



**THE UNITED REPUBLIC OF TANZANIA
PRIME MINISTER'S OFFICE REGIONAL
ADMINISTRATION AND LOCAL GOVERNMENT**

KILOSA DISTRICT COUNCIL

**DISTRICT EMERGENCY PREPAREDNESS AND
RESPONSE PLAN (DEPRP)**

JUNE 2015

APPROVAL OF THE PLAN

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

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DATE

District Commissioner and

Chairperson of the District Disaster Management Committee

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PREFACE

Emergency preparedness and response require not just attention to specific hazard but also steps within a system to improve the level of preparedness and responses to any type of hazard. It is from this view that the government of Tanzania through Prime Minister's Office developed a National Emergency Preparedness and Response Plan which is used as a guideline for coordination and response to all types of hazards at all levels of the government.

In an effort to operationalise the guideline at all levels, regions and districts vulnerable to hazards are involved in developing Emergency Preparedness and Response Plan that suits to their locality. This emergency preparedness and response plan is specific work that involved different stakeholders based in Kilosa district in Morogoro region.

Kilosa district is vulnerable to a number of hazards which impact on the normal life of most of the communities. However, the district is mainly affected by floods which, of recent, have highly impacted on people's properties; critical infrastructure, crops and livestock, and claimed lives in some places. Moreover the district experiences other hazards such as land conflicts, epidemics, wild animals, pests and strong winds. The hazards are considered serious enough to warrant active and continuous readiness.

Kilosa District Council recognises that the magnitude of a disaster is greatly influenced by the vulnerability, exposure 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 the consequences. Insufficient emergency response capability further aggravates the consequences of disasters. Thus, in order to effectively respond to disasters, Kilosa District with

support from the Disaster Management Department of the Prime Minister's Office recognises the need to have a District Emergency Preparedness and Response Plan (DEPRP). This EPRP has been prepared through a consultative process with key stakeholders at the district and regional levels to provide guidelines for planning, coordination and response to 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 Kilosa District Emergency Preparedness and Response Plan (DEPRP) the Facilitators and 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. I would like to take this opportunity to thank all who have been involved in the process for their support and contributions.

In particular, I would like to thank the Facilitator, Wilhelm A. Kiwango from the University of Dodoma for his leading role and tireless efforts in developing this plan.

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 and coordination process and ensuring that the facilitators obtain feedback from stakeholders.

I would like to recognize the invaluable contributions to this plan from Kilosa District's heads of Departments and sections, CSOs NGOs/CBOs/FBOs and the Media. In particular, I would like to thank the District Commissioner, Mr. John Henjewele and District Executive Director Mr. Idd Mshili for participating and contributing in the planning process.

Finally it should be remembered that planning for disaster preparedness is an ever-evolving process. Kilosa District 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 Organisations
CSO	Civil Society Organisations
DADPs	District Agricultural Development Plans
DAS	District Administrative Secretary
DAT	Damage Assessment Team
DC	District Commissioner
DDCS	District Disaster Communications Strategy
DE	District Engineer
DED	District Executive Director
DEO	District Education Officer
DEPRP	District Emergency Preparedness and Response Plan
DIDMAC	District Disaster Management Committee
DMD	Disaster Management Department
DMO	District Medical Officer

DRR	Disaster Risk Reduction
EAS	Emergency Alert System
ECC	Emergency Communications Centre
EPI	Emergency Public Information
EPRP	Emergency Preparedness and Response Plan
FBO	Faith Based Organisation
HFA	Hyogo Framework for Action
ICP	Incident Command Post
KDC	Kilosa District Council
NBS	National Bureau of Statistics
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
TANESCO	Tanzania National Electric Supply Company

TCRA	Tanzania Communications Regulatory Authority
TCRS	Tanganyika Christian Refugee Services
TEPRP	Tanzania Emergency Preparedness and Response Plan
TMA	Tanzania Meteorological Agency
TPDF	Tanzania People's Defence Forces
TSA	Tanzania Scouting Association
UN	United Nations

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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. **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.
- E. **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.
- F. **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.

G. Disaster Preparedness 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 many types 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, are key to ensuring 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.

- H. **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.
- I. **Recovery:** 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
- J. **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.

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

- L. **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.

- M. **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 Kilosa 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 operating in the district. The main objectives of the District Emergency Preparedness and Response Plan (DEPRP) is to:

- (i) Prepare for emergency situations, such as disasters

- (ii) Effectively respond to emergency situations in the district

(iii) Plan for recovery after an emergency has occurred

(iv) Plan for emergencies, including allocation of appropriate resources and ultimately reducing vulnerabilities.

(v) Network knowledge on effective approaches, methods and tools for disaster risk management

(vi) 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 to officials in government and Non-Governmental Organisations Volunteer organisations, United Nations (UN) agencies operating within the district, the Media, 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. This 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 prevention, response, preparedness, mitigation and response 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, (HFA), 2005-2015** in which Tanzania is a signatory, is the key instrument for implementing Disaster Risk Reduction (DRR), and has been adopted by the 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 Management Act (2014)** 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, then direct involvement and coordination from the central government will be called upon and the TEPRP will be activated accordingly.
- D. Other legal instruments include:
 - (i) Inland water transport (Amendment) Act 1965
 - (ii) Road traffic Act, of 1973, revised 2002
 - (iii) Roads Act, 2007
 - (iv) Civil aviation Act, of 2003
 - (v) The Surface and Marine Transport Act, 2001

- (vi) Aerodromes (licensing and control) Act of 1974
- (vii) Aerodrome licensing regulations, 2007
- (viii) The Tanzania Airport Authority Act 1999
- (ix) Tanzania Ports Authority Act, 2004
- (x) Tanzania Railways Act, 2002
- (xi) Tanzania Communications Act, 1993
- (xii) Tanzania Communications Regulatory Authority Act, 2003
- (xiii) Territorial Sea and Exclusive Economic Zone Act, of 1989
- (xiv) Allocation of Business to Departments and Assignments of Responsibilities to Minister's Government Notice Number 720 of 1995.
- (xv) Public Health Act, 2009
- (xvi) The HIV and AIDS (Prevention and Control) Act, 2008
- (xvii) Mining Act, 1998
- (xviii) Food, Drugs and Cosmetics Act, 2003
- (xix) Wildlife conservation Act, 2009
- (xx) The National Parks Act, 1959
- (xxi) Fire and Rescue Force Act, 2007
- (xxii) Fisheries Act, 2003
- (xxiii) Forest Act, 2003
- (xxiv) Environmental Management Act, 2004
- (xxv) Water Supply and Sanitation Act, 2009
- (xxvi) Water Resources Management Act 2009
- (xxvii) The Atomic Energy Act, 2003
- (xxviii) Atomic Energy (Protection from Ionizing Radiation) Regulations, 2004
- (xxix) Energy and Water Utilities Regulatory Authority Act, 2001
- (xxx) The Engineers Registration Act, 1997
- (xxxi) Animal Disease Act, 2003
- (xxxii) Food Security Act 1991
- (xxxiii) Plant Protection Act, 1997
- (xxxiv) Pesticide Control Regulations, 1984
- (xxxv) Veterinary Act, 2003
- (xxxvi) Employment and Labour Relations Act, 2004

- (xxxvii) Worker's Compensation Act, 2008
- (xxxviii) The Occupational Health and Safety Act, 2003
- (xxxix)The Land (Amendment) Act, 2004
- (xl) Village Land Act, 2009
- (xli) Town Planning Act, 2007
- (xlii) Land use planning Act, 2007
- (xliii) The Local Government Laws (Miscellaneous Amendments) Act, 2006
- (xliv) Marine Parks and Reserves Act, 1997
- (xlv) Electronics and Postal Communications Acct, 2010
- (xlvi) Tanzania Executive Agency Act, 1997, 2002, 2009.
- (xlvii) Prevention of Terrorism Act, 2002
- (xlviii) Penal Code-Act Cap 16 R.E. 2002
- (xlix) Criminal procedural Act 1985
- (l) Arms and Ammunition act, 1991
- (li) Law of the child act, 2009.
- (lii) The Industrial and Consumer Chemicals (Management and Control) Act, 2003
- (liii) Cap 322 Police Force and Auxiliary Services Act (2002).

