

THE DISASTER MANAGEMENT REGULATIONS, 2016

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THE DISASTER MANAGEMENT ACT,
(CAP.242)

REGULATIONS

(Made under section 43)

THE DISASTER MANAGEMENT REGULATIONS, 2016

PART I
PRELIMINARY PROVISIONS

Citation and
commencement

1. These Regulations may be cited as the Disaster Management Regulations, 2016.

Interpretation
Act. No.
7 of 2015

2. In these Regulations unless the context requires otherwise-
“Act” means the Disaster Management Act;
“agency” means the Tanzania Disaster Management Agency established under section 4;
“Centre” means the Emergency Operations and Communication Centre established under regulation 3;
“Council” means the Tanzania Disaster Management Council established under section 7 of the Act;
“Director General” means the Director General of the Agency appointed under section 9 of the Act;
“Minister” means the Minister responsible for disaster management;
“military” means the Tanzania Peoples Defence Forces; and
“Military Support of Civil Authority or in its acronym “MSCA” means support provided to civilian authority by the Tanzania Peoples’ Defence Force (TPDF) in response to a national emergency whether natural or manmade disaster event.

PART II
EMERGENCY OPERATIONS AND COMMUNICATION CENTRE

Emergency
Operations and
Communication
Centre

3.-(1) The Director General, in consultation with the Minister, shall be responsible for the establishment and maintenance of Emergency Operations and Communication Centre.

(2) The Centre shall be the central nerve for monitoring and handling of emergencies and feed into the normal operations of the Agency.

Coordination of
emergency
activities

4.-(1) The Minister shall direct all emergency operations through the Director General who shall coordinate activities of the Centre.

(2) The Centre shall be in operation for twenty four hours within seven days a week.

(3) At each operation room of the Centre there shall be such basic equipments as shall be required, and includes-

- (a) maps on which the disaster area can be shown in detail including topography, roads, railroads clearly marked;
- (b) daily weather forecasts report;
- (c) situation board on which the disaster statistics are shown; and
- (d) Television screen to project satellite image of situation from disaster area.

(4) An emergency operation at the Centre shall be represented by the military, police, health sector, fire department, national broadcasting corporation and such other institution as the emergency situation may require.

Functions of the
Centre

5. Functions of the Centre shall be-

- (a) to receive, analyze and disseminate disaster emergency information from within and outside Tanzania;
- (b) to pronounce early warning of any foreseen disaster;
- (c) assess incident situation and brief the Director General;
- (d) to provide daily situation report on disaster situation report to public and other stakeholders;
- (e) to provide centralized coordination and control of emergency or disaster response and operations on a twenty-four hour per day basis;
- (f) to keep the public informed of the emergency or disaster in a timely and factual manner through briefings and bulletins;
- (g) to arrange for logistic support to site personnel;
- (h) to provide advice to the public according to the issued disaster early warning;
- (i) to make forecast plans to meet the requirements that will follow a disaster;

- (j) to prepare hazard specific or multi-hazard contingency plans; and
- (k) to ensure the efficient movement, assimilation and dissemination of information from disaster sites to the public.

Activation of
Centre

6.-(1) The Centre shall operate on basis of activation and de-activation as required to support emergency response.

(2) Partial and full activation of the centre shall base on the Tanzania Emergency Preparedness and Response Plan levels as follows:

- (a) level 1, where an emergency incident may be handled routinely at district or regional level by one or more departments and government agencies within the country, and the Centre shall be partial activated to monitor the situation;
- (b) level 2, where an emergency shall require a major response and the significant commitment of resources from Central Government several departments and agencies, and the Centre shall be partial or full activated to control the situation; and
- (c) level 3, where an emergency shall require an extensive coordinated response and commitment of resources from all departments and government agencies and may necessitate assistance from other countries or international humanitarian organizations, and the Centre shall be full activated to control the situation.

