOPO	DISPENSARY	DMO & I/C
23	MWAMALOLE	MWAMALOLE	DISPENSARY	DMO & I/C
24	MWAMANIMBA	MWAMANIMBA	DISPENSARY	DMO & I/C
25	MWAMBITI	MWAMBITI	DISPENSARY	DMO & I/C
26	MWANDU HINJE	MWANDU HINJE	DISPENSARY	DMO & I/C
27	MWANJOLO	MWANJOLO	DISPENSARY	DMO & I/C
28	MWASHATA	MWASHATA	DISPENSARY	DMO & I/C
29	NG'HOBOKO	NG'HOBOKO	DISPENSARY	DMO & I/C
30	NKOMA	NKOMA	DISPENSARY	DMO & I/C
31	PAJI	PAJI	DISPENSARY	DMO & I/C
32	SAKSAKA	SAKSAKA	DISPENSARY	DMO & I/C
33	SEMU	SEMU	DISPENSARY	DMO & I/C
34	SUNGU	SUNGU	DISPENSARY	DMO & I/C
35	BUKUNDI	BUKUNDI	HEALTH CENTRE	DMO & I/C
36	MWANDOYA	MWANDOYA	HEALTH CENTRE	DMO & I/C
37	MEATU HOSPITAL	MWANHUZI	HOSPITAL	DMO & I/C
38	NZANZA	NZANZA	DISPENSARY	DMO & I/C

SUMMARY:

DISPENSARIES =35

HEALTH CENTRE =2

HOSPITAL = 1

Table 5: Police Stations

S.N	Name of police station	Location	Contact
1.	Meatu Central Police	Mwanhuzi	OCD-0754813058

Table 6: Fire Station information

No fire station in the district

Table 7: Available evacuation centres in Meatu District

S.N	Name	Type (e.g. school)	Location	Contact person
1	MWAMOLALE	PRIMARY-SCHOOL	MWAMOLALE WARD	WEO,VEO
2	MWANGIKULU	PRIMARYSCHOOL	MWABUZO WARD	WEO,VEO
3	BUKUNDI	SECO-SCHOOL	BUKUNDI CENTRE	WEO,VEO
4	PAJI	SECO-SCHOOL	KIMALI WARD	WEO,VEO

Table 8: Sources of emergency equipment for evacuation search and rescue

Type of equipment	Contact person	Tel. Number	Remarks
Fire fighting	DISTRICT FIRE FIGHTER	028-2795261	
Earth moving and road cleaning	DISTRICT ENGINEER	028-2795261	
Evacuation	DC	028-2795058	
Transportation	TRANSORT OFFICER	028-2795261	

Table 1: Details of Vehicles available in the district

S.N	Type of vehicle	Condition	Contact person
1	TRACK	GOOD	KIDANHA
2	TRACK	GOOD	MOHAMED JUMA
3	TRACK	GOOD	MOHAMED JUMA
4	TRACK	GOOD	SEME JIDAMILA
5	TRACK	GOOD	N'GONDI LUGEDENGA
6	TRACK	GOOD	SAM NKILJIWA
7	TRACK	GOOD	KALANDO
8	TRACK	GOOD	LIKA
9	TRACK	GOOD	MR.GIBISH
10	TRACK	GOOD	YUSUPH RASHID

11	TRACK	GOOD	MR.MASALA
12	TRACK	GOOD	MR. NGUNDO
13	TRACK	GOOD	
14	TRACTOR	GOOD	MR. SEME JIDAMILA
15	TRACTOR	GOOD	MR. KALANDO
16	TRACTOR	GOOD	MR. KIDANHA
17	TRACTOR	GOOD	MR. ABDALAH MOHAMED
18	TRACK	GOOD	MR. RAMA
	GOVERNMENT VEHICLES		
1	L/CRUISER PSM 3513	GOOD	DED-MEATU
2	L/CRUISER DFP 9262	GOOD	DED
3	L/CRUISER STK 4746	GOOD	DED
4	L/CRUISER SM 4911	GOOD	DED
5	L/CRUISER STK 6827	GOOD	DED
6	TOYOTA DOUBLE CBEN	GOOD	DED
7	TOYOTA DOUBLE CBEN	GOOD	DED
8	L/CRUISER DFP 6088	GOOD	DED
9	L/CRUISER DFP 8315 (AMBULANCE)	GOOD	DED
10	S/WAGON SM 3238	GOOD	DED
11	L/CRUISER DFP 786	GOOD	DED
12	L/CRUISER SM 3514	GOOD	DED
13	L/CRUISER P/UPB SM 3521	GOOD	DED
14	L/CRUISER SM 3866	GOOD	DED
15	L/CRUISER SM 4787	GOOD	DED
16	L/CRUISER SM 5007 (AMBULANCE)	GOOD	DED
17	SAMURAI/SUZUKI	GOOD	DED
18	L/ORRY SM 3524	GOOD	DED
19	BULLDOZER (OPERATION MACHN)	GOOD	DED
20	WHEELROADER	GOOD	DED
21	GRADER (OPERATION MACHINE)	GOOD	DED
22	TRACTOR	GOOD	DED
23	L/CRUISER STK 3818	GOOD	DAS – MEATU
24	L/CRUISER STK 2929	GOOD	DAS – MEATU
25	TRACK	GOOD	MENEGER TENESCO MEATU
26	L/CRUISER	GOOD	CCM
27	L/CRUISER	GOOD	DSO - MEATU
28	L/CRUISER	GOOD	OCD- MEATU
29	L/CRUISER	GOOD	PCCB- MEATU
30	L/CRUISER	GOOD	ICS – MEATU MENEGER
31	L/CRUISER	GOOD	ICS – MEATU MENEGER

Table 10 List of active NGOs and CBOs in Meatu district

S.N	Name of NGO/CBO	Area of expertise	Contact person
1	Community Dev.Support (CDS) 'NGO'	-Environmental Conservation -OVC's Support -Health Hazards -Entrepreneurship	MR. Madaraka Juma 0787-384612 0753 – 045489
2	Tanzania Society of Agriculture Education and Extension (TSAEE) 'NGO'	-agriculture -livestock Health education -extension	MR. Raya Amara 0783 – 488920
3	Women & Children Dev.Initiative (WCDI) 'NGO'	-Awareness creation and support	Miss Esther Joseph 0784 0767857090
4	(ICS)-Investing in Child & Their Society 'NGO'	-Health -Education -Agriculture -Child Protection	MR. Johnathan Kifunda 0786 – 254200 0767 - 254201
5	Familia Bora Uhifadhi wa Mazingira (FaBo – UM) 'NGO'	_environmental Conservation -Health Hazard -Entrepreneurship -Awareness Creation And Support -Family planning	Miss Massawe 0785 086654 0752 - 333374
6	Wafugaji Kuku, Bata na Nguruwe (WAKUBANGU) 'NGO'	-Livestock Keeper -entrepreneurship	Miss- Rose Nyambu 0753 - 679497
7	Maendeleo ya Familia na Uhifadhi wa Mazingira (MFUMA) 'NGO'	-Entrepreneurship -Health Education _Environmental	Miss Zilpa Omari -0786 – 435779 0755 – 541008
8	Dev. Without Destruction (DWD) 'NGO'	Agriculture -Entrepreneurship -Environmental Conservation	MR. Romanus Thomas 0752 - 713887
9	FARAJA Goup (CBO)	-Entrepreneurship -Environmental -Health	Mrs. Pulkeia Mayunga 0786 – 115384
10	MSHIKAMANO Group (CBO)	-Entrepreneurship -Environmental -Health	MR. Peter Thomas 0782 - 033058

