



THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR  
THE SECOND VICE PRESIDENT'S OFFICE

**MICHEWENI  
EMERGENCY PREPAREDNESS AND RESPONSE PLAN (MEPRP)**

**FINAL DRAFT**

May, 2012

## **PREFACE**

Micheweni District is exposed to many hazards including drought, marine and road accidents, beach erosion and sea water inundation, all of which have the potential of disrupting the community in terms of social and economic services, ecological, environmental and health. The Disaster Management Department (DMD), in the Second Vice President's Office has the responsibility of identifying potential hazards and to prepare legislation, policy, plans and strategies to effective preparedness and response to these disasters so as to save lives and protect properties. In order to effectively respond to disasters, the DMD and District Commissioner's Office have jointly developed a District Emergency Preparedness and Response Plan (DEPRP) through consultation with key stakeholders which provides guidelines for coordination and response to all types of disasters and emergencies identified at district and shehia levels.

Micheweni District Emergency Preparedness and Response Plan (MDEPRP) is a multi-hazard action oriented plan that sets forth appropriate actions to be taken in preparedness and response to emergency or major disasters. This plan will facilitate the coordination of preparedness and response activities including mobilization and utilization of resources and services necessary to deal with the consequences of an emergency and disasters. The MDEPRP describes the disaster situation, planning assumptions, concept of operations, impact and vulnerability assessment, assignments of responsibilities to the departments and agencies within the district. It also describes the activities to be taken before, during and post disasters and functions as the main implementation strategy for preparedness, mitigation, response and recovery measures.

This plan was developed through a consultation process among key stakeholders from various district, shehias and Non-State Actors (NSAs). The DMD and the District Commissioner's Office appreciate the cooperation and support from all departments and agencies within the district, which have contributed to the development of this plan. Special thanks go to the UNICEF for providing financial and technical support for accomplishment of this plan.

## TABLE OF CONTENTS

	May, 2012 PREFACE	1
	PREFACE	2
	TABLE OF CONTENTS	3
	LIST OF ACRONYMS AND ABBREVIATIONS	5
	DEFINITION OF TERMS	7
1.0	INTRODUCTION	10
1.1	Background	10
1.2	OBJECTIVE	11
1.3	PURPOSE	11
1.4	SCOPE	11
2.0	SITUATION	11
2.1	Geographical Location	11
2.2	District Disaster Profile	13
3.0	FACTORS CONTRIBUTING TO MICHEWENI VULNERABILITY	14
4.0	MAJOR HAZARDS EXPERIENCED IN MICHEWENI DISTRICT	16
5.0	SOURCES OF HAZARDS AND EARLY WARNING INFORMATION	18
5.1	Local and Indigenous Knowledge	18
5.2	Tanzania Metrology Authority (TMA)	18
5.3	Emergency Information Flow	18
6.0	IMPACT AND VULNERABILITY ANALYSIS	19
7.0	OPERATIONAL PROCEDURES	21
	PART TWO	22
8.0	ASSIGNMENT OF RESPONSIBILITIES	22
8.1	INTRODUCTION	22
8.2	ASSIGNMENT	22
8.3	FUNCTIONAL DISTRIBUTION OF ASSIGNMENT	23
	District Departments and Agencies	23
8.4	DIVISION OF RESPONSIBILITIES	24
8.5	District Resource Capacity	30

PART THREE	33
8.6 PLAN IMPLEMENTATION STRATEGY	33
8.6.1 IMPLEMENTATION	33
8.6.2 OPTIMUM STRATEGY	33
Pre- disaster	33
During disaster	34
Post disaster	34
APPENDIX A	35
TASK BY FUNCTION	35

**LIST OF TABLES**

Table 1: Major Hazards and Disasters ( Experienced in Micheweni District) 18  
Table 2: Likelihood and Seasonality of Hazards 19  
Table 3: Hazards Impact and Vulnerability 21  
Table 4: Preparedness and Response Activities 28