(3) The Agency shall provide employees or representatives of institutions with badge, tag or other identification device which may conveniently be worn by each employee when the Centre is activated.

Emergency
meetings

7. The Director General shall upon receipt of information under regulation 5, and subject to section 10 of the Act, convene an emergency meeting of the Council to deliberate on emergency measures to be taken.

Survey teams to
disaster area

8. Where an emergency meeting is held, the Director General shall immediately dispatch an assessment team to the disaster area and if necessary assign one or more of his officers the task of coordinating the field operations.

PART III

PROCEDURES FOR DISASTER RISK MANAGEMENT AND CONTROL

National Disaster
Management Plan

9.-(1) The National Disaster Management Plan prepared in accordance with section 28 of the Act shall be utilized so as to ensure effective and proper coordinated counter measures for disaster control.

(2) The Plan shall outline all requirements for disaster risk reduction and management which shall include-

- (a) requirements of disaster management including mitigation, preparedness, response and recovery measures;
- (b) identification of various authorities and their responsibilities;
- (c) emergency powers;
- (d) identification and coordination responsibilities;
- (e) institutional arrangements;
- (f) command and control of disaster incidents;
- (g) operational procedures;
- (h) communication of information;
- (i) early warning arrangements;
- (j) resource mobilisation;
- (k) monitoring and evaluation;
- (l) simulation of disaster incidents;
- (m) post-disaster review;
- (n) promotion of disaster management research;
- (o) indigenous knowledge relating to disaster management; and
- (p) other sectoral plans periodically reviewed and updated as necessary.

(3) The military shall prepare and submit to the Director General plans to provide assistance to the civil authorities or the civilian population, which shall be based on the National Disaster Management Plan and shall be incorporated in the plan referred to in sub-regulation (1).

(4) The Agency shall, as far as possible, integrate the plan in the National development plan and shall be review and update from time to time.

Roles of military

10.-(1) During response of emergency operations the military shall not take over control from the civilian authority when called upon to give support.

(2) Where the military is called upon to give support, it shall-

- (a) provide engineering, transport, logistical support and emergence communication if needed;
- (b) assist in evacuation of the threatened or affected population;
- (c) carryout search and rescue operations in disaster situations;
- (d) liaise with the ministry responsible for health in provision of emergence medical support; and
- (e) liaise with the ministry of internal affairs to develop evacuation plan and management measures.

(3) The military shall appoint a senior officer to serve as Disaster Risk Management Focal Point whose responsibilities shall include-

- (a) mainstreaming disaster risk management in the military annual work plan and budget; and
- (b) co-ordination of disaster risk management among its military organs.

11.-(1) The MSCA Disaster Contingency Plan shall be activated by the President and Chief of Armed Forces upon recommendation by the Council.

(2) Where the MSCA Disaster Contingency Plan is activated:

- (a) military assets utilised in support initiatives shall stay under the control of the military chain of command; and
- (b) military assistance shall be coordinated with the local responders in the disaster area to ensure the military support is being properly utilized as per the request.

(3) The MSCA Disaster Contingency Plan shall be activated at different phases of disaster management which are Pre-disaster Phase, Disaster phase and Post- Disaster Phase.

12.-(1) The rules of engagement that shall be utilized for military support of civil authority disaster response operations include:

- (a) military commands and personnel reserve the right to use force in self-defence against attacks or threats of attack;
- (b) hostile fire shall be contained in a prompt and effective manner to stop hostile acts;
- (c) when attacked by hostile elements, mob or rioters, military commands or personnel shall respond with minimum force necessary to address the threat;
- (d) where necessary, private property of civilians or businesses may be seized involuntarily for accomplishment of military missions in accordance with appropriate policies and procedures; and
- (e) where necessary, civilians may be detained for security reasons or in self-defense, except that military commands shall transfer custody of detained civilians to appropriate police authorities as soon as possible.