11	MWAKISANDU (CBO)	-Entrepreneurship -Environmental -Health	Mr. Peter Ngelela 0782 - 885598
12	TINDABULIGI _CBO	-Entrepreneurship -Environmental -Health	MR. Tito Mageme
13	LINGEKA - CBO	-Entrepreneurship -Environmental -Health	Ngelela Kingi

Table 11: Communication types in Meatu District

S.N	Type of communication facility/centre (Radio, TV, traditional, mobile phones, etc)	Location/coverage	Contact	Remarks
1	RADIO CALLS - POLICE	WHOLE DISTRICT	OCD 0754813058	
2	RADIO CALL- HOSPITAL	WHOLE DISTRICT	DMO	

6. Concept of Operations

- A. It is the responsibility of the District Council to protect life and property from the effects of emergency or disaster events. When the emergency or disaster situation exceeds the capacity of the district to respond, assistance will be requested from higher authorities (Regional and National authorities).
- B. The Incident Command Post (ICP) will be staffed and operated as the emergency or disaster situation dictates.
- C. As the chairperson of the DIDMAC, the DC is responsible for coordination of all disaster management issues in the district, including response operations and preparedness measures.
- D. This plan will be implemented according to the emergency classification and control procedures stipulated in the functional annexes.

7. Planning Assumptions

The DEPRP is prepared under the following key assumptions:

- A.** That the district will continue to be exposed to various identified hazards and others that may develop in the future,
- B.** That the district may be hit by a disaster any time without prior warning.
- C.** In terms of scale, some major emergencies such as earthquakes may require emergency assistance, while others such as floods and drought the scale may be lower although the cumulative effects over time may be high.
- D.** That the Early Warning Authorities within the country (e.g. Tanzania Meteorological Agency –TMA, Seismology Unit, Famine Early Warning Systems Network –FEWS Net and Plant Protection and Food Security) will continue to monitor disasters and provide early warnings to respective levels such as the DIDMAC. Thus, Meatu district plans to be one of the first agencies to trace early warnings and take appropriate actions.
- E.** That in case of large scale disasters; external emergency assistance will be required. This assistance may come from the national and/or international level. However; such assistance should compliment, and NOT duplicate, measures taken by the district and its partner organisations.
- F.** That the District Council officials and all relevant stakeholders are aware of the possible occurrence of an emergency or major disaster. Furthermore it is assumed that they are aware of their responsibilities in the execution of this plan and that they will fulfil these responsibilities as the need arise.

8. Organisation and Assignment of Responsibilities

8.1. *Organisation*

This plan is organised in ten (10) functional annexes. The functional annexes stipulate the concept of operations and responsibilities of both the primary and secondary agencies. The functional annexes are organised thus:

Annex A: Direction and Control

Annex B: Evacuation
Annex C: Health and Medical services
Annex D: Shelter and Mass care
Annex E: Law Enforcement
Annex F: Damage Assessment
Annex G: Emergency Public Information
Annex H: Communication and Warning
Annex I: Search and Rescue
Annex J: Resource Management and Supply

8.2. Assignment of responsibilities

- A. During an emergency situation, it is acknowledged that different officials, agencies or volunteer organisations within the district will collaborate in a coordinated manner to handle such an emergency. However, the **primary** responsibility for a specific function should be assigned to the person or agency with the best knowledge, skills and resources in that function or with the legal authority to handle it.
- B. Other organisations may be assigned **support** responsibility for specific emergency functions.
- C. Table 2 summarises the general primary and specific functions for various departments in the district as well as other support organisations.
- D. The agencies, departments or volunteer organisations having the primary or support responsibility will be responsible to maintain a checklist of how their tasks will be performed during an emergency.

Table 2 : Summary of emergency responsibilities for various agencies in the district

Department/Agency²	Function	Direction & Control	Communication and Warning	Evacuation	Fire Fighting	Law Enforcement	Health and Medical Care	Search and Rescue	Shelter and Mass Care	Emergency Public Information	Damage assessment	Public works and Engineering	Energy and Utilities	Resources and Supply	Transportation
POLICE		X	X	X		X		X							
WORKS									X		X				X
WATER												X		X	
HEALTH AND SANITATION							X				X			X	
AGRICULTURE										X	X			X	
COMMUNITY DEVELOPMENT		X	X	X		X				X					
CULTURAL & SENSITAZATION			X							X					
ICT			X							X					
RED CROSS				X			X	X	X						
SCOUTS			X	X	X			X	X						
ARDH(LAND NATURAL RESOURCE)		X	X		X	X					X				
TTCL,VODACOM,TIGO,AIRTEL			X							X					
MEDIA			X							X					
LIVESTOCK			X			X	X								
TANESCO													X		
EDUCATION			X												

² Note: **P** - Primary Agency-Responsible for coordinating the Emergency Function; **S** - Support Agency- Responsible for supporting the Primary Agency

9. Direction and Control

- Direction and Control provides for an efficient response to a major emergency or disaster by coordinating all response and recovery activities through one central location.
- The Incident Command Post (ICP) is the base of operation for all emergency management activities for the district.
- Members of the District Disaster Management Committee (DIDMAC) will be familiar with plans and guidelines to cope with a major emergency or disaster.
- The DC, the District Administrative Secretary (DAS) and the District Executive Director (DED) or their designee will decide whether to activate the ICP in the district.
- The District Commissioner (DC) will be responsible for coordinating all emergency management activities including implementing this plan and directing and controlling emergency response within the district.
- Upon the declaration of an emergency or disaster, the DC, the DAS, or the DED will operate from the ICP, if appropriate.
- Initially, emergency operations will be conducted locally with little or no outside assistance or coordination.

10. Emergency Activation Levels

The emergency activation levels for this plan will follow the national EPRP thus:

LEVEL 1

Level 1 — an emergency incident can be handled routinely by one or more departments, government agencies and local NGOs within the district. It only requires local resources. At this level of incident severity, normal government operations are not affected. In such situations, the DEPRP will not be activated.

LEVEL 2

Level 2 — an emergency requires a major response and the significant commitment of resources from District Council several departments. It has the potential to require resources in excess of those available to the responding departments to bring the situation under control. Under this situation, DIDMAC chairperson will request assistance from Regional Secretariat. A partial or full activation of the DEPRP will be needed.

LEVEL 3

Level 3 — an emergency requires an extensive coordinated response and commitment of resources from all departments, government agencies and central government central government and/or international humanitarian organizations. Under this situation, DIDMAC chairperson will request assistance from Central Government through Regional Secretariat. The full activation of the DEPRP will be needed.

11. Continuity of Government

I. General

- The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain guidelines to ensure continuity of government.
- These guidelines will name who will be the decision makers if an elected official or department head is not available.
- Nothing herein shall be deemed to control the line of authority established in the day to day guidelines of succession or appointing authority.

II. Line of succession

- The line of succession for Meatu district proceeds from the District Commissioner (DC) to the District Administrative Secretary (DAS).
- In the event both the DC and the DAS are absent or disabled then the District Executive Director (DED) will be the third in succession. In the event that all three are absent then an emergency meeting comprising the departmental heads within the district will be called to elect a chairperson for the DIDMAC.

III. Relocation of Government operations

- In the event of a major disaster or emergency, the governing body may relocate to the ICP as necessary.
- If the primary ICP is determined inoperable, the governing body will relocate to the alternative ICP facility as needed.

12. Administration and Logistics

- The ICP shall operate continuously 24 hours per day in emergency and disaster situations. The operational readiness of the ICP is the responsibility of the DC.
- Records of expenditures and obligations during a major emergency or disaster operations must be maintained by the District Council.
- There will be no discrimination on grounds of race, ethnic origins, colour, religion, nationality, sex, age, disability, health or economic status in the execution of disaster relief and assistance functions.
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency or disaster situations.
- Should the District Council resources prove to be inadequate during emergency or disaster operations, requests for assistance will be made to higher levels of government, and other agencies in accordance with existing procedures.