## LIST OF ACRONYMS AND ABBREVIATIONS

DMD	Disaster Management Department
DOACO	District Orphans and AIDS Control Organization
DMT	District Management Team
DRT	Disaster Response Team
DWI	Disaster Welfare Information
ECC	Emergency Communication Center
EOC	Emergency Operation Center
IEC	Information Education and Communication
ICP	Incident Command Post
JEOC	Joint Emergency Operation Center
JIC	Joint Information Center
JIS	Joint Information System
JKU	Jeshi la Kujenga Uchumi Zanzibar
JUMMUMI	Jumuiya ya Uhifadhi wa Mimitu na Maliasili Micheweni
JUWAKAP	Jumuiya ya Wanawake Kaskazini Pemba
JUWAMWAP	Jumuiya ya Wazalishaji Mwani Pemba
KMKM	Kikosi Maalum cha Kuzuia Magendo Zanzibar (Anti-Smuggling Unit)
KONDEO	Konde Development Organization
KVZ	Kikosi cha Voluntia Zanzibar
MDEPRP	Micheweni District Emergency Preparedness and Response Plan
MIDECAC	Micheweni Islamic Development and Environmental Conservation and AIDS Control
MISCO	Micheweni Social Care Organization
MKP	Jumuiya ya Madereva Kaskazini Pemba
NGENARECO	Ngezi Natural Resources and Environmental Conservation
NSAs	Non State Actors
PACSO	Pemba Association of Civil Social Organization
PIO	Public Information Officer
PIRO	Pemba Island Relief Organization
SOGs	Standard Operating Guidelines
SOPs	Standard Operating Procedures

TMA	Tanzania Meteorological Agency
TPDF	Tanzania People's Defense Forces
TPF	Tanzania Police Force
TTCL	Tanzania Telecommunication Company Limited
WMD	Weapons of Mass Destruction
ZACPO	Zanzibar Association of Clove Producers
ZAWA	Zanzibar Water Authority
ZCT	Zanzibar Commission for Tourism
ZDCS	Zanzibar Disaster Communication Strategy
ZECO	Zanzibar Electricity Corporation
ZEPRP	Zanzibar Emergency Preparedness and Response Plan
ZNCCIA	Zanzibar National Chamber of Commerce, Industry and Agriculture
ZPC	Zanzibar Ports Corporation
JUMAZA	Jumuiya ya Maimamu Zanzibar
JUMIKI	Jumuiya ya Uamsho na Mihadhara ya Kiislamu
ISSO	Islamic Social Services Organization
KIMADO	Kiuyu Maziwang'ombe Development Organization

## DEFINITION OF TERMS

**Disaster:** A serious disruption of the functioning of a community or society causing widespread human, economic or environmental losses which exceed the ability of the affected community to cope using its own resources.

**Natural Disaster:** Defined as disaster arising from interaction of natural phenomenon without the help or planned by human, and includes tropical storms, extreme heat or extreme cold, winds, floods, earthquakes, landslides, volcanic eruptions, cyclones, tsunami, drought and famine.

**Man-Made Disaster:** Refers to those disasters arising from the act of human being causing a catastrophic situation which includes civil disturbances, riot and war, oil spills, fire outbreaks, floods, industrial accidents and all kind of transport accidents.

**Disaster Preparedness:** Disaster preparedness activities 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. Thus, preparedness activities are based upon the premise that disaster impact will occur and that plans, procedures, and response resources must be established in advance. These are designed not only to support a timely and effective emergency response to the threat of imminent impact, but also to guide the process of disaster recovery.

**Disaster Recovery** is a process of returning an organization, society, or system to a state of normality after the occurrence of a disastrous event. It refers to the activities that begin after disaster impact has been stabilized and extends until the community has been returned to its normal activities (ZEPRP 2011). The recovery period sometimes may extend for a long period of time. The immediate objective of recovery activities is to restore the physical infrastructure of the community-water, sewer, electric power, fuel (e.g., natural gas), telecommunication, and transportation-but the ultimate objective is to return the community's quality of life to at least the same level as it was before the disaster.