(2) The primary tenets governing the rules of engagement under this regulation includes:

- (a) military participation in disaster response that do not constitute conducting combat operations;
- (b) all persons to be treated with dignity and respect;
- (c) local customs and traditions to be respected;
- (d) only the minimum force necessary to carry out the mission shall be deployed;
- (e) military personnel shall always be prepared to act in self-defense; and
- (f) military personnel shall at all times adhere to the Tanzania Peoples' Defence Force Code of Conduct.

(3) Subject to the applicable chain of command within the military, the Military commands and personnel shall be thoroughly briefed on rules of engagement for military commands providing support of civil authorities' disaster response operations.

Local government
authorities

13. All local government authorities shall issue instructions as may be considered necessary to support the provisions and requirements for the implementation of the National Disaster Management Plan.

State actors and
non-state actors

14.-(1) Government agencies, non-government organizations and private entities engaged in disaster management and allocated roles under the Plan, shall make their own plans and other arrangements necessary to fulfill their roles.

(2) All government agencies, non-government organizations and private entities engaged in disaster management shall, at the time specified in the Plan, submit to the Council annual reports of their state of readiness for the coming year.

Director General to
issue direction

15.-(1) The Director General shall, whenever there is an emergency or state of disaster-

- (a) ensure that the people who are at risk are properly informed so as to avoid or lessen the effect of the emergency;
- (b) liaise with the regional, district, ward and village committees of that particular area on the plan of emergency action to be taken;
- (c) make sure that the staff of the Agency are properly briefed on action to be taken and that their positions are covered;
- (d) ensure that members of Centre are put on alert status and review their plan for action;
- (e) ensure that the key operational partners like military, the police, Red Cross and the Fire department are ready to participate in the operation and that the radio communication facilities are available; and
- (f) review the operational status in the disaster area for communication links, availability of manpower, transport, vehicles, public utilities and possible evacuation sites such as schools, churches, missions, hospitals and government buildings.

(2) Upon declaration of the national state of disaster in accordance with section 27 of the Act, the Minister may, upon consultation with the Council, issue directions concerning-

- (a) the release of any available resources of the government including stores, equipments, vehicles and facilities;

- (b) the release of personnel of a national organ of state for the rendering of emergency services;
- (c) the implementation of all or any of the provisions of a national disaster management plan that are applicable in the circumstances;
- (d) the evacuation to temporary shelters of all or part of the population from the disaster-stricken or threatened area if such action is necessary for the preservation of life;
- (e) the regulation of traffic to, from or within the disaster-stricken or threatened area;
- (f) the regulation of the movement of persons and goods to, from or within the disaster-stricken or threatened area;
- (g) the control and occupancy of premises in the disaster-stricken or threatened area;
- (h) the provision, control or use of temporary emergency accommodation;
- (i) the suspension or limiting of the sale dispensing or transportation of alcoholic, beverages, firearms, explosives or such other products which deem not to be appropriate in disaster area;
- (j) the maintenance or installation of temporary lines of communication to, from or within the disaster area;
- (k) the dissemination of information required for dealing with the disaster;
- (l) emergency procurement procedures;
- (m) the facilitation of response and post-disaster recovery and rehabilitation;
- (n) steps to facilitate international assistance; and
- (o) other steps that may be necessary to prevent an escalation of the disaster or to alleviate, contain and minimise the effects of the disaster.

Shelters

16.-(1) The Director General shall establish and maintain a shelter list of premises available and suitable for use as shelters during a declaration of an emergency or an alert or the aftermath of an emergency or a disaster.

(2) The shelters list shall-

- (a) contain identification of the categories of shelter;
- (b) list of facilities available at each shelter;
- (c) indicate the suitability of each shelter for use during a declaration of emergency or an alert or the aftermath of an emergency or a disaster; and
- (d) indicate the periods for and the conditions under which the shelter would be suitable for use in the instances in paragraph (c).