- If additional private resources will be needed, written Mutual Aid Agreements should be signed in advance or after provision of services, equipments or materials that specify the terms of services, equipments or materials.

13. Plan Development and Maintenance

- The DC, through the DIDMAC, will ensure development, annual review, testing and revisions, of this plan, are conducted by all officials involved. This shall include review of those portions of the plan actually implemented in an emergency or disaster.
- This plan shall be exercised once a year in accordance with the TEPRP to ensure a readiness posture for those who have an emergency responsibility.

PART III: FUNCTIONAL ANNEXES

This section outlines the specific tasks and responsibilities to be undertaken by government, agency and nongovernmental officials in emergency situations.

Annex A: Direction and Control

Primary Agency: The primary responsibility for this function is assigned to the District Commissioner (DC), who is the chairperson for the DIDMAC. The District Executive Director (DED) will serve a coordination function.

Supporting Agencies: Supporting agencies for this function include the District Executive Director (DED), The Director of Disaster Management Department, Regional Administrative Secretary, disaster management committees' chairperson at ward and village levels, Human Resources department and the Officer Commanding District (OCD).

A. Purpose

The purpose of this section is to outline the duties and responsibilities of the District Commissioner in collaboration with the DIDMAC and other relevant government departments, agencies and nongovernmental organisations in preparedness and response responsibilities in emergency situations.

B. Situation and Assumptions

Situation: In most cases, it is expected that the DC will direct operations from an Incident Command Post (ICP) that may be located within the DC's office or in the specific area affected by a disaster or emergency situation.

Assumptions: During an emergency, it is assumed that:

- The DEPRP will be activated in a timely manner by the DC or his/her designee
- Information will be dispatched in accurately and timely manner
- Resources will be available to respond to the emergency situation
- There is available staffing at the district that will be charged with various responsibilities according to this plan.
- There will be a close coordination between the DC and the supporting organisations in responding to the emergency

a) Overall Responsibilities in Non emergencies: The DC should perform the following tasks in non emergencies:

- Ensure the development, implementation and continuous updating of the DEPRP
- Monitor the emergency response during disaster situations and provide direction and control where appropriate.
- Assign emergency preparedness and response responsibilities to various stakeholders as identified in the DEPRP.
- Assign emergency management program tasks to respective departments and nongovernmental organizations.
- Organise and conduct rehearsals/drills of emergency scenarios in the district and reflect on the lessons learned in the emergency preparedness plan.
- Ensure regular meetings for village, ward and district disaster management committees.

b) Responsibilities during an emergency: During an emergency or disaster situation, the DC should:

- Declare the situation of emergency and **activate** the DEPRP
- Call on a meeting of the DIDMAC immediately and be informed on the emergency situation.
- Activate the implementation of functions by various departments after receiving appropriate information
- Monitor and coordinate the performance of various departments, agencies and NGOs tasked with different responsibilities.
- Ensure that damage assessment information is collected, analysed, organized and submitted for appropriate action.

All other departments and organisations, including the ward and village disaster management committees and NGOs will support the direction and control function by:

- Coordinating their activities with the ICP through established lines of communications or by designating a representative to report to the ICP.

- Advising the Direction and Control staff in their area of expertise/responsibility, so that emergency situations are handled by the most competent individual/organisation with the best skills and knowledge in that area.

c) Concept of Operations

- The DC will immediately activate the ICP if present, if not, should establish one immediately. The ICP should be fully operational at the earliest possible time.
- The DC and the DIDMAC and all relevant officials will immediately assemble at the ICP to direct, control and coordinate emergency operations.
- Leave of all the officials working with the government departments within the district would automatically stand cancelled and the respective departments would direct their staff to report on duty immediately.
- Emergency personnel deployed by their respective organisations will remain under the direction and control of sponsoring organisations, but will be assigned specific duties and responsibilities by the DC.
- Incoming and outgoing messages will be handled as outlined in the District Disaster Communication Strategy (DDCS).
- The DC and DIDMAC will regularly collect and analyse information related to emergencies from various sources (government, non-governmental organisations and the media)
- The DC, in collaboration with the DIDMAC, will ensure appropriate staffing of the ICP as appropriate, depending on the severity of the emergency.
- In collaboration with support agencies, mobilise action and resources to ensure the survival of those most in need (e.g. vulnerable groups: children, the elderly, physically challenged, chronically ill). Meanwhile, the DC should request additional resources from outside (regional and national level) depending on the severity of the emergency.
- Monitor the performance of emergency staff, respond to staff personal needs and watch for any fatigue among the response staff.

- Ensure that law and order is maintained throughout during the emergency.
- After advice from DIDMAC, the DC through the Regional Commissioner (RC), Director for Disaster Management in the Prime Minister's Office will advise the Prime Minister to requests a Presidential declaration of a major disaster/emergency to augment the government and private disaster relief efforts.

d) Administration and Logistics

- The ICP in the DC's office or any other appropriate location will serve as an emergency operation centre, from where all response operations will be implemented, coordinated and monitored.
- The post will be accessible to only the DIDMAC and other designated staff with special responsibilities
- In more serious emergencies, a work roster may be established to allow for work shifts and ensure a 24-hour operation of the ICP

Annex B: Evacuation

Primary Agency: The primary responsibility for this function is assigned to the DC as well as the Fire and Rescue Force in collaboration with the Tanzania Policy Force.

Supporting Agency: Supporting agencies for this function include the District Executive Director (DED) through Land and natural resources department, Health department, Community development department and the Education department. Others includes PMO-DMD, Tanzanian People's Defence Forces (TPDF), NGOs and CBOs, UN, regional and international agencies, Tanzania Red Cross Society and Tanzania Scouting Association (TSA).

A. Purpose

The purpose of this function is to outline evacuation operations in emergency situations.

B. Situation and Assumptions

Situation: As outlined in the vulnerability analysis, Meatu district is vulnerable to a number of hazards that may cause disasters especially floods and drought. In emergency situations, evacuation of the affected people and property may be needed.

In such a case, emergency evacuation centres (Table 7) will need to be launched and utilised accordingly.

Assumptions:

- People will evacuate on their own in most cases until external assistance has arrived, mostly from the district level.
- The capacity of the district to evacuate all the people and property may be overwhelmed, especially in large disasters such as earthquakes and floods. In such a case, private and public transportation facilities will be needed.
- Most of the victims in the affected area will receive and follow evacuation instructions.
- Specific evacuation routes will be determined at the time of the actual emergency or disaster.
- Officials with the responsibilities to handle search and rescue operations are properly trained

C. Concept of Operations

- The overall responsibility to order an evacuation lies within the DC, who will then direct the Tanzania Police Force and the Fire and Rescue Force to coordinate the evacuation exercise.
- The coordinators for evacuation will use the ICP to contact with District Medical Office (Table) within the district to get prepared for injured victims as well as dispatching ambulances to the affected areas.
- In collaboration with supporting agencies, the Coordinators for evacuation shall ensure the evacuation of special and vulnerable groups such as children, elderly, chronically ill and physically challenged victims.
- Private organizations such as security service companies, fuel distributors, and transport companies will be needed to facilitate evacuation process. Therefore, Memoranda of Agreement will be established to define mutually acceptable terms of service, including predetermined rates of reimbursement.