3. Purpose

- A. (The DEPRP for Kilosa is prepared to provide operational guidelines and procedures to prepare, respond and recover from emergency situations in the district. The operational procedures will enable the district to save lives, minimize injuries, protect property, environment and preserve a functioning District in times of natural and man-made /technological hazards.
- B. The operational procedures and guidelines are stipulated in specific functional annexes provided for in this plan. The annexes describe in more detail, who does WHAT, WHEN and HOW.

C. The primary audience for this plan include all relevant stakeholders in the district: Government and NGO officials, International Organisations, Community Based Organisations (CBOs), Civil Society Organisations (CSOs), Faith Based Organisations (FBOs), the media, and volunteer organisations that are involved and supporting disaster preparedness and response efforts in the district.).

4. Scope

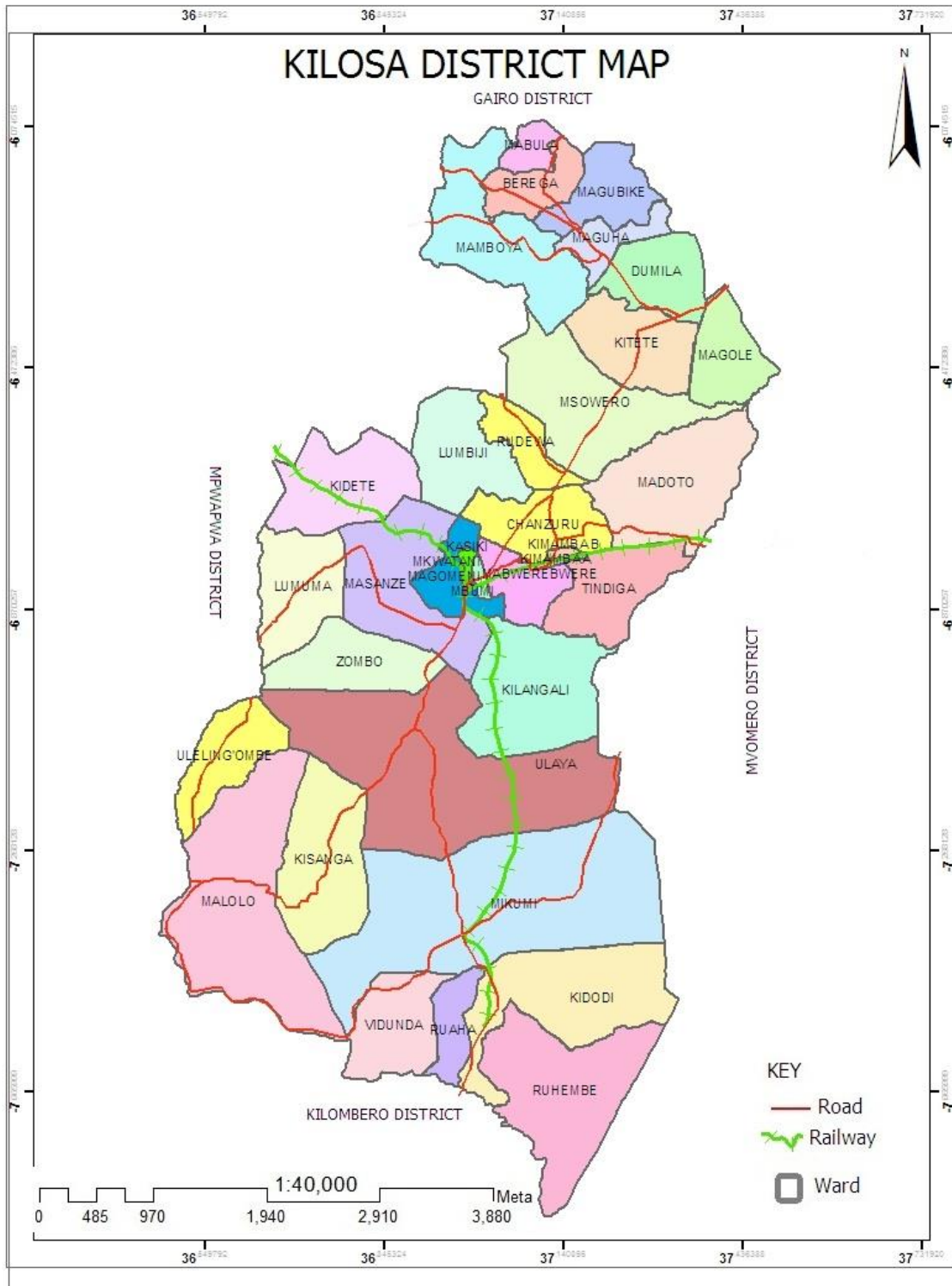
The DEPRP covers all major emergencies and disasters that may occur in the district. It covers both natural and man-made/technological disasters in terms of preparedness, response, and mitigation. The plan does not cover the recovery phase of the disaster management cycle. Furthermore, the plan covers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

5. Situation

5.1. Kilosa District Profile

A. Kilosa District is one of six districts forming Morogoro region. Other districts include Ulanga, Mvomero, Gairo, Kilombero and Morogoro. The district is one of the oldest districts in Morogoro region and the country at large, formed in 1926. The district is located between Latitude 5^o 55' and 7^o 53' South of the Equator, and Longitude 36^o 30' and 37^o 3' East of Greenwich. Kilosa district has a total land area of 12,393.7 Km² which are 17% of the total land areas for Morogoro Region. The district is boarded by Mvomero district on the East, Kilombero district and Iringa Region on the South, Gairo district on the North while it shares a border with Mpwapwa and Gairo District of the West (Figure 1).

B. Of the districts total land area, 37.5% is used for agriculture production, while natural pasture occupies 33.5%. Protected areas in form of National Parks (Mikumi National Park) and Forest reserves occupy 22.5% and 5.5% respectively. Urban areas, water and swamps occupy 1% of the total land area.