17.-(1) The Director General shall issue to the Public, an update of directories showing-

- (a) the names, official address and contacts of heads of all departments of Government, regional authorities, local authorities, ward councils and village councils;
- (b) officers of all United Nations Organisation and other international or multi-national organization, humanitarian and volunteer organisation associated with or related to disaster management and rescue operations;
- (c) all existing emergency units and rescue points including fire and rescue centres, military, human and animal health facilities, red cross or such other relief aid organs; and
- (d) clearly demarcated map indicating all disaster prone areas.

(2) The Director General shall cause to be maintained-

- (a) a complete and updated inventory showing-
 - (i) the location of all schools and other learning institutions within the country, together with the names and addresses of heads of such schools and institutions;
 - (ii) the location of all fire fighting stations and units in the country;
- (b) records or registers showing-
 - (i) the location and capacity of buildings that may be used as emergency shelters or hospitals in the event of the occurrence of disaster;
 - (ii) the location, size and other statistical data that relates to all airports, airdrome and airships, including length, tonnage limitation, communication and elevation;
 - (iii) the location, size and other statistical data that relates to all seaports in the country, including their depth, tonnage capacity, storage facilities, types of cranes available and their loading and unloading capacities;
 - (iv) the location and storage capacities of all key warehouses in the country;
- (c) a register showing up to date information of medical personnel, their qualifications and their stations of duty;
- (d) a list of all nationally available resources and equipment that may be used for emergency and where they are not available in the country, international sources shall be indicated; and
- (e) other matters and things relevant to disaster management activities and coordination during or after disaster.

(2) The Agency may make arrangements with any person or body of persons to facilitate the effective and efficient discharge of its functions under the Act.



Reports of the
Agency and disaster
committees

18. Report of activities performed by the Agency, regional and district committees shall include details of-

- (a) emergency operations and disaster management plans and programs;
- (b) actions taken to implement the requirements of preparedness dealt within the plans referred to in paragraph (a); and
- (c) all aid requests and grants issued to the Agency or the respective Regional or District Committees.

Submission of
report

19.-(1) The reports prepared under regulation 18 shall be submitted as follows:

- (a) where the report is for a District Committee, the District Committee shall, within 21 days before 20th June of each financial year, cause the report to be submitted to the regional disaster management committee which shall immediately compile all reports within the region and submit to the Agency;
- (b) where the report is for a Regional Committee, the Regional Committee shall submit the report to the Director General, who shall cause all regional reports to be consolidated and prepare a national disaster management report and submit it to the Minister who shall, not later than 30th December of each year, lay the report before the National Assembly.

(2) A person who fails to comply with this regulation commits an offence of obstruction under the Act and is liable, upon conviction, to a fine not exceeding one million shillings or to imprisonment for a period not exceeding two years, or to both.

Responsibilities of
regional committee

20. In executing to the functions prescribed under the Act, the Regional disaster management committee shall undertake the following responsibilities-

- (a) in collaboration with the Agency-
 - (i) monitor the disaster threats and the conditions of the vulnerable population within the region;
 - (ii) conduct studies on the conditions of the vulnerable population and prepare recommendations on reducing their vulnerability;
 - (iii) align regional early warning system and facilitate the establishment of regional disaster risk information data base;
- (b) facilitate and monitor the integration of disaster risk reduction initiative with the development plan;

- (c) facilitate the development of contingency plan or disaster response and recovery plans;
- (d) guide the development of a comprehensive information management and effective communication system in the manner prescribed by the Agency;
- (e) liaise and consult with the Agency on all issues pertaining to disaster risk management in the region;
- (f) prepare plans for the prevention and mitigation of any disaster in the region, which includes training and simulation exercises;
- (g) submit to the Agency quarterly and annual reports, minutes of meeting and resolutions and any other information that relates to disaster risk management;
- (h) deliberate and make determinations for civil protection measures;
- (i) coordinate district plans on the prevention of disasters and their mitigation submitted by the District Committee; and
- (j) oversee the preparation of regional level plans and procedures.