D. Organisation and responsibilities

The responsibilities of various departments and organisations are outline in (Table 3) below:

Table 3 : Summary of Evacuation Responsibilities

Personnel	Responsibilities
The DC	<ul style="list-style-type: none"> • Ordering evacuation, while the coordinators for evacuation will be responsible to control the evacuation exercise from the ICP once it has been activated. • Approve any information to the public related to the evacuation exercise
Evacuation Coordinators(Fire and Rescue Force and Tanzania Police Force)	<ul style="list-style-type: none"> • Develop and maintain evacuation planning information for known risk areas, including population of the area, and potential evacuation routes • Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support • Coordinate evacuation planning to include selection of suitable evacuation routes and movement control, based on recommendations from the police force, transportation arrangements, shelter and mass care arrangements, special needs demographics and evacuation support requirements
Security and Law Enforcement (Police force)	<ul style="list-style-type: none"> • Ensure that basic security and evacuation plans are up to date and carried out • Recommend evacuation routes to the Evacuation coordinators • A physical and immediate check of all evacuation routes (e.g. roads) and immediate removal of any obstructions, which would potentially impede the orderly flow of emergency evacuation assistance and

	<p>traffic.</p> <ul style="list-style-type: none"> • Ensure the general security of the public is maintained
Shelter and Mass Care Coordinator	<ul style="list-style-type: none"> • In collaboration with respective organisation, coordinate and ensure availability of public and private owned evacuation centres (Identified in Table) • In collaboration with the health department and TRCS ensure mass care operation and opening health care centres at the evacuation centres
Transport coordinator	<ul style="list-style-type: none"> • Coordinate the evacuation of the affected persons in need of transport facilities, including the more vulnerable groups • Ensure the availability of transport facilities (e.g. vehicles, motorcycles,) and arrange for pick up points

E. Direction and Control

- All evacuation operations will be coordinated through the ICP once activated.

F. Administration and Logistics

- Evacuations will involve public transport and when need arise private transport will be utilised (Table 1).
- The responsibility of the Police force is to ensure safety and smooth movement of people and property.

Annex C: Health and Medical Services

Primary Agency: The primary responsibility for this function is assigned to the District Medical Officer.

Supporting Agency: Community development, Water, Agriculture, and Livestock, private medical services providers, CBOs, NGOs, FBOs, UN, regional and international organisations, Red Cross and TSA.

A. Purpose

This section outlines how medical assistance will be coordinated in response to public health and medical care needs following a major disaster or emergency.

B. Situation and Assumptions

Situation: The DEPRP recognises that:

- In an emergency and disaster situations the district would necessitate emergency medical care and assistance. In such, the main objectives of the health care department and partner agencies and organisations will be:
 - (i) To prevent the outbreak of epidemics
 - (ii) To manage cases.
- The DEPRP further recognises that in emergency and disaster situations, district health facilities (hospitals, dispensaries, pharmacies and other health facilities) may be severely damaged as a result of the disaster.
- The large number of casualties may overwhelm the capacity of the survived health facilities to serve them properly.

Assumptions:

- Facilities in the district will be inadequate to handle an emergency or disaster situation and therefore additional facilities will be urgently needed.
- There are referral hospitals who can handle the casualties within the district or near the district.
- The mass evacuation and concentration of people in evacuation centres will increase the risk of disease and injuries.
- The natural emergence and spread of a virulent infectious disease agent would create a public health emergency.

- Communication facilities will be available to officials in the health department to communicate with other support organisations and hospitals for help, treatment and rehabilitation of casualties.
- It is of the utmost importance to ensure that the healthcare system is alerted to the occurrence of healthcare emergency outbreaks in a rapid and timely manner so that providers can take appropriate action to promptly recognize and treat exposed and ill individuals and limit the potential for others to be affected. Actions may include decontamination, medical treatment, vaccination and isolation
- As with any mass casualty incident, the potential for substantial loss of life is significant and survival is dependent on resource availability and efficiency of deployment
- Resources from central government, governmental agencies and private organizations will be made available upon request.
- Following an emergency/disaster, the Health Department will take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies and lack of functional sanitary facilities.
- Facilities available within the district will be sufficient to handle emergencies.
- There are available referral centres and hospitals which can accept large number of casualties.
- When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the ICP.

C. Concept of Operations

- **Activation:** In the event of a district-wide public health emergency, the DC may order the District Medical Officer (DMO) implement all or a part of the Health and Medical services response plan.

- All support agencies (such as the agriculture and livestock departments, the Red Cross, community development) will be notified and tasked to provide 24-hours medical services as necessary. Each support agency will be responsible for ensuring sufficient program staff is available to support and carry out the activities tasked to its agency on a continuous basis.
- Based on received information (early warning or citizen report) the DC in collaboration with the DMO office will meet to determine whether the health threat alert warrant an emergency public response.
- The DC and DMO will then determine the level of emergency activation in accordance with the standards activation levels stipulated i.e. Level 1 (an emergency incident can be handled routinely), Level 2 (an emergency incident requires a major response and significant commitment of resources), and Level 3 (an emergency incident requires extensive coordinated response and commitment of resources).The Health Department will coordinate health care in approved shelters.
- Frequent inspections of damaged areas and emergency shelters will be necessary to determine the need for pest control, sanitation or other protective measures.
- The District Medical Officer (DMO) will assist the medical officers in establishing temporary morgues and coordinate with Medical officers in the identification and proper recovery of human remains.
- The DMO must coordinate with the DC, acting as the official spokesperson for the district, concerning distribution of information to the general public on disaster related health matters.
- The Health Department will coordinate the movement of special needs populations; for example, the homebound patients and physically challenged persons and children.

D. Organization and Responsibilities

The DMO will be responsible for the following tasks:

- Consult with district public health officials, hospitals, nursing homes, and other health/medical facilities as appropriate to determine the magnitude and extent of public health/medical problems associated with an emergency situation or catastrophic disaster and assist local public health officials in adopting and developing appropriate strategies to address such problems.
- Define the types and amounts of public health and medical assistance required by government and private health/medical facilities
- Developing specific requests for assistance including medical personnel, equipment, and supplies.
- Organize, operate, and supervise teams for immunization of the general public or selected populations.
- Direct the staffing of the department as necessary to support the emergency response operations as indicated in this plan.
- Provide information on safety of food at homes and at commercial locations (i.e., restaurants and retail markets).

E. Direction and Control

All health and mass care emergency operations will be under the directorship of the DMO.

F. Administration and logistics

- Each health and medical provider shall maintain records of all patients and services (clerical, drugs, equipment, supplies, and other resources required for emergency preparedness).
- When district resources are deemed inadequate during emergency operations, requests should be made to obtain assistance from the higher level government jurisdictions and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings.

Annex D: Shelter and Mass care

Primary Agency: The primary responsibility for this function is assigned to the DC and the DIDMAC.

Supporting agency: The supporting agencies for this responsibility include, department of Health, Land and Natural resources, Education, the Police force, Community development, Water department, TPDF, TANESCO, CBOs, NGOs, Tanzania Red Cross Society and TSA.

A. Purpose

This Section provides for the protection of the population from the effects of hazards through the identification of shelters/evacuation centres and provision of mass care and social services in shelters.

B. Situation and Assumptions

I. Situation:

- Facilities may be needed in the District to deal with the direct and indirect effects of a disaster or emergency situation.
- Mass care facilities are life supporting. These are required for support from the effects of disaster such as a flood, fire, or other natural and man-made disasters.

II. Assumptions

- Although the DC through the DIDMAC has overall responsibility for managing an emergency, the Red Cross and other support organizations will manage and coordinate shelter/mass care operations within their capability.
- Other professional/volunteer organizations that normally respond to emergency/disaster situations will do so.
- Widespread damage may necessitate the relocation of victims and the need for mass care operations.

- Until such time that the Red Cross arrives on-scene, the DC through the DIDMAC will manage and coordinate all shelter and mass care activities.
- Under localized emergency conditions, a high percentage of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- Assistance will be available from outside the district through mutual aid agreements and regional, national and international agencies
- Essential public and private services will be continued during a mass care situation, but normal activities in some schools, community buildings, and churches may have to be curtailed or discontinued.