- C. Administratively, Kilosa district is subdivided into 7 divisions, 40 wards, 139 villages and 835 hamlets/streets
- D. According to the NBS (2012) census data, Kilosa district has a population of 438,175 comprising of 218,378 men and 219,797 women, with a population density of 34 per square kilometre. This population accounts for about 19.7% of all inhabitants of Morogoro region. The district has a total of 102,447 households, with the average household size at 4.2 persons per household and a sex ratio of 99.
- E. The district has three major ethnic groups: The Kaguru (Swahili: Wakaguru) in the north, Sagala (Swahili: Wasagala) in the central zone and Vidunda (Swahili: Wavidunda) in the south. However, many people from other ethnic groups have migrated to the area over the last decades¹. These include the Maasai, The Gogo, Sukuma and Barbaig.
- F. Kilosa district experiences long rainfall season, spanning through eight months of rainfall. The highest rainfall is experienced between February and March. In good rainfall years, the district experiences a bimodal rainfall pattern. The short rains are usually from October to January; while long rains occur between mid-February to May the mean annual rainfall ranges between 100-1400mm while the mean annual temperature is 25°C.
- G. Kilosa district is traversed by 36 rivers, 6 of which are perennial. These include Mkondoa, Mkundi, Msowero, Lumuma, Zombo, and Mkata Rivers. The remaining rivers are seasonal, flowing during the rainy season. Kinyasungwi River receives its waters from tributaries originating from Manyara, Singida, Arusha and Dodoma regions. In turn, it drains into Mkondoa River which

¹ Kajembe et al., 2013. Social economic baseline survey for the Kilosa REDD project

traverses through Kilosa town, located at a relatively low altitude and resulting into floods. The altitudinal difference between the highlands and lowlands is 1800m, and this difference accelerates the speed at which rain water flows downstream

5.2. Hazard analysis in Kilosa District

A. More than 7 hazards were identified at the household and village levels through focus group discussions and household questionnaires (**Erro! A origem da referência não foi encontrada. Erro! A origem da referência não foi encontrada.**)². Flood is the single most important hazard affecting Kilosa district, accounting for 66.2 % of all reported cases (N=145). Other hazards include drought (10.3%) and Land use conflicts (10.3%). Strong winds were also reported to have sometimes resulted in disasters.

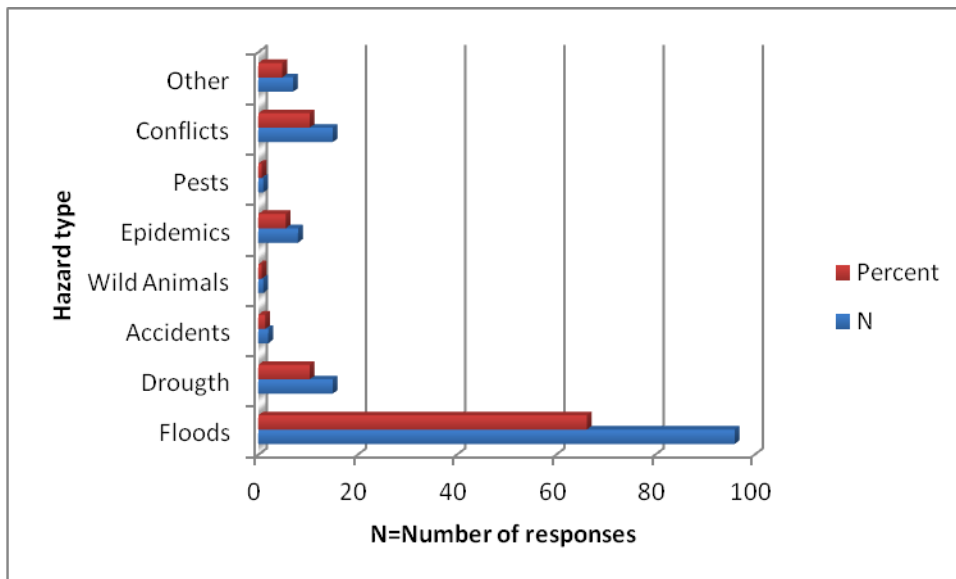


Figure 2: Main Hazard types affecting Kilosa district

² Statistics based on questionnaires and focus group discussions conducted mainly in Kilosa Township and Magole Division, which have been more affected by the recent floods (2009/2010 and 2014).

Source: Field work 2015.

- A. **Flood** is the main hazard that affect Kilosa district. The hazard has caused disasters in the past, notably in the year 1968, 1997/98 (El Nino), 2009/2010, and 2014. The 2009/2010 floods affected mainly Kilosa township, including all four wards of Mkwatani, Magomeni, Kasiki, and Mbumi. The 2014 floods affected mainly Magole, Kimamba, Kilosa Township, Masanze and Mikumi divisions³. However, Magole division was the most affected by these floods.
- B. Findings from RVCA indicate that 68% of the respondents mentioned floods as the hazard that has caused disaster in the past, with a further 57.3% feeling that the trend in the occurrence of the disaster is increasing. Furthermore, 59.1% of the respondents knew that a flood is a rapid onset disaster, taking hours to occur.
- C. Risk factors for floods in Kilosa include its relative downstream location, environmental degradation, unsustainable agricultural practices, deforestation, insufficient drainage infrastructure and climate change
- D. Flood disasters in Kilosa have had serious impacts on lives, property, critical infrastructure, crops, and livestock. During the 2009/2010 floods, 8 wards in the district were affected. These include Magomeni, Kasiki, Mbumi,

³ KDC, 2015. Kilosa Flood Report, 2014.

Mkwatani, Mabwerebwere, Chanzuru, Kimamba A and Kimamba Likewise, floods from Mkundi River impacted Magole, Berega, Chakwale and Dumila wards in 2009/2010. The 2014 floods impacted Magole, Kimamba Kilosa Township, and Masanze and Mikumi divisions in different severities.

- E. A total of 207km of roads and 6 bridges were impacted by floods in different degrees (washing away of roads, destruction of bridges and culverts, blockage of drainage system) rendering them impassable. Meanwhile, while 2.1km of railway line was also impacted. Other infrastructures such as Power supply, deep and shallow wells and community buildings including schools were heavily impacted.



Plate 1: Flood impacts in Kilosa Township, February 2010.

Photo: PMO, 2010.

F. Other hazards such as land use conflicts, wild animals, bush and urban fires, epidemics and drought are briefly analysed in **Erro! A origem da referência não foi encontrada.** and Table 2 in the following section.