**Emergency:** Emergency refers to an event involving a minor consequence for a community that can be managed successfully with local resources.



**EMERGENCY OPERATIONS CENTER (EOC):** refers to specially equipped facilities from which the government officials exercise direction and control and coordinate necessary resources in an emergency situation.

**Evacuation:** means 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 has been declared and is considered dangerous for health or safety of the public.

**Hazard:** A potentially damaging physical event, phenomenon or human activity that may cause loss of lives or injuries, property damage, social and economic disruption or environmental degradation.

**Hazard Mitigation:** means reducing, eliminating, redirecting, or avoiding the effects of the hazards. It is an action taken to reduce or eliminate the exposure of human life or property to harm from a man-made or natural disaster.

**Risk:** The probability of harmful consequences or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions.

**SOCIAL VULNERABILITY:** is the characteristic of a person or group and their situation that influence their capacity to anticipate, cope with, resist, and recover from the impact of a natural hazard, and that social vulnerability changes with time.

**STANDARD OPERATING PROCEDURES (SOPs):** are 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).

**Vulnerability:** Refers to social and material conditions derived from characteristics of individuals and groups that make them susceptible to harm and loss from environmental hazards and that constrain their ability to cope with the adversities of disasters.

## PART ONE

### 1.0 INTRODUCTION

#### 1.1 BACKGROUND

The Micheweni District Emergency Preparedness and Response Plan (MDEPRP) is an initiative of the Disaster Management Department (DMD) with the guidance of Disaster Management Act No. 2 of 2003, and the Disaster Management Policy of 2011. In the effort to prepare for and respond to disasters and thus minimize sufferings from the hazards and emergencies, the Revolutionary Government of Zanzibar through The Second Vice President's Office has embarked on formulating Zanzibar Emergency Preparedness and Response Plan. The plan is basically focused to facilitate preparedness and response measures at national level. However, as the nature of hazards and respective preparedness and response measures may differ from one particular locality to another, the plans for coordinating these hazards should also be different. Thus, DMD came up with proposal of developing District Emergency Preparedness and Response Plans. The initiative works within the framework of district specific emergency preparedness and response plans. It builds district and community-level response capability in order to minimize loss of live and properties and social disruption in the event of emergency.

MEPRP outlines actions to be taken by Government institutions, Non State Actors (NSAs) which include private sector, Civil Society Organizations, Faith Based Organizations, Community Based Organizations and Volunteer Organizations officials at district level. This plan does not intend to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by various departments and government agencies within the district. The plan intends to deal with emergencies and disasters which create needs and cause suffering that the victims of such emergency cannot alleviate without assistance, and that requires an extraordinary commitment of district and national resources.

The MDEPRP is a multi-hazards, functional plan, divided into three parts

- (i) Part One The Introduction and Background which outlines the district profiles, objective and types of disasters
- (ii) Part Two Assignment of Responsibilities which outlines the assignment of each partner and stakeholder responsible for specific activities critical to emergency preparedness and response.

- (iii) Part Three Implementation Strategy describes the actions and implementation strategies that are important in all stages of disasters.

District Management Team of the District Commissioner’s Office will facilitate the review process and will collaborate with District Disaster Management Committee (DDMC) and DMD. Each department, agency, volunteer organizations and NSAs with an assigned task will be responsible for the review and maintenance of their respective segments of the plan. They will update their portions of the plan as needed based on experience in emergencies, deficiencies identified in the field, and changes in government structure and emergency organizations. DMD to take the supportive role in planning, review, implementation, monitoring and evaluation of the plan. When used properly and updated regularly, this plan can assist government officials in the district to prepare for and respond to disaster and protect the citizens from the impacts of natural and man-made disasters.