C. Concept of Operations

- The DC through DIDMAC has the overall responsibility to provide shelter and mass care in the event of a major disaster or emergency. However, the Tanzanian Red Cross has been mandated to support the provision of shelter and mass care services in emergency or disaster.
- The Red Cross will work closely with government departments such as the health, community development, water and transportation to provide shelter and mass care services.
- NGOs, CBOs FBOs and Volunteer organisations and other organisational entities such as providers of mental health, developmental disabilities, and medical assistance may assist and augment in the screening and management of shelter populations.
- Shelter managers are expected to provide periodic situation reports to the DC on the status and number of occupants, resources needed, any problems and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.
- Shelters should be opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.

D. Organisation and Responsibilities

Mass care support will be coordinated through the DIDMAC in close collaboration with the Red Cross. Their main responsibilities will include, but not limited to:

- Officially request the utilization of specific shelter/mass care facilities.
- Release or delegate the release of emergency public information to the media concerning evacuation and shelter operations.
- Order the opening and closing of public shelters.
- Authorize the expenditure of public funds for food and supplies as necessary.

The **Law enforcement** office (Police) will have the responsibility to:

- Provides security and law enforcement for reception centres.
- Provides traffic control during movement to/from evacuation centres
- Provides communications for reception centres through mobile units

The **Health Department** will be responsible to:

- Ensure safe sanitary conditions, including food and water supplies, wastewater and garbage disposal.
- Coordinate for provision of medical services at the shelter locations, and provide advice on the requirements for "special needs" shelters

The **Education Department** will be responsible to:

- Arrangement for the use of school facilities.
- Provide personnel, particularly teachers if possible, to assist in reception centre and mass care shelter activities.
- Provide close coordination and collaboration with the Shelter Manager.

E. Administration and logistics

- Each department or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations

- Sheltering will follow a non-discrimination policy; however, shelter assignments may be required for evacuees with special needs.
- All evacuees housed in evacuation centres for Mass and care support will be registered.
- The Shelter and Mass care manager shall maintain a daily record of supplies received and expended, as well as shelter occupancy and event log records. This information shall be communicated to the DC through the ICP if activated on a daily basis.
- Other support organisations and volunteer groups may also report shelter and feeding information through their organizational channels.

Annex E: Law Enforcement

Primary Agency: The Tanzania Police Force will assume the primary responsibility for this function.

Supporting Agency: The supporting agencies for this responsibility include the DC-DIDMAC, Police Jamii, Militia and private security companies.

A. Purpose:

The purpose of this annex is to provide guide for security and law enforcement in emergency and disaster situations within Meatu district.

B. Situation and Assumptions

I. Situation: The Tanzania Police force provide for law enforcement in Tanzania

II. Assumptions:

- During an emergency or major disaster, Tanzania Police Force personnel will respond as directed by this plan.
- Situations will arise that will exceed local law enforcement capabilities.
- If additional law enforcement personnel, equipment, or special expertise is needed, outside resources will respond when called upon to do so.

C. Concept of operations

- Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security at the emergency area and evacuation centres.
- Law enforcement activities will remain under the control of the Officer Commanding District (OCD).
- Other Law enforcement agencies will have responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency or disaster operations in the district.
- During periods of disaster, the OCD or his/her designee will coordinate law enforcement operations from the ICP when established.
- The OCD shall always provide security for the ICP if established during the required operation periods for any disaster or emergency incident. The law enforcement officer shall not allow any person entry to the ICP without the proper identification or pass approval.

D. Organisation and Responsibilities

- The OCD is responsible for coordinating law enforcement operations within the District.
- Other private and local security companies will support the district law enforcement and security during emergency situations
- Routine law enforcement guidelines will be followed during emergency situations. However, in order to save lives and property and ensure security, routine law enforcement guidelines may be suspended as the need arise.

E. Direction and Control

- The OCD will be responsible for the direction and control of law enforcement operations during emergency or disaster situation in the district.

- If outside law enforcement resources are needed, they will remain under the direct control of their coordinator.

Annex F: Damage Assessment

Primary Agency: The DC-DIDMAC is responsible for this function.

Supporting agency: The supporting agencies for this function include the Agriculture department, Works department, planning department, Land and natural resources department, Community Development department, Water department, health department, livestock department, PMO-DMD, UN, Regional and International agencies, NGOs, CBOs and any other technical body depending on the nature of emergency.

A. Purpose

- This annex presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage and provide disaster recovery assistance. Damage Assessment is concerned with determining what happened, when, where, how and who is affected.
- Damage assessment will help prioritise allocation of resources and identify requirements for conduction of recovery operations, and will assist to determine whether and event is significant enough to request external assistance.

B. Situation and Assumptions

I. Situation:

- Hazardous events, which may affect Meatu district, have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
- Following a significant disaster emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations. The DIDMAC will organise a multi-sectoral assessment team to establish the nature and extent of damage caused by the emergency or disaster..

II. Assumptions

- The district will continue to be exposed to various hazards resulting in damage to both public and private property and infrastructures.

- A prompt and accurate assessment of damage to property will be of vital importance to officials.
- Higher levels of the government will support the preparation of damage assessment reports to support request for declaration of major disasters.
- A significant response of both solicited and unsolicited resources from outside the impacted area can be expected and preparations must be made in order to manage this assistance.
- Damage to the transport and communications systems may hamper the recovery process.
- Routine government departments' operations such as delivery of social services, legal processes, and cultural events may be postponed as a result of the disaster.
- A major disaster could have a significant long-term economic impact on the district.
- Vehicles are in a workable condition after the disaster and ready to use for assessment.

C. Concept of operations:

General: The initial responsibility for coordinating damage assessment and recovery operations lies with the DIDMAC.

Specific:

- The district Damage Assessment Team will coordinate the compilation of damage survey data and prepare damage assessment reports for the DIDMAC.
- The DC, in collaboration with the DIDMAC will review the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
- The DC will forward damage assessment reports and any requests for assistance to the PMO-DMD through the RC's office by the quickest means available.

- Based upon the local damage assessment reports, the district damage assessment team will determine what recovery capabilities are available to meet the anticipated requirements. If the capacity of the district is deemed to be insufficient, then a joint regional/national preliminary damage assessment may be requested to be done.

D. Organisation and responsibilities

I. Organisation

- The DC-DIDMAC is the primary agency for the overall management of damage assessment and recovery operations in the district.
- A damage assessment team (DAT) will be appointed to coordinate damage assessment operations.
- The Damage assessment team will be trained for damage survey, including, but not limited to, methodology, types of data to be collected, filling out data sheets and reporting.

II. Responsibilities

a) DC-DIDMAC

- Ensure the recruitment and selection of the multidisciplinary district damage assessment team depending on the nature of disaster (comprising of appraisers, contractors, planners, livestock and agricultural extension officers, health officers, revenue officers etc) and support agencies.
- Organise damage assessment orientation workshops for the DAT
- Develop public information and education programmes related to damage assessment.
- Identify and define assessment methodologies.

b) Damage assessment team (DAT)

- Assist the DIDMAC in maintaining readiness by attending orientation sessions and reporting any changes to personnel rosters.

- Upon official notification, report to ICP as soon as conditions permit, receive assignments; pick up equipment, supplies and forms.
- Survey areas, record damage on damage assessment work sheet(s) and transmit general damage assessment information, by the fastest means available, to the ICP
- Return to the ICP, when directed, and provide damage assessments report(s)

E. Direction and Control

- The DC will direct and control damage assessment activities from the ICP if established.
- All district departments will provide personnel and resources to support damage assessment efforts as requested.