Table 1: Probability/likelihood of occurrence of major hazards in Kilosa 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	FLOODS	■					■			■
2	STRONG WINDS	■					■			■
3	DROUGHT					■		■		
4	FIRE ACCIDENTS			■	■			■		
5	ROAD ACCIDENTS	■					■			■
6	WILD ANIMALS	■					■			■
7	PESTS (BIRDS AND INSECTS)	■					■			■
8	TERRORISM	■					■			■
9	LAND USE CONFLICTS	■					■			■
10	EPIDEMICS			■		■		■		

Source: First DEPRP Workshop report and field assessments

Table 2: Seasonality of hazards in Kilosa 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
FLOODS	■	■	■	■												
STRONG WINDS	■	■	■	■												
DROUGHT	■	■	■													
FIRE ACCIDENTS (URBAN)	■				■				■				■			
BUSH FIRES										■				■		
INSECT PESTS (ARMY WORMS)		■				■				■				■		
BIRD PESTS (QUELEA QUELEA)		■				■				■				■		
LAND USE CONFLICTS	■				■				■				■			
TERRORISM	■				■				■				■			
WILD ANIMALS		■				■										

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

* Indicates substantial threat and loss to the assigned category

Source: First DEPRP Workshop report and field assessments

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 the District

S.N	Name of facility/Godown/warehouses	Location	Capacity (tons, bags etc.)	Remarks
1	Ngora	Mbumi ward	600 tons	They are in good working condition
2	Kibavu	Mbumi ward	600 tons	They are in good working condition.
3	Kilosa District	Ujenzi	2000 tons	Not in good condition. Hence need repair
4	Cooperative union in wards	Each ward	100 tones	Some need repair
5	Dakawa Dev Center	Dakawa	500 tones	In good condition
6	AGRO FOCUS (FARM AFRICA)	Kilosa-Magomeni	20,000tones	Privately owned

Table 4: Health facilities within Kilosa district

S.N	Name	Location	Type(Hosp, Dispensary)	Contact
1	Kilosa	Kilosa	Hospital	0783-163053
2	Ilonga	Ilonga	Dispensary	0783-395652
3	Kimamba	Kimamba	Health center	0784-324223
4	Rudewa	Rudewa	Dispensary	0784-860986
5	Msimba	Msimba	Dispensary	0713-733636
6	Mvumi	Mvumi	Dispensary	0788-167467
7	Msowero	Msowero	Dispensary	0713-834918
8	Kitete	Kitete	Dispensary	0716-989454
9	Dumila	Dumila	Dispensary	0717-733111
10	St. Joseph	Dumila	Health Center	0714-882002
11	Twatwatwa	Twatwatwa	Dispensary	0718-787879
12	Chanzuru	Chanzuru	Dispensary	0715-201700

13	Lumbiji	LUmbiji	Dispensary	0784-586606
14	Magole	Magole	Dispensary	0652-999226
15	Dakawa	Dakawa	Dispensary	0766-461764
16	Magubike	Magubike	Health centre	0685-953970
17	Berega	Berega	Hospital	0752-408841/0655496261
18	Mabula	Mabula	Dispensary	0764-599546
19	Mamboya	Mamboya	Dispensary	0686-878345
20	Mtumbatu	Mtumbatu	Dispensary	0753-685505
21	Magomeni	Magomeni	Dispensary	0755-775730
22	Tindiga	Tindiga	Dispensary	0753-599165
23	Mabwerebwere	Mabwerebwere	Dispensary	0714-633129
23	Kivungu	Kivungu	Dispensary	0763-284473
24	Kilangali	Kilangali	Dispensary	0752-151307
25	Mbamba	Mbamba	Dispensary	0784-155690
26	Zombo	Zombo	Dispensary	0786-956388
27	Ulaya	Ulaya	Health centre	0755-161531
28	Muhenda	Muhenda	Dispensary	0756-803880
29	Kisanga	Kisanga	Dispensary	0787-066213
30	Msange mission	Msange	Dispensary	0785-314333
31	Ihombwe	Ihombwe	Dispensary	0686-092960
32	Lumuma	Lumuma	Dispensary	0784-969353
33	Kidete	Kidete	Health centre	0684-747948
34	Mwasa	Mwasa	Dispensary	0783-536174
35	Munisagara	Munisagara	Dispensary	0782-420509
36	Uleling'ombe	Uleling'ombe	Dispensary	0784-953214
37	Malolo	Malolo	Dispensary	0786-399488
38	St. Kizito	Mikumi	Hospital	0784-651986/0784-025707
39	Mikumi	Mikumi	Dispensary	0784-532960
40	Arafa	Mikumi	Dispensary	0784-386126
41	Mikumi national park	Mikumi	Dispensary	0717-460232
42	Ruhembe	Ruhembe	Dispensary	0787-659113
43	Sarateni	Mikumi	Dispensary	0713-359356
44	Kidogobasi	Kidogobasi	Dispensary	0688-820988
45	Kidodi	Kidodi	Health center	0767-504942
46	Ruaha	Ruaha	Dispensary	0682-905094
47	Vidunda	Vidunda	Dispensary	0717-171949
48	Kitete Msindazi	Kitete msindazi	Dispensary	0654-944253

49	Kii H/C	Kilombero sugar company	Health centre	0757-614790
50	Ruaha mission	Ruaha	Dispensary	0753-311213
51	Mikumi Jeshini	Mikumi jeshini	Dispensary	
52	Rudewa chinise Estate	Rudewa	Dispensary	0784-705306
53	Ilonga TTC	Ilonda	Dispensary	0784-618848
54	Elbenizer Ruaha	Ruaha	Dispensary	0714-858784
55	Mico	Ruaha	Dispensary	0767-507078
56	Tanangozi	Kilosa Mjini	Dispensary	0754-055663
57	Unone	Unone	Dispensary	0784-008810
58	Chonwe	Chonwe	Dispensary	0717-378000
59	Vidunda mission	Vidunda	dispensary	0653-329255
60	Malolo mission	Malolo	Dispensary	0782-030451
61	Msimba mikumi	Mikumi	Dispensary	0714-220300
62	Kitange	Kitange	Dispensary	0716-422742

Table 5: Police Stations

S.N	Name of police station	Location	Contact:
1	Dumila	Dumila	OCS 0713 157262
2	Kimamba	Kimamba	OCS 0683 202171
3	Kisanga	Kisanga	OCS 0788 556217
4	Mikumi	Mikumi	
5	Ruhembe	Ruaha	OCD; 0784141487
6	Kilosa	Kilosa Town	OCD; 0659 885947

Table 6: Fire Station Information

S.N	Name of fire station	Location	Contact numbers
1			

Table 7: Available Evacuation Centres in Kilosa District

S.N	Name	Type (e.g. school social hall)	Location	Contact person
1	KILOSA TOWNSHIP AUTHORITY	SOCIAL HALL	KILOSA TOWN	0784471488
2	PRIMARY & SECONDARY SCHOOLS	CLASSES	KILOSA	DEO(P) 0754453663 DEO(S) 0764042008
3	CLINICAL OFFICERS TRAINING COLLEGE	HALL&CLASSES	KILOSA	0232623055
4	ILONGA TEACHERS COLLEGE	CLASSES& HALL	ILONGA	
5	MATI ILONGA	HALLS&CLASSES	ILONGA	0754649148

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

Type of equipment	Contact person	Tel. Number	Remarks
Fire fighting			
Earth moving and road cleaning	MINAPA,NEEC	CHIEF PARK WARDEN –MIKUMI- 0689062334	
Evacuation			
Transportation	DED KDC	DED 0785337444	
	TPDF	0755394269-	

		MAJOR MGUGULE	
	MATI ILONGA	0789764471	
	COTC-PRINCIPAL	0754465957	
	MSIMBA FARM (AGR. SEED AGENCY)	MANAGER-0714 410106	
	MINAPA	CHIEF PARK WARDEN 0689062334	
	TANESCO	0684889271	
	POLICE-OCD	0659885947	
	TFCG	0784 618878-SITE LEADER	
	VETA MIKUMI		