Responsibilities of local authority

21. Subject to section 25 of the Act, every local government authority shall take responsibility and develop the capacity to-

- (a) prepare public information programs in order to-
 - (i) educate the public on protection against hazards;
 - (ii) educate the public on initial response to hazards in individual households, public places or the community;
 - (iii) relieve sufferings, save lives, protect property and safeguard the environment during the occurrence of a disaster; and
 - (iv) prevent hazardous incidents from escalating to disasters; and
- (b) respond in a coordinated manner to any emergency situation which is not a national disaster.

Coordinated function

22.-(1) Save as provided under the Act, every government entity engaged in disaster management under the Act shall-

- (a) take deliberate and appropriate initiative in developing a disaster risk management plan and contingency plan;
- (b) undertake training programs and exercises for its staff members, employees and other person with respect to the provision of necessary services and the procedures to be followed in disaster response and recovery activities;
- (c) conduct public education on risk to public safety and on disaster preparedness; and
- (d) in the event of a disaster outbreak-
 - (i) make allocation of responsibilities to various stakeholders and coordination in carrying out of disaster management

- responsibilities;
- (ii) undertake prompt disaster response and relief;
- (iii) facilitate the procurement of essential goods and the distribution of essential services;
- (iv) ensure the establishment of strategic communication link; and
- (v) undertake any matter required for disaster management programs.

(2) The provisions of sub-regulation (1) shall be implemented under the immediate supervision of the Agency.

Assessment of the Disaster Area

23.-(1) Where a disastrous event occurs or threatens to occur, the Agency shall-

- (a) assess the magnitude and severity or potential magnitude and severity of the disaster;
- (b) classify the disaster as a district, regional or national disaster in accordance with the Act; and
- (c) record the prescribed particulars concerning the disaster in the register.

(2) When assessing the magnitude and severity or potential magnitude and severity of the disaster, the Agency-

- (a) shall consider any information and recommendations concerning the disaster received from a Regional or District Committees;
- (b) may enlist the assistance of an independent assessor to evaluate the disaster on site.

(3) Where the magnitude and severity of the disaster is greater or lesser than the initial assessment, the Agency may re-classify a disaster under sub-regulation (1)(b) as a district, regional or national disaster at any time after consultation with the relevant Regional or District Committees.

Classification of disaster

24.-(1) A disaster is classified as local or district disaster if-

- (a) it affects a single district or town council or local municipality only; and
- (b) the municipal, town or district council either alone or with the assistance of local municipalities or district or town councils in the area of the district is able to deal with it effectively.

(2) A disaster is classified as a regional disaster if it affects-

- (a) more than one district or town council or municipality in the same region;
- (b) a single district or town council or local municipality in the region and that district or town council, or that municipality with the assistance of the local councils or municipalities within its area is

- unable to deal with it effectively; or
- (c) a cross-boundary district or municipality in respect of which only one region; and
- (3) A disaster is classified as a national disaster if it affects-
 - (a) more than one region; or
 - (b) a single region which is unable to deal with it effectively.
- (4) The classification of a disaster in terms of this section designates primary responsibility to a particular sphere of government for the co-ordination and management of the disaster, but an organ of state in another sphere may assist the sphere having primary responsibility to deal with the disaster and its consequences.

Rapid needs and
damage assessment
team

25.-(1) Where a national disaster is declared, the Director General shall immediately dispatch an assessment team to the disaster area to undertake a rapid needs and damage assessment.

(2) The assessment team shall consist of experts who will gather information on the following key issues-

- (a) general information of the disaster area and nature of disaster occurred;
- (b) level and types of impact;
- (c) Demography of affected people;
- (d) livelihood of affected people;
- (e) non-food items needs;
- (f) water and sanitation needs;
- (g) health and medical needs;
- (h) food security and nutrition needs;
- (i) education needs;
- (j) Protection - security and psychosocial issues;
- (k) building and infrastructure needs;
- (l) shelter needs;
- (m) current responses; and
- (n) any other relevant information.