F. Administration and Logistics

- Field reporting forms and guidance will be made available for distribution, when necessary, by the Office of DC-DIDMAC. Copies of all documentation are retained for record purposes.
- Survey teams for damage assessment will consist primarily of District Council officials. When necessary, NGOs and nongovernmental personnel will supplement the teams.

Annex G: Emergency Public Information (EPI)

Primary Agency: The primary responsibility for this function is assigned to the DC, who will serve as the District’s official Public Information Officer (PIO) in disaster situations.

Supporting agency: The Police force, PMO-DMD, the media (print, radio, television etc) TCRS, Agriculture department, Health, The Red Cross, Community Development and TSA.

A. Purpose:

- The purpose of this annex is to present a plan of action to provide prompt, authoritative and understandable emergency information to the public for emergencies or disasters in Meatu district.

B. Situation and assumptions:

I. Situation:

- Meatu district is served by various news media such as Radio, newspapers, TVs and internet (Table). The district will utilize all available news outlets to disseminate public information in an emergency or major disaster.
- A major incident will place a heavy demand on local public information capabilities.

II. Assumptions:

- Coordinated, accurate, timely public information will be required immediately to inform the public of appropriate protective and self-care actions.
- Accurate and timely information over time must be distributed to the affected populations to control rumours and minimize psychological effect during emergency and disaster situations.
- The media will cooperate with local officials in giving the public timely, accurate and coordinated information, although the methods of dissemination may differ.

C. Concept of Operations

I. General

- The DC will act as the official Public Information Officer (PIO) in disaster and emergency situations.
- The PIO efforts will focus on specific, event-related information.

- This information generally will be of an instructional nature focusing on such things as warning, evacuation and shelter.
- It also is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions.

II. Specific:

- The DC, acting as the Public Information Officer will coordinate all press releases within Meatu District in emergency and disaster situations.
- Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses
- The PIO will coordinate with the media to provide information and education programs relating to emergencies or disaster events.
- Emergency Public Information documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare new or modified public announcements.
- The DC will coordinate locations and times for press briefings and press releases. Mostly, the location will be within the ICP.

D. Organisation and Responsibilities

- The district will establish an emergency information centre at the ICP as a point of contact for the media during an emergency or disaster and provide necessary staff and equipment to support its operation.

E. Direction and Control

- The DC, acting as the PIO will be responsible for all news releases and public information disseminated at the district level.
- In times of emergency, the Emergency Information Officer operates from the ICP if appropriate.
- The Public Information Officer will provide the media with information on new developments affecting emergency management.

Annex H: Communication and Warning

Primary Agency: The DC-DIDMAC and the Agriculture department will serve the primary responsibility for this function.

Supporting agency: Supporting agencies for this function include the PMO-DMD, TMA, health department (epidemiology unit), community development department, education department, and voluntary organisations, regional and international NGOs.

A. Purpose

This section describes the district's emergency communication, and warning system.

B. Situation and Assumptions

I. Situation

a) Dispatching

- The district's emergency responders rely heavily on the public/commercial telecommunication network.
- Communication media during emergencies will include face-to-face, radio, telephone (landline and cell phones), TV, newspapers, internet, sirens and traditional means (Table).

- Special needs groups, persons in group quarters, or schools, may require special warning and / or notification.

b) Warning

- The purpose of the warning process is to provide efficient alerting and warning to the district's elected officials, the department heads, responding emergency personnel and the general public, of an actual or impending emergency situation.

II. Assumptions

- The commercial telephone system serving Meatu district is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
- Emergency and disaster occurrences could have a detrimental effect on the district's communication system.
- Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population. Door to door operations may be required in this case.
- The ability to repair damage to the district's communication system is contingent upon the availability of private commercial repair technicians.
- Central government assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster.

C. Concept of operations

- Communications and warning operations will be coordinated by the DIDMAC.

- The DC-DIDMAC will initiate notification and warning of appropriate personnel. Telephone and radio communications may be utilized to notify public officials, emergency personnel and others as required.
- Communications will be expanded during emergency situations by augmenting telephone and cellular services and utilizing amateur radio communication networks.
- Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:
 - (i) Local Radio and Television Stations
 - (ii) Tanzania Meteorological Agency
 - (iii) Sirens, Horns, Mobile Public address Systems
 - (iv) Telephone
 - (v) General broadcast over all available radio frequencies
 - (vi) Newspapers

D. Organisations and responsibilities

- The primary responsibility of Communication and Warning will be of the District Commissioner, who will be responsible for the following:
 - Check all two-way radio equipment to ensure operation and communications capability between the ICP and the field.
 - Ensure the primary functions of the department are carried out (i.e. receipt and dispatch of emergency calls for service, etc.).
 - Request, as necessary, assistance through the ICP.

- Any department involved in this function is responsible for providing adequate training regarding communications and warnings.

Annex I: Search and Rescue

Primary agency: The Fire and Rescue Force, in collaboration with the Police Force maintains the primary responsibility for this function.

Supporting Agency: Supporting agencies include the Police Force, Tanzania People's Defence Forces, TSA, Prevention and Combating of Corruption Bureau (PCCB), Tanzania Intelligence Services System (TISS), TANESCO, TPDF, Police force Health department, Prisons service agency People's militia Immigration department, Sub- villages/hamlet leaders Tanzania Red Cross Society, Regional and international agencies.

A. Purpose

This annex aims to provide a comprehensive search and rescue (SAR) plan of action for use during disasters and emergencies requiring operations for lost persons. The main activities include locating, extricating and providing on-site medical treatment to victims.

B. Situation and Assumptions

I. Situation

- Local buildings in Meatu District are subject to severe structural damage from earthquakes, strong wind and floods which could result in injured people trapped in the damaged and collapsed structures.
- In emergency situations involving structural collapse, large numbers of people may require rescue.
- The mortality rate among trapped victims rises dramatically after 72 hours; therefore, search and rescue operations must be initiated without delay.
- Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.

- Weather conditions such as rain, extreme temperature and strong winds may pose additional hazards to disaster victims and rescue personnel.
- Large-scale emergencies and disasters, may adversely impact SAR personnel, equipment, and facilities as well as communications systems.

II. Assumptions

- Access to disaster areas may be limited because of damaged infrastructure
- External assistance from the central government and/or relief organizations will be requested if the local resources within the district are depleted
- Local residents, workers, and/or converging volunteers may initiate search and rescue efforts, but will usually lack specialized equipment and training.
- During major emergency situations, our SAR resources may be damaged and specialized supplies depleted.

C. Concept of Operations

- The fire and rescue service and the TPDF have the primary responsibility of providing the district with SAR operations.
- For large scale events that may overwhelm the capacity of both TPDF and Fire and rescue services in the district, external assistance will be sought from private organisations offering rescue services.

D. Organisation and assignment of responsibilities

- I. The *search and rescue team* in the district will be responsible for:
 - The overall operation of search and rescue missions within the district.
 - Identifying and training search and rescue local resources (fire departments, law enforcement agencies, and emergency management team.
 - Maintaining proper equipment for search and rescue operations

- II. The *law enforcement agencies* in the district (The Police force) will be responsible for all investigation aspects with regards to missing persons and report to the district search and rescue team for any search and rescue mission within the district.
- III. The *Works and Utilities* departments will, upon request from the SAR coordinator, provide heavy equipment support for SAR operations and power to collapsed structures.

E. Direction and Control

The direction and control for the SAR operations will be provided for by the SAR coordinator, using the ICP if established, or any other appropriate location that can be easily identified by flags, vehicles, signs etc.

F. Administration and logistics

Records and forms for search and rescue purpose will be acquired and maintained by the law enforcement agencies.