Table 9: Details of Vehicles and Motorcycles available in the District

S.N	Type of vehicle	Condition	Contact person
1	SM 1127 TOYOTA L\ CRUSER	GOOD	DED 0785337444
2	SM 11319 TOYOTA HILUX	GOOD	
3	DFP 8530 TOYOTA HILUX	GOOD	
4	DFP 6120 LAND CRUSER	GOOD	
5	DFP 6353 TOYOTA HILUX	GOOD	
6	SM 4902 ISUZU CVR	GOOD	
7	STJ 9494 TOYOTA HILUX	GOOD	
8	SM 3407 NISSAN	GOOD	
9	STK 7476 TOYOTA L\CRUSER	GOOD	
10	SM 4497 UMBULANCE	GOOD	
11	DFP 4073TOYOTA HILUX	GROUNDED	
12	SM 4902 ISUZU	GROUNDED	
13	STK 4660 TOYOTA L\CRUSER	GROUNDED	

Table 10 : List of active NGOs and CBOs in the District

S.N	Name of NGO/CBO	Area of expertise	Contact person
1	HUDESA	Human rights, sensitisations, and	FUIME ANTON 0784663991

		public dialogue or developmental issues i.e. Climatic change	
2	Kilosa Paral Legal Association	Land rights, gender and domestic violence	Lifred Sumari
3	Kilosa African Youth Association	Youth development	Ramadhani Wassero
4	World vision	Various development issues	Clemence Michael
5	Tanzania Red cross	Rescue and rehabilitation	
6	Tanzania Scouts Association	Humanity services	0655834134 0787687245 0652046059 0759087032
7	CAMFED	Issues of girl children	076756855
8	TFCG	Sustainable charcoal project	0782942682

Table 11: Communication types in Kilosa District

S.N	Type of communication facility/centre (Radio, TV, traditional, mobile phones, etc.)	Location/coverage	Contact	Remarks
1	Radio Jamii Kilosa	Uhindini	0787411344	Accessible
2	Vikundi vya ngoma (Traditional dances)	Magomeni ward,		
3	Tigo	Kilosa		Accessible to every body
4	Vodacom	Kilosa		Accessible to every body
5	Chanel ten	Morogoro		Accessible to every body

6	TBC	Morogoro		Accessible to every body
7	Star tv	Morogoro		Accessible to every body
8	Azam tv	Morogoro		Accessible to every body
9	Abood media	Morogoro		Accessible to every body
10	Radio imani	Morogoro		Accessible to every body
11	IPP Media	Kilosa		Accessible to every body
12	Habari leo	Kilosa		Accessible to every body
13	Global publishers	Kilosa		Accessible to every body
14	Airtel	Kilosa		Accessible to every body
15	TTCL	Kilosa		Accessible to every body

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 and floods may require emergency assistance, while others such as 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, Plant Protection and Food

Security Department will continue to monitor disasters and provide early warnings to respective levels such as the DIDMAC. Thus, Kilosa district plans to be one of the first agencies to trace early warnings and take appropriate actions.

- E. Kilosa district has limited capability and resources. However, if effectively deployed, would minimise the loss of lives and damage to property in the event of an emergency or major disaster.
- F. 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 complement, and NOT duplicate, measures taken by the district and its partner organisations.
- G. 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 care
- 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 12 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 12 : Summary of emergency responsibilities for various agencies in the district

Department/Agency⁴	Function	Direction	Communication and Warning	Evacuation	Fire Fighting	Law Enforcement	Health and Medical Care	Search and Rescue	Shelter and Mass Care	Emergency Public Information	Damage assessment	Resources and Supply
DC-DIDMAC		P	P	P		S	S	S	S	P	S	S
DED		S	S	S		S	S	S	P	S	P	P
TPDF		S		S	S	S	S	S	S	S		S
Police Force		S	S	S	P	P	S	P		S		S
Works		S		S	S			S	S		S	S
Agriculture		S					S				S	S
Water		S		S			S				S	S
DMO		S	S	S	S		P	S	S	S	S	S
Planning		S								S	S	
Education		S	S							S		
Red Cross		S		S	S		S	S	S	S		S
TSA (Tanzania Scout Association)		S		S	S		S	S	S			
TFCG/MJUMITA				S								S
World Vision							S		S			S
HUDESA												S
VEOs		S	S	S	S	S		S	S	S	S	S
WEOs		S	S	S	S	S		S	S	S	S	S
FBOs			S				S		S	S		S
Media (Radio Jamii Kilosa)			S		S	S			S	S	S	S

⁴ Note: **P** - Primary Agency-Responsible for coordinating the Emergency Function; **S** - Support Agency- Responsible for supporting the Primary Agency

Department/Agency⁴	Function	Direction	Communication and Warning	Evacuation	Fire Fighting	Law Enforcement	Health and Medical Care	Search and Rescue	Shelter and Mass Care	Emergency Public Information	Damage assessment	Resources and Supply
Division Officer		S	S	S	S			S	S	S		S
Councillors			S						S			
Disaster Management Committees at ward and village levels		S	S	S	S			S	S	S		
PMO-DMD			S						S		S	S
TANESCO			S	S	S						S	S
Private Sector							S		S			S
Community development department			S							S		S
Procurement Unit (PMU)												S
Livestock department			S									
Forest/land/natural resources				S					S			

Source: Stakeholder's Workshop, Kilosa, 2015.

9. Direction and Control

- (i) 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.
- (ii) The Incident Command Post (ICP) is the base of operation for all emergency management activities for the district.
- (iii) Members of the District Disaster Management Committee (DIDMAC) will be familiar with plans and guidelines to cope with a major emergency or disaster.
- (iv) 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. They will also be responsible for terminating the ICP activity when the emergency declaration is lifted in the district.
- (v) 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.
- (vi) Upon the declaration of an emergency or disaster, the DC, the DAS, or the DED will operate from the ICP, if appropriate.
- (vii) Initially, emergency operations will be conducted locally with little or no outside assistance or coordination.

10. Emergency Activation Levels and Deactivation

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 t 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.

DEACTIVATION

- A. The DC, DAS, DED or any authorised personnel will terminate the ICP operations for the current emergency and will notify all participants.
- B. The DC must consider all requirements for termination.
- C. The ICP operations may be terminated in any of the following situations:
 - (i) The emergency declaration has been lifted
 - (ii) All personnel have resumed their normal duties
 - (iii) Individual ICP functions are no longer required
 - (iv) Coordination of response activities and/or resources is no longer required.

11. Continuity of Government

I. General

- (i) 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.
- (ii) These guidelines will name who will be the decision makers if an elected official or department head is not available.
- (iii) 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

- (i) The line of succession for Kilosa district proceeds from the District Commissioner (DC) to the District Administrative Secretary (DAS).
- (ii) 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

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

12. Administration and Logistics

- (i) 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.
- (ii) Records of expenditures and obligations during a major emergency or disaster operations must be maintained by the District Council.
- (iii) 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.
- (iv) 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.

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

13. Plan Development and Maintenance

- (i) 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.
- (ii) 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.