(3) The rapid need and damage assessment shall be conducted using the standard assessment tools developed by the Agency.

(4) Where a disaster is classified as district or regional, the respective disaster management committee shall dispatch an assessment team to the disaster areas to undertake rapid need and damage assessment as stipulated under sub-regulation (2) and (3).

Notice of
evacuation

26.-(1) Save as provided in the Act, an evacuation is considered necessary, the Minister acting on the advice of the Director General shall subject to sub-regulation (2) issue a notice of evacuation.



(2) A notice of evacuation pursuant to sub-regulation (1) shall specify the nature of the disaster and the area required to be evacuated and the potential harm to persons.

(3) Where a notice is issued pursuant to sub-regulation (1), the Director General shall coordinate the evacuation with the assistance of agencies involved in emergency and disaster management including the Police Force and the Fire Service.

(4) A person shall comply with a notice of evacuation issued pursuant to this regulation.

Evacuation from places and buildings

27. Every person shall urgently comply with any order of evacuation or exclusion by any person and vehicles from any area, building or places.

Cessation of state of emergency

28. A proclamation issued under section 27 of the Act, shall remain in operation until it is revoked by the President by a further proclamation declaring its cessation or until there occurs any of the situations referred to in Article 32(5) of the Constitution of the United Republic.

Disaster Reporting

29-(1) The Director General shall, as soon as practicable upon the occurrence of an emergency and after reporting such emergency in accordance with the Act and these Regulations, submit to the Minister an initial disaster report in a manner prescribed in the First Schedule to these Regulations.

(2) The Director General shall, in addition to the initial disaster report, submit intermediate disaster reports at regular intervals as additional information is available after the conduct of more comprehensive surveys.

(3) The intermediate reports prepared under sub regulation (2) shall include such information as prescribe in the Second Schedule to these Regulations.

Liaison officer

30. Every Permanent Secretary, head of department of Government, statutory body or local and international organization undertaking disaster risk management shall ensure that there is at all times a person designated as the liaison officer for communication with the Director General in relation to disaster management.

PART IV

DISASTER MANAGEMENT VOLUNTEER

Disaster management volunteers

31. Any person, private enterprise or non-governmental organization may, in the prescribed manner and form, volunteer to-

- (a) provide or assist in the provision of any disaster management service in any region, district, ward or village; and
- (b) perform within any region, district, ward or village any function connected with disaster management as determined by the Region, district, ward or village Committees.

Establishment or disestablishment of unit of volunteers

32.-(1) A region, district, ward or village may establish a unit of volunteers to participate in disaster management in the region, district, ward or village.

(2) The head of a Regional, District or Ward Committee shall inform the Agency of the establishment of a unit of volunteers within twenty one days of the effective date of such establishment.

(3) Where the need for a unit of volunteers ceases to exist, the head referred to in sub-regulation (1) shall inform the relevant region, district, ward or village accordingly and recommend to it that unit be disestablished.

(4) On receipt of recommendations under this regulation, the region, district, ward or village may disestablish the unit of volunteers established by it.

(5) The head of a Regional, District or Ward Committee shall inform the Agency of the disestablishment of a unit of volunteers within twenty one days of the effective date of such disestablishment.

(6) The head of a Regional, District or Ward shall put appropriate communication mechanisms in place for the activation and deployment of members of the unit of volunteers.

(7) When activated, a volunteer and a component leader shall be identifiable by wearing the necessary distinguish apparel as described in the guidelines issued by the Agency.