Annex J: Resource Management and Supply

Primary agency: The District Executive Director will bear the primary responsibility for this function.

Supporting Agencies: The supporting agencies all government departments and agencies in the district, NGOs, FBOs, UN and other international organisations, TRCS, and TSA.

A. Purpose

This annex provides a system of identifying and managing resources within the Meatu district in emergency and disaster situations..

B. Situation and Assumptions

I. Situation

- Several categories of resources have been identified in Meatu district to include (but not limited to) personnel, equipment, facilities, and communication/information
- Many of these resources will be critical to the immediate emergency response following a major emergency / disaster event, and others may be critical for long-term recovery operations.

II. Assumptions

- A primary Receiving and Distribution point is established within the district.
- All resources received from the government and other organisations will be shipped directly to the primary Receiving and Distribution point unless otherwise directed
- The district maintains a list of identified resources needed for various events, and that this list is updated regularly.
- During an emergency the initial emergency response will be dependent upon local public and private resources.
- Adequate local resources do not exist to cope with a catastrophic emergency / disaster response.
- Identified public and private sector resources will be available when needed for emergency / disaster response.
- Necessary personnel and supplies will be available to support emergency resource response.

c. Concept of Operations

- Meatu district departments and other agencies will use of their own resources and equipment during emergency / disaster situations and will have control over the management of the resources as needed to respond to the situation
- The DED will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and a procurement system to acquire expendable supplies during emergencies or disasters.
- The DC through DIDMAC will also identify those resources and capabilities that are available in local businesses and other contributing organizations, and develop any agreements required to acquire those resources to support the district under emergency conditions.

D. Assignment of Responsibilities

- The DC, as the overall coordinator in disaster and emergency situations, will have the overall responsibility for coordination of resources.
- That department or agency having primary control on a day-to-day basis of a resource needed during emergency operations will continue to control that resource during emergencies.
- In emergency or disaster situations the DED will develop the means and the authority for the immediate procurement of expendable supplies.

E. Administration and Logistics

- Records and reports pertaining to resource management will be the responsibility of the DED.
- The DED will compile a record of equipment usage and supply consumption from feeder reports provided by the user units during emergency or disaster operations

- The DED will develop guidelines to expedite the acquisition of supplies in emergencies or disasters. They will also account for money that is expended during emergency or disaster response and recovery operations.

PART IV: DISTRICT DISASTER COMMUNICATION STRATEGY

1. Introduction:

Effective response to emergency and disaster situations calls for effective communication between emergency responders across all government levels, non-governmental organisations and the private sector. The ability to communicate effectively and in real time is critical in establishing command and control at the incident scene; provide overall awareness of the event situation and overall operations in various incidents. In order to achieve effective response, an effective communication strategy must be in place to support the emergency operations in disaster and emergency situations.

In recognition of the need to have an effective communication strategy, Meatu district council through a consultative process, has developed this communication strategy to support the District Emergency Preparedness and Response Plan (DEPRP).

The District Disaster Communication Strategy has three main characteristics:

- a) Operability—the ability of emergency responders to establish and sustain communications in support of mission operations.
- b) Interoperability—the ability of emergency responders to communicate among various levels of government, using a variety of frequency bands, as needed and as authorized. System operability is required for system interoperability. Communications interoperability makes it possible for emergency response agencies responding to catastrophic accidents or disasters to work effectively together.
- c) Continuity of Communications—the ability of emergency response agencies to maintain communications in the event of damage or destruction of the primary communication infrastructure.

2. Definition of terms

- **Alert and Notification System:** An alert/warning and notification system appropriate to population, special needs of citizens, and hazards in a jurisdiction.
- **Emergency Communication Center** is an equipped facility designated for communication activities during an emergency or major disaster.
- **Emergency communications** is the ability of emergency responders to exchange information via data, voice, and video as authorized, to complete their missions.
- **Notification** refers to any process where the national, district, ward, village and nongovernmental organizations, department, and/or agency employees and/or associates are informed of an emergency situation that may require a response from those notified.
- **Public Information:** Refers to any text, voice, video, or other information provided by an authorized Official via news media before, during and after an emergency or major disaster specifically including instructions on how to protect personal health, safety and property or how to obtain assistance.
- The term **alert** refers to any text, voice, video, or other information provided by an authorized official to provide situational awareness to the public and/or private sector about a potential or ongoing emergency situation that may require actions to protect life, health, and property. An alert does not necessarily require immediate actions to protect life, health, and property and is typically issued in connection with immediate danger.
- **Warning** refers to any text, voice, video, or other information provided by an authorized official to provide direction to the public and/or private sector about an ongoing emergency situation that requires immediate actions to protect life, health, and property. A warning requires immediate actions to protect life, health, and property and is typically issued when there is a confirmed threat posing an immediate danger to the public.

3. Purpose

The purpose of the DDCS is to establish guidelines for an emergency public information (EPI) plan in accordance with the DEPRP, and to provide guidance when the District gives information to the public in times of emergency and disasters. This strategy also provides a framework for how the district provides accurate, timely, consistent and timely information. The DDCS mission is to provide timely and accurate disaster related information to the media and public during and immediately after an emergency or disaster situation.

4. Situation and Assumptions

I. Situation

- A disaster condition may result from a significant natural or manmade/technological hazard that can cause extensive damage and/or result in a high volume of requests from all levels of district authority for services required saving lives and alleviating human suffering.
- In emergency and disaster situation, the capability of district authorities to acquire timely and accurate information may be severely restricted or unavailable. In such situations, all surviving communication assets will be needed to ensure effective response to the emergency/disaster situation.
- The District council will establish an emergency communication Centre (ECC) centre at the ICP when established. The ECC will be anywhere around the ICP but not in the ICP. The ECC will often be the first point of contact for the general public.
- The district's emergency communication system relies heavily on the public/commercial telecommunication network.

- Sufficient communications equipment and capabilities will be required to provide the on and off-scene communications necessary for most emergencies. In severe emergencies, augmentation may be required.

II. Assumptions

- Emergency and disaster occurrences could have a detrimental effect on the District's communication system.
- The commercial telephone system serving the district is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
- Commercial electric power may be shut off during significant emergencies.
- It is possible for communities within the district to be isolated from communications for extended periods of time.
- Central government assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster
- The ECC will include all those communications facilities necessary for the district to correspond to disaster response organizations.

5. Concept of Operations

I. General

- The primary objective of the emergency communication system is to disseminate timely and accurate information and instructions to all communities at risk from the occurrence or threat of occurrence of emergency incidents or situations.

- In the event that the ECC is activated, the District Commissioner (DC) or his/her designee will coordinate all the EPI in accordance with the DDCS and warning procedures in Annex H of the DEPRP. Telephone and radio communications may be utilized to notify public officials, ECC staff, emergency personnel and others as required.
- Warning information can be received from a variety of sources including local government, private organization, voluntary organizations, the media, or members of the general public. Timely warning requires dissemination to the public by all available means:
 - (i) Local Radio and Television Stations
 - (ii) Tanzania Meteorological Agency
 - (iii) Sirens, Horns, Mobile Public address Systems
 - (iv) Telephone
 - (v) General Broadcast Over All Available Radio Frequencies
 - (vi) Newspapers
- The DC or his/her designee will determine the staffing and communication facilities requirements for the ECC.
- The ECC will be operated 24 hours a day and serves as the District's Warning point. As severe weather watches and warnings are received from the TMA the information will be broadcast to all government agencies, non-governmental organisations, schools, etc. according to established Standard Operating Procedures (SOP).
- Ongoing public education programs will be conducted to increase public awareness in the following:
 - (i) Potential hazards of the district

(ii) Family preparedness

(iii) Shelter locations

(iv) Flood prone areas

(v) Evacuation routes

(vi) Necessary action to be taken by the public.