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

- (i) The DEPRP will be activated in a timely manner by the DC.
- (ii) Information will be dispatched in accurately and timely manner
- (iii) Resources will be available to respond to the emergency situation

- (iv) There is available staffing at the district that will be charged with various responsibilities according to this plan.
- (v) 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:

- (i) Ensure the development, implementation and continuous updating of the DEPRP
- (ii) Assign emergency preparedness and response responsibilities to various stakeholders as identified in the DEPRP.
- (iii) Assign emergency management program tasks to respective departments and nongovernmental organizations.
- (iv) Organise and conduct rehearsals/drills of emergency scenarios in the district and reflect on the lessons learned in the emergency preparedness plan at least once per year.
- (v) 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:

- (i) Declare the situation of emergency and **activate** the DEPRP
- (ii) Call on a meeting of the DIDMAC immediately and be informed on the emergency situation.
- (iii) Activate the implementation of functions by various departments after receiving appropriate information
- (iv) Monitor and coordinate the performance of various departments, agencies and NGOs tasked with different responsibilities.

- (v) Ensure that damage assessment information is collected, analysed, organized and submitted promptly 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:

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

- (i) 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.
- (ii) The DC and all relevant officials will immediately assemble at the ICP to direct, control and coordinate emergency operations.
- (iii) 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.
- (iv) 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.
- (v) Incoming and outgoing messages will be handled as outlined in the District Disaster Communication Strategy (DDCS).
- (vi) The DC will regularly collect and analyse information related to emergencies from various sources (government, non-governmental organisations and the media)

- (vii) The DC will ensure appropriate staffing of the ICP as appropriate, depending on the severity of the emergency.
- (viii) 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.
- (ix) Monitor the performance of emergency staff, respond to staff personal needs and watch for any fatigue among the response staff.
- (x) Ensure that law and order is maintained throughout during the emergency.
- (xi) After advice from DIDMAC, the DC through the Regional Commissioner (RC), and Director for Disaster Management in the Prime Minister's Office will advise the Prime Minister to request a Presidential declaration of a major disaster/emergency to augment the government and private disaster relief efforts.

D. Administration and Logistics

- (i) 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.
- (ii) The post will be accessible to only the DIDMAC and other designated staff with special responsibilities
- (iii) 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 Police Force.

Supporting Agency: Supporting agencies for this function include the District Executive Director (DED), 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, Kilosa district is vulnerable to a number of hazards that may cause disasters such as floods. 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:

- (i) People will evacuate on their own in most cases until external assistance has arrived, mostly from the district level.
- (ii) 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.
- (iii) Most of the victims in the affected area will receive and follow evacuation instructions.
- (iv) Specific evacuation routes will be determined at the time of the actual emergency or disaster.
- (v) Officials with the responsibilities to handle search and rescue operations are properly trained

C. Concept of Operations

- (i) 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.
- (ii) The coordinators for evacuation will use the ICP to contact with District Medical Office (Table 4) within the district to get prepared for injured victims as well as dispatching ambulances to the affected areas.
- (iii) 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.
- (iv) 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 outlined in **Table 13** below:

Table 13 : Summary of Evacuation Responsibilities

Personnel	Responsibilities
The DC	<ul style="list-style-type: none"> (i) Ordering evacuation, while the coordinators for evacuation will be responsible to control the evacuation exercise from the ICP once it has been activated. (ii) 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"> (i) Develop and maintain evacuation planning information for known risk areas, including population of the area, and potential evacuation routes (ii) Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support (iii)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"> (i) Ensure that basic security and evacuation plans are up to date and carried out (ii) Recommend evacuation routes to the Evacuation coordinators (iii)A physical and immediate check of all evacuation routes (e.g. roads) and immediate

	<p>removal of any obstructions, which would potentially impede the orderly flow of emergency evacuation assistance and traffic.</p> <p>(iv) Ensure the general security of the public is maintained</p>
<p>Shelter and Mass Care Coordinator</p>	<p>(i) In collaboration with respective organisation, coordinate and ensure availability of public and private owned evacuation centres (Identified in Table 7)</p> <p>(ii) In collaboration with the Medical Office, TRCS and other health providers ensure mass care operation and opening health care centres at the evacuation centres</p>
<p>Transport coordinator</p>	<p>(i) Coordinate the evacuation of the affected persons in need of transport facilities, including the more vulnerable groups</p> <p>(ii) Ensure the availability of transport facilities (e.g. vehicles, motorcycles,) and arrange for pick up points</p>

E. Direction and Control

- (i) All evacuation operations will be coordinated through the ICP once activated.
- (ii) If the ICP found to be in disaster prone area, temporary ICP should be established

F. Administration and Logistics

- (i) Evacuations will involve public transport and when need arise private transport will be utilised (Table 9).
- (ii) The responsibility of the Police force is to ensure safety and smooth movement of people and property.

Annex C: Health and Medical Care

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

Supporting Agency: DED, CBOs, NGOs, FBOs, UN, Regional and International organisations, Tanzania Red Cross Society, Private medical services providers 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:

- A. In an emergency and disaster situations the district would necessitate emergency medical care and public health assistance. As such, the main

objectives of the health care department (DMO) and partner agencies and organisations will be:

(i) To prevent the outbreak of epidemics

(ii) To manage cases.

B. 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.

C. The large number of casualties may overwhelm the capacity of the survived health facilities to serve them properly.

Assumptions:

(i) Facilities in the district will be inadequate to handle an emergency or disaster situation and therefore additional facilities will be urgently needed.

(ii) There are referral hospitals that can handle the casualties within the district or near the district.

(iii) The mass evacuation and concentration of people in evacuation centres will increase the risk of disease and injuries.

(iv) The natural emergence and spread of a virulent infectious disease agent would create a public health emergency.

(v) 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.

- (vi) 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
- (vii) 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
- (viii) Resources from central government, governmental agencies and private organizations will be made available upon request.
- (ix) 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.
- (x) Facilities available within the district will be sufficient to handle emergencies.
- (xi) There are available referral centres and hospitals which can accept large number of casualties.
- (xii) 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

- (i) **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.
- (ii) All support agencies (such as the agriculture and livestock departments, the Red Cross Society community development department) will be notified and tasked to provide 24-hours medical and health related 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.
- (iii)Based on received information (early warning or citizen report) the DMO will advise the DC to call a DIDMAC meeting to determine whether the health threat alert warrant an emergency public response.
- (iv)The DIDMAC, according to advise from the 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 (and emergency incident requires extensive coordinated response and commitment of resources).The Health Department will coordinate health care in approved shelters.
- (v) Frequent inspections of damaged areas and emergency shelters will be necessary to determine the need for pest control, sanitation or other protective measures.
- (vi)The District Medical Officer (DMO) in collaboration with other health officers will assist in establishing temporary morgues and coordinate with Medical officers in the identification and proper handling of human remains.

- (vii) 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.
- (viii) The Health Department (DMO) 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:

- (i) 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.
- (ii) Define the types and amounts of public health and medical assistance required by government and private health/medical facilities
- (iii) Developing specific requests for assistance including medical personnel, equipment, and supplies.
- (iv) Organize, operate, and supervise teams for immunization of the general public or selected populations.
- (v) Direct the staffing of the department as necessary to support the emergency response operations as indicated in this plan.
- (vi) 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

- (i) Each health and medical provider shall maintain records of all patients and services (clerical, drugs, equipment, supplies, and other resources required for emergency preparedness).

- (ii) 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.