Components within unit of volunteers

33. A unit of volunteers may comprise of the following components:

- (a) first aid;
- (b) general medical assistance and planning, such as doctors, specialist, nurses and pharmacists;
- (c) social welfare, including, where necessary, counseling of the bereaved and assisting with stress relief and caring for the very young and elderly;
- (d) fire fighting if the Region, district, ward or village does not have an established fire fighting service with a reserve force;
- (e) fire safety or prevention;
- (f) community and environmental health;
- (g) traffic control if the region, district, ward or village does not have an established traffic control service with a reserve force;
- (h) logistical support;
- (i) region, district, ward or village disaster management support staff;

- (j) communications;
- (k) administrative support;
- (l) coordination and assessment; or
- (m) any other category of membership that a region, district, ward or village may decide upon as being necessary.

Requirement for
volunteers

34.-(1) A person who intends to enroll as a volunteer in a unit of volunteers shall-

- (a) apply for enrolment by filling in form A(1) prescribed in the Third Schedule;
- (b) complete a health questionnaire in a manner prescribed in Annexure B of the Third Schedule;
- (c) agree to serve as volunteer and undergo the prescribed training;
- (d) submit to the head of a Regional, District or Ward Committee the completed application form and health questionnaire, together with-
 - (i) a certified copy of his identity document;
 - (ii) a declaration by his employer that the employer will allow and release him to serve as volunteer and undergo training for reasonable periods;
 - (iii) two colour passport size photos; and
 - (iv) the written consent of his parent or parents or guardian prescribed in Annexure A(2), if he is still under the age of 18; and
- (e) sign an undertaking prescribed in Annexure A(3) in the Third Schedule.

(2) The head of a Regional, District or Ward Committee shall establish a process whereby applications by potential volunteers for enrolment may be considered and decided upon.

(3) The process for considering applications by potential volunteers for enrolment shall include an evaluation of the health questionnaire referred to in sub regulation (1)(b) and a declaration by a medical doctor that the applicant is medically fit or not to perform the functions within the component in which he is to serve.

(4) The head of the centre shall inform an applicant within twenty one days whether his application for enrolment as a volunteer in the unit of volunteers of the relevant region, district, ward or village was successful or not.

(5) The head of the centre shall immediately issue every applicant enrolled as a volunteer with a disaster management volunteer identity card in the form prescribed by the Agency.

Records to be kept and processed by disaster management committees

35.-(1) The Regional, District, Ward or Village Committee shall keep a register in which the following particulars and Recorded in respect of every person enrolled as a volunteer-

- (a) full name, surname and identity number;
- (b) gender;
- (c) age;
- (d) residential address, postal address and telephone number;
- (e) telephone number and e-mail address, if applicable;
- (f) contact details of next-kin;
- (g) profession;
- (h) business address and telephone number;
- (i) date of enrolment as a volunteer; and
- (j) such other particulars as the head of the Regional, District, Ward or Village Committee may consider necessary.

(2) When a volunteer changes his address, the volunteer shall within 7 days from such change inform the head of the centre and at the same time furnish full details of his new address.

(3) The particulars recorded in terms of sub regulation (1) shall be submitted to the Agency within twenty one days of a person's enrolment as a volunteer.

Training of volunteers

36.-(1) The Regional, District, Ward or Village Committee may in writing request a volunteer to undergo training in connection with the service for which the volunteer is enrolled.

(2) The training referred to in sub-regulation (1) shall-

- (a) take place at the expense, of the relevant region, district, ward or village; and
- (b) not exceed a total period of 160 non-continuous hours per year, unless the volunteer agrees to undergo training for a longer period.

(3) The Regional, District, Ward or Village Committee shall maintain a record of all volunteers that have been directed to undergo training and who have actually undergone training.

(4) The record maintained shall reflect-

- (a) the full name, surname and identity number of the volunteer;
- (b) the volunteer membership number;
- (c) the course date;
- (d) the training institution;
- (e) the certification issued, date and number;
- (f) the expiry date of the certificate, if any; and
- (g) the type of course studied **or** undertaken.