- Action will be taken to correct identified errors in information released by the media, or rumours about the emergency situation.
- Departmental agencies within the district will not make public statements regarding situations or subjects where they have no expertise or events or where another agency or private organisation is clearly the better choice to speak on the subject.
- The DC will maintain a Media Roster that contains the names, telephone and E-mail addresses of each of the media resources (e.g., Televisions, Radios, and Newspapers).

II. Dissemination of Warnings to the Public³

The following systems will be used to issue warnings and instructions to the general public during an emergency or major disaster:

(i) Outdoor warning system-sirens

Mechanical sirens are an alerting device; they alert the public, but cannot provide instructions. When the sirens are activated, people are expected to turn on their radios or televisions to obtain further information.

(ii) Emergency Alert System (EAS)

³ After Tanzania Disaster Communication Strategy, PMO. Modified.

As supporting agencies, all commercial radio and television stations must participate in Emergency Alert System (EAS) and use their facilities to provide warning and instructions from the DC to the public. The DC will coordinate with all stations to establish procedures for accessing the EAS. The following methods and others that will be established will be used to transmit emergency messages to EAS stations for broadcast:

- a) By telephone; with the station generally recording a verbal message and then broadcasting it.
- b) By fax; with the station receiving a written message and reading it on the air.

Radio and television networks who voluntarily participate in the EAS will normally interrupt their regular broadcasts to air warning messages from the DC on emergency situation or disaster. The following are the type of information normally provided in EAS:

- a) What is the hazard
- b) Where the hazard is located
- c) Where the risks will be in the future
- d) What is the potential risk on the public's health and safety
- e) What the public should immediately do to protect themselves
- f) How much time the public has to take recommended action.

*(iii)*Route Alerting and Door- to-Door Warning

The public may be warned by route alerting using vehicles equipped with sirens(warning tone only) or public address system(voice message). Route Alerting may not work well in some areas, including remote rural areas where residences are some distance from the road. Response personnel going door-to-door may also deliver warnings. Both of these methods are effective in delivering warnings, but they are labour-intensive and time-consuming and may not be feasible for large areas.

*(iv)*Electronic notification via cell-phones

Emergency warning notification can be sent via email or cell-phone. Citizens can receive notification via email or text messages. Due to relatively good coverage of the district by mobile phone companies, the use of Cell-phones makes the best warning method to reach large group of people in a short period of time.

6. Organisation and Assignment of Responsibilities

I. Primary Agency

The primary agency for implementing the communication strategy will be the DC-DIDMAC. The DC, serving as the Public Information Officer (PIO) in disaster and emergency situation and the coordinator for this function will perform the following tasks:

- Developing and maintaining the District's EPI plan, and for working in collaboration with other government departments, the private sector and non-governmental organisation in developing and supporting this plan.
- Check all two-way radio equipment to ensure operation and communications capability between the ECC and units in the field.
- Collect information from support agencies and provide reports concerning emergency support operations in accordance with applicable SOPs.
- Brief all communications personnel regarding the emergency
- Ensure the primary functions of the department are carried out (i.e. receipt and dispatch of emergency calls for service, etc.).
- Issue communications equipment as necessary to communications personnel and/or field personnel.
- Track emergency services resources (law enforcement, fire, etc.) and have knowledge of the location and availability of each unit, including total number of personnel.

- Request additional personnel as needed.
- Request, as necessary, assistance through the ECC.

II. Supporting Agency

- The supporting agencies for communication function will include: Disaster management Committees (Ward and Village), PMO-DMD, TMA, health department (epidemiology unit) Cellular Networks (VODACOM, AIRTEL, TIGO, TTCL, etc) and Government and Private Media (TV, Radio, and Newspapers).
- All Communication supporting agencies should be aware of their organizations' capabilities in providing assistance and support. They should be prepared to respond to mission assignments from the DC for the deployment of assets owned or leased by their organizations to support the response and recovery effort.

7. Direction and Control

- The DC for Meatu district will be notified when a major emergency or disaster situation has occurred and will immediately inform district officials in accordance with the established guidelines.
- The DC, acting as the PIO, will be responsible for all news releases and public information disseminated at the district level.
- In times of emergency, the PIO operates from the ICP as appropriate.

8. Administration and Logistics.

I. Communication means and equipments

- **Emergency Communication Centre:** The ECC will serve as the primary means for receiving and disseminating warning and communication information from various sources within and outside the District.
- **Phone and Fax:** The telephone and fax numbers for the ECC lead and supporting agencies for communication and warning should be made available. All officials should have access to phone (mobile, landlines) and fax communications to facilitate seamless information flow and reliable performance.
- **Radios:** The available radio networks within the district may be used to issue warning and communication messages during disaster and emergency situations. The DC will maintain a Media Roster that contains the names, telephone and E-mail addresses in accordance with the concept of operations in this plan.
 - **Very High Frequency (VHF)** and **Ultra High Frequency (UHF)** radio networks provide short-range (less than 70 km), high quality, and reliable communications, allowing staff members to communicate efficiently with a mobile station or a radio room. These networks are often shared among agencies/departments, facilitating common security, logistics and programme activities. VHF and UHF networks typically consist of portable (hand-held) radios, base stations, mobile sets (installed in vehicles) and repeater stations. VHF and UHF radio networks offer nearly the same equipment sizes and operational benefits.
 - **High Frequency (HF)** or short-wave radio provides long-distance communications, from a few to several thousand kilometres, such as between remote offices or between a vehicle on a field mission and the ECC. HF radio is an essential security and emergency communication tool. HF networks often utilize shared channels

between agencies. Necessary equipment includes a base station (installed in the radio room) and mobile stations (installed in vehicles).

- **Satellite communications:** When other means of communications are unavailable, inoperable or interrupted, satellite communications may be used if available. In this case, Very Small Aperture Satellite (VSAT) system may be used to provide voice, fax and data services. The voice service is provided using Voice over Internet Protocol (VoIP) and can also be used for data connectivity. VSAT is a complex system and requires technical assistance to assess specific needs and to install and maintain
- **District Council Website:** The District should have a functional website that can be used to provide public access to information from the ECC.

II. Finances

- Tracking procedures for all costs incurred during emergency or disaster operations should be established by all agencies and organisations involved in the response activity, as this often becomes a media issue.

PART V: APPENDICES

APPENDIX A: AGREEMENT FOR SERVICE PROVISION DURING EMERGENCY RESPONSE IN MEATU DISTRICT

This agreement certifies:

That the Department/Organization _____ [fire fighting, police, emergency medical responder, health care providers, etc. organization responding at the site] received and reviewed the Emergency Response Plan for _____ [Evacuation, Shelter and Mass Care, Health and Medical Services, Search and Rescue etc.] site, located at _____.

That on _____ [date], the representatives from the _____ [Department/Organisation] participated in _____ [an on-site visit, conducted a meeting, training, etc]. During the _____ [visit, meeting, etc] the District Executive Director [or designee], hereafter referred to as "The Contractor" explained the details of the District's Emergency Preparedness and Response Plan, including but not limited to, roads and evacuation routes, locations where site personnel would normally be working [add any other special provision], and expectations for emergency response support.

The Employer will notify in writing the [Department/Organisation] of any amendment or significant change in the Emergency Preparedness and Response Plan.

That through the above mentioned provisions the Service provider, hereafter referred as "Contractor" (Department/Organisation) agrees to provide _____ [specify service] in the event of an emergency or threat of an emergency at the _____ site. This agreement will remain in effect for the duration of[year, months] or until 90 days after written notice is given by either party justifying cancellation.

Signed:

Department /Organisation

Date:

District Executive Director

Date:

APPENDIX B: DISASTER MANAGEMENT STRUCTURE