Supporting agency: The supporting agencies for this responsibility include DED- department of Health, Land and Natural resources, Education, the Police force, Community development, Water department, CBOs, NGOs, Tanzania Red Cross Society, Tanzania National Electrical Supply Company (TANESCO), suppliers for building materials, 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:

- (i) Facilities may be needed in the District to deal with the direct and indirect effects of a disaster or emergency situation.
- (ii) 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

- (i) 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.
- (ii) Other professional/volunteer organizations that normally respond to emergency/disaster situations will do so.
- (iii) Widespread damage may necessitate the relocation of victims and the need for mass care operations.
- (iv) 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.
- (v) Under localized emergency conditions, a high percentage of evacuees will seek lodging with friends or relatives rather than going to established facilities.
- (vi) Assistance will be available from outside the district through mutual aid agreements and regional, national and international agencies
- (vii) 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

- (i) 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.
- (ii) 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.
- (iii) 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
- (iv) 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.
- (v) 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:

- (i) Officially request the utilization of specific shelter/mass care facilities.

- (ii) Release or delegate the release of emergency public information to the media concerning evacuation and shelter operations.
- (iii) Order the opening and closing of public shelters.
- (iv) Authorize the expenditure of public funds for food and supplies as necessary.

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

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

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

- (i) Ensure safe sanitary conditions, including food and water supplies, wastewater and garbage disposal.
- (ii) 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:

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

E. Administration and logistics

- (i) Each department or organization included in this Plan is responsible for providing the necessary administrative support for their personnel during disaster operations
- (ii) Sheltering will follow a non-discrimination policy; however, shelter assignments may be required for evacuees with special needs.
- (iii) All evacuees housed in evacuation centres for Mass and care support will be registered.
- (iv) 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.
- (v) 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, 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 Kilosa district.

B. Situation and Assumptions

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

II. Assumptions:

- (i) During an emergency or major disaster, Tanzania Police Force personnel will respond as directed by this plan.
- (ii) Situations will arise that will exceed local law enforcement capabilities.
- (iii) 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

- (i) 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.
- (ii) Law enforcement activities will remain under the control of the Officer Commanding District (OCD).
- (iii) 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.
- (iv) During periods of disaster, the OCD or his/her designee will coordinate law enforcement operations from the ICP when established.
- (v) 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

- (i) The OCD is responsible for coordinating law enforcement operations within the District.
- (ii) Other private and local security companies will support the district law enforcement and security during emergency situations
- (iii) 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

- (i) The OCD will be responsible for the direction and control of law enforcement operations during emergency or disaster situation in the district.
- (ii) 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 bears the primary responsibility for this function.

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

A. Purpose

- (i) 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, why, when, where, how and who is affected.
- (ii) Damage assessment will help prioritise allocation of resources and identify requirements for conduction of recovery operations, and will assist to determine whether an event is significant enough to request external assistance.

B. Situation and Assumptions

I. Situation:

- (i) Hazardous events, which may affect Kilosa district, have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
- (ii) 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

- (i) The district will continue to be exposed to various hazards resulting in damage to both public and private property and infrastructures.
- (ii) A prompt and accurate assessment of damage to property will be of vital importance to officials.
- (iii) Higher levels of the government will support the preparation of damage assessment reports to support request for declaration of major disasters.
- (iv) 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.

- (v) Damage to the transport and communications systems may hamper the recovery process.
- (vi) Routine government departments' operations such as delivery of social services, legal processes, and cultural events may be postponed as a result of the disaster.
- (vii) A major disaster could have a significant long-term socio-economic impact on the district.
- (viii) Vehicles and other equipment are in a workable condition after the disaster and ready to use for assessment.

C. Concept of operations:

- I. General:** The initial responsibility for coordinating damage assessment and recovery operations lies with the DIDMAC.
- II. Specific:**
 - (i) The district Damage Assessment Team will coordinate the compilation of damage survey data and prepare damage assessment reports for the DIDMAC.
 - (ii) The DIDMAC will review the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
 - (iii) 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.
 - (iv) 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

- (i) The DIDMAC is the primary agency for the overall management of damage assessment and recovery operations in the district.
- (ii) A Damage Assessment Team (DAT) will be appointed to coordinate damage assessment operations.
- (iii) 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) DIDMAC

- (i) 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.
- (ii) Organise damage assessment orientation workshops for the DAT

- (iii) Approve the developed public information and education programmes related to damage assessment.

b) Damage assessment team (DAT)

- (i) In consultation with the DIDMAC, Identify and define assessment methodologies
- (ii) Assist the DIDMAC in maintaining readiness by attending orientation sessions and reporting any changes to personnel rosters.
- (iii) Upon official notification, report to ICP as soon as conditions permit, receive assignments; pick up equipment, supplies and forms.
- (iv) Survey areas, record damage on damage assessment work sheet(s) and transmit general damage assessment information, by the fastest means available, to the ICP
- (v) Return to the ICP, when directed, and provide damage assessments report(s)

E. Direction and Control

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

F. Administration and Logistics

- (i) 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.
- (ii) Survey teams for damage assessment will consist primarily of District Council officials. When necessary, central government, higher learning

institutions, the private sector, 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 and TSA.

A. Purpose:

- (i) 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 Kilosa district.

B. Situation and assumptions:

I. Situation:

- (ii) Kilosa district is served by various news media such as Radio, newspapers, TVs and internet (Table 11). The district will utilize all available news outlets to disseminate public information in an emergency or major disaster.
- (iii) A major incident will place a heavy demand on local public information capabilities.

II. Assumptions:

- (i) Coordinated, accurate, timely public information will be required immediately to inform the public of appropriate protective and self-care actions.
- (ii) 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.
- (iii) 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

- (i) The DC will act as the official Public Information Officer (PIO) in disaster and emergency situations.
- (ii) The PIO efforts will focus on specific, event-related information.
- (iii) This information generally will be of an instructional nature focusing on such things as warning, evacuation and shelter.
- (iv) 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:

- (i) The DC, acting as the Public Information Officer will coordinate all press releases within Kilosa District in emergency and disaster situations.
- (ii) Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses

(iii)The PIO will coordinate with the media to provide information and education programs relating to emergencies or disaster events.

(iv)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.

(v) 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

(i) 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

(i) The DC, acting as the PIO will be responsible for all news releases and public information disseminated at the district level.

(ii) In times of emergency, the Emergency Information Officer operates from the ICP if appropriate.

(iii)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 will serve the primary responsibility for this function.

Supporting agency: Supporting agencies for this function include the Agricultural Department, PMO-DMD, TMA, health department (epidemiology unit), DMO office, Media, community development department, and voluntary organisations, WEO, VEO, FBOs, 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

- (i) The district's emergency responders rely heavily on the public/commercial telecommunication network.
- (ii) Communication media during emergencies will include face-to-face, radio, telephone (landline and cell phones), TV, newspapers, internet, sirens and traditional means (Table 11).
- (iii) Special needs groups, persons in group quarters, or schools, may require special warning and / or notification.

b) Warning

- (i) 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

- (i) The commercial telephone system serving Kilosa district is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
- (ii) Emergency and disaster occurrences could have a detrimental effect on the district's communication system.
- (iii) 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.
- (iv) The ability to repair damage to the district's communication system is contingent upon the availability of private commercial repair technicians.
- (v) 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

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

(ii) The DIDMAC will initiate notification and warning of appropriate personnel. Telephone and radio communications, as well as any other possible and faster communications may be utilized to notify public officials, emergency personnel and others as required.