Suitable clothing and safety gears

37.-(1) Suitable clothing and safety gears adapted to the type of activity undertaken and complying with applicable safety legislation shall be issued to a volunteer, and shall be worn by the volunteer upon-

- (a) reporting for duty; or
- (b) attending training sessions.

(2) Suitable clothing and safety gears shall be replaced free of charge to a volunteer if normal wear and issued items are no longer serviceable.

(3) All suitable clothing and safety gears issued remains the property of the issuing authority.

(4) The issuing authority shall provide volunteer with badge, tag or other identification device which may conveniently be worn by each volunteer while performing his duties under these Regulations.

(5) The nature of suitable clothing and safety gears shall be determined by the relevant region, district, ward or village, and shall be in compliance with relevant legislation which makes the issue of such clothing compulsory for the protection and safety of volunteers.

Equipment issued to volunteers

38.-(1) Equipment suitable for the type of activity undertaken or to be undertaken shall be issued to volunteers when necessary, but that equipment remains the property of the issuing authority.

(2) Equipment issued to volunteers shall also be such that groups or teams of volunteers established in high risk or remote rural areas, where speedy response time by professional services is not possible due to distances, accessibility or terrain to be covered, are properly equipped for disaster management.

(3) Equipment issued to volunteers shall be checked for serviceability by the issuing authority at intervals determined by the authority or technical subscription by supplier.

Defraying of expenses incurred by volunteers

39.-(1) A volunteer who is called upon to report for training, drills, exercises, rehearsals or duty is entitled to claim from the relevant Region, district, ward or village for actual expenditure and travelling expenses incurred by the volunteer in that regard.

(2) A Region, district, ward or village that has established a unit of volunteers shall budget for the defrayal of any expenses referred to in sub-regulation (1).

(3) An NGO or such other institution may grant support to a volunteer or unit of volunteer through the respective regional, district, ward or village Committee.

Transfer of volunteers

40.-(1) A volunteer may apply to the chairperson of respective committee to be transferred if the volunteer relocates to the area of another Regional, district, ward or village.

(2) Where a transfer in terms of sub regulation (1) is applied for, the chairperson of the Region, district, ward or village Committee releasing the volunteer shall-

- (a) notify the chairperson of the other Region, district, ward or village in which the transfer relates and request that other chairperson to confirm that the volunteer can be accommodated in one of the components within the unit of volunteers of that other Region, district, ward or village;
- (b) on confirmation of the transfer, forward the records, including a copy of the application form and medical questionnaire and training information, of the volunteer to the Region, district, ward or village; and
- (c) notify the Agency of the transfer of the volunteer from one Region, District, Ward or Village to another within twenty one days of such transfer.

(3) A volunteer who has been designated as a component leader shall be informed that, if his transfer to another Region, District, Ward or Village is successful, he shall be transferred as an ordinary volunteer without his designation as component leader.

(4) A volunteer who is transferred to another Region, District, Ward or Village shall be informed that he may be accommodated in a different component within a unit of volunteers of the other Region, district, ward or village.

Termination of
volunteer's
membership

41.-(1) A volunteer ceases to be a volunteer-

- (a) when the volunteer terminated his enrolment as a volunteer by seven days' written notice to the chairperson of the regional, district, ward and village Committee;
- (b) when the volunteer's enrolment is by written notice terminated by the chairperson of the Committee on account of misconduct resulting from breach of the Undertaking or Code of Conduct signed by the volunteer;
- (c) when the volunteer, having been requested to undergo training, fails to respond within seven days to a written warning from the head of the centre for not reporting for training;
- (d) when the volunteer fails to maintain the required level of competency; or
- (e) when the volunteer, without acceptable reason, refuses, neglects or fails to report for duty after having been instructed to do so.

(2) When a volunteer ceases to be a volunteer in terms of sub regulation (1) or is transferred in terms of regulation 40, the volunteer shall within seven days of the occurrence of any such event, return to the chairperson of the