(iii) Communications will be expanded during emergency situations by augmenting telephone and cellular services and utilizing amateur radio communication networks.

(iv) Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:

- Local Radio and Television Stations
- Tanzania Meteorological Agency
- Sirens, Horns, Mobile Public address Systems
- Telephone
- General broadcast over all available radio frequencies
- Newspapers
- Social media (e.g. Facebook, twitter, blogs, internet forums)
- Mobile phones

D. Organisations and Responsibilities

(i) The primary responsibility of Communication and Warning will be of the District Commissioner, who will be responsible for the following:

- a) Check all two-way radio equipment to ensure operation and communications capability between the ICP and the field.
 - b) Ensure the primary functions of the department are carried out (i.e. receipt and dispatch of emergency calls for service, etc.).
 - c) Request, as necessary, assistance through the ICP.
- (ii) Any department involved in this function is responsible for providing adequate training regarding communications and warnings.

Annex I: Search and Rescue

Primary agency: Fire and Rescue Force maintains the primary responsibility for this function.

Supporting Agency: Supporting agencies include the Works department, TPDF Police Force, TSA, the 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

- (i) Local buildings in Kilosa District are subject to severe structural damage from floods and strong winds which could result in injured people trapped in the damaged and collapsed structures.

- (ii) In emergency situations involving structural collapse, large numbers of people may require rescue.
- (iii) The mortality rate among trapped victims rises dramatically after 72 hours; therefore, search and rescue operations must be initiated without delay.
- (iv) Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
- (v) Weather conditions such as rain, extreme temperature and strong winds may pose additional hazards to disaster victims and rescue personnel.
- (vi) Large-scale emergencies and disasters, may adversely impact SAR personnel, equipment, and facilities as well as communications systems.

II. Assumptions

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

C. Concept of Operations

- (i) The fire and rescue service, The Police Force, Works department and the TPDF have the primary responsibility of providing the district with SAR operations.

- (ii) 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:
 - (i) The overall operation of search and rescue missions within the district.
 - (ii) Identifying and training search and rescue local resources (fire departments, law enforcement agencies, and emergency management team.
 - (iii) Mobilising and 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, TRCS, TAS, the Private Sector, UN and other international organisations.

Purpose

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

A. Situation and Assumptions

I. Situation

- (i) Several categories of resources have been identified in Kilosa district to include (but not limited to) personnel, equipment, facilities, and communication/information
- (ii) 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

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

B. Concept of Operations

- (i) Kilosa 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
- (ii) The Districts Treasurer and Procurement management Unit Head (PMU) 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.

- (iii) 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.

C. Assignment of Responsibilities

- (i) The DC, as the overall coordinator in disaster and emergency situations, will have the overall responsibility for coordination of resources.
- (ii) 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.
- (iii) In emergency or disaster situations the district's treasurer and PMU head will develop the means and the authority for the immediate procurement of expendable supplies.

D. Administration and Logistics

- (i) Records and reports pertaining to resource management will be the responsibility of the DED through the district's treasurer and PMU head
- (ii) The District Treasure and Procurement and Management Head (PMU) will compile a record of equipment usage and supply consumption from feeder reports provided by the user units during emergency or disaster operations
- (iii) The District's treasure and the PMU head will develop guidelines to expedite the acquisition of supplies in emergencies or disasters.

He/she 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, Kilosa 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

- (i) **Alert and Notification System:** An alert/warning and notification system appropriate to population, special needs of citizens, and hazards in a jurisdiction.

- (ii) **Emergency Communication Center** is an equipped facility designated for communication activities during an emergency or major disaster.

- (iii) **Emergency communications** is the ability of emergency responders to exchange information via data, voice, and video as authorized, to complete their missions.
- (iv) **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.
- (v) **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.
- (vi) 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.
- (vii) **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 DDCCS 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

- (i) 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.
- (ii) 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.
- (iii)The District council will establish an emergency communication centre (ECC) 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.
- (iv)The district's emergency communication system relies heavily on the public/commercial telecommunication network.

- (v) 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

- (i) Emergency and disaster occurrences could have a detrimental effect on the District's communication system.
- (ii) 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.
- (iii) Commercial electric power may be shut off during significant emergencies.
- (iv) It is possible for communities within the district to be isolated from communications for extended periods of time.
- (v) Central government assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster
- (vi) The ECC will include all those communications facilities necessary for the district to correspond to disaster response organizations.

5. Concept of Operations

I. General

- (i) 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.

(ii) 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.

(iii) 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:

- Local Radio and Television Stations
- Tanzania Meteorological Agency
- Sirens, Horns, Mobile Public address Systems
- Telephone
- General Broadcast Over All Available Radio Frequencies
- Newspapers
- Social media (e.g. Facebook, twitter, blogs, internet forums)

(iv) The DC or his/her designee will determine the staffing and communication facilities requirements for the ECC.

(v) 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).

(vi) Ongoing public education programs will be conducted to increase public awareness in the following:

- Potential hazards of the district
- Family preparedness
- Shelter locations
- Flood prone areas
- Evacuation routes
- Necessary action to be taken by the public.

(vii) Action will be taken to correct identified errors in information released by the media, or rumours about the emergency situation.

(viii) 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.

(ix) 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 Public⁵

⁵ After Tanzania Disaster Communication Strategy, PMO. Modified.

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)

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. Motor cycles may be used as well to deliver information to remote and rural areas. All 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. 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:

- (i) 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.

- (ii) Check all two-way radio equipment to ensure operation and communications capability between the ECC and units in the field.
- (iii) Collect information from support agencies and provide reports concerning emergency support operations in accordance with applicable SOPs.
- (iv) Brief all communications personnel regarding the emergency
- (v) Ensure the primary functions of the department are carried out (i.e. receipt and dispatch of emergency calls for service, etc.).
- (vi) Issue communications equipment as necessary to communications personnel and/or field personnel.
- (vii) Track emergency services resources (law enforcement, fire, etc.) and have knowledge of the location and availability of each unit, including total number of personnel.
- (viii) Request additional personnel as needed.
- (ix) Request, as necessary, assistance through the ECC.

II. Supporting Agency

- (i) The supporting agencies for communication function will include: Disaster management Committees (Ward and Village), Tanzania Communications Regulatory Authority (TCRA) PMO-DMD, Tanzania Meteorological Agency (TMA), Health Department (epidemiology unit), Agriculture, Irrigation and Cooperative, District Commander Office Cellular Networks (VODACOM, AIRTEL, TIGO, TTCL, etc) and Government and Private Media (TV, Radio, and Newspapers).

- (ii) 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

- (i) The DC for Kilosa 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.
- (ii) The DC, acting as the PIO, will be responsible for all news releases and public information disseminated at the district level.
- (iii) In times of emergency, the PIO operates from the ICP as appropriate.

8. Administration and Logistics.

I. Communication means and equipments

- (i) **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.
- (ii) **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.

(iii)**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.

- a) **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.
- b) **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).

(iv) **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

(v) **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

(i) 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 KILOSA 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: DISTRICT DISASTER MANAGEMENT STRUCTURE