## **1.2 OBJECTIVE**

The objective of this plan is to establish mechanism for different actors in Micheweni district and guide them to:

- (i) Minimize disaster risks and reduce the vulnerability of the community to any disasters that may strike.
- (ii) Establish capabilities of the district for protecting the community from the impacts of disasters in saving lives and properties.
- (iii) Respond effectively to the actual occurrence of any emergency involving extensive damage within the district.
- (iv) Establish the system in which the district will have the capacity to deal with
  - a. Preparedness and response activities before and during disasters
  - b. Recovery restoring the disaster-affected areas
  - c. Mitigation reducing vulnerability to future disasters

## **1.3 PURPOSE**

The MDEPRP establishes operational procedures and guidelines that will allow the district to save lives, minimize injuries, protect properties, and preserve a functioning government in terms of natural and man-made disasters. This plan establishes the guidelines for conducting efficient, effective and coordinated emergency operations involving the use of all resources belonging to or available to the district and central

government. The plan outlines the emergency response organizations and assigns responsibilities for various emergency tasks.

## **1.4 SCOPE**

This plan will work in the boundary of Micheweni district only, which involve all Shehias within the district. The MDEPRP describes measures that should be taken in case of major disasters or emergencies, or any other occasion or instance for which the district efforts is needed to respond This plan will be operational when the disaster is only within the capacity of the district, and when it is beyond the district capacity to respond, the situation will be declared as national disaster and thus, the Zanzibar Emergency Preparedness and Response Plan (ZEPRP) will take over and will be activated accordingly. In this regards all operations will be directed as prescribed in the ZEPRP. The MDEPRP applies to all departments, government agencies, NSAs and volunteer organizations that may be tasked to provide assistance in all disasters or emergencies within the district.

## **2.0 SITUATION**

### **2.1 GEOGRAPHICAL LOCATION**

Micheweni district is in the North Region in Pemba Island and is made up of 4 constituencies, 10 wards and 27 Shehias and four (4) Small islets (not habitable, used for agriculture only), Kisiwa Ng'ombe, Mbale, Kamate, Kisiwa Khamisi.

The district has the total surface area of 226 square kilometers. It lies on the northern part of Pemba Island and large part of the district is under the coral zone which covers the north and eastern part of Pemba Island.

### **DEMOGRAPHY (According to 2012 projections)**

- Total population: 103,816.  
Male: 50,874  
Female: 52,942

### **WEATHER AND TEMPERATURE**

Rain Recording Centres	2010	2011
Matangatuani	31.65	27.6
Makangale	28.12	26.13

## Seasons

Masika: March –June

Vuli: August – November

## Temperature:

o High 320C

o Low 260C

## AGRICULTURE

Total Arable Land

Paddy growing areas 4,600 acres

Coral land 2530 acres

Forest 10,050 hectares

## HEALTH SECTOR

Number of Primary Health Care Units (PHCU)

• First Line 7

• Second Line 4

Number of Cottage Hospital 1

Private Facilities 2 (Sizini and Konde)

Epidemics

Cholera 381 (2009)

Diarrhea 7913 (2009)

1092 (2010)

11,667 (2011)

Dysentery 329 (2009),

520 (2010)

409 (2011)

Numbness 151

## EDUCATION

Number of Primary Schools 15

Number of Primary and Middle Schools 5

Number of Secondary Schools 8

Number of Higher/Colleges 1

Nursery Schools 4

## SECURITY

Police Stations

2

Community Policing Stations

### 2.2 District Disaster Profile

Micheweni district faces number of hazardous events that in many times lead to significant impacts on people's lives and properties. The events include drought, deforestation, crop failure, pests' outbreak, long dry spell, water borne diseases and epidemics (cholera and measles), fire outbreak, poisonous foods and fish and sea water inundation, strong winds and marine accidents. Serious deforestation and demand for more agricultural land have also lead to destabilization of sea waters to encroachment to agricultural areas. These areas have becomes un-arable due to salty which is resulted by water invasion. Many of the events resulted from human activities (man- made) although some of them classified as natural hazards.

The entire eastern part of Micheweni and part of Makangale is coral. These areas are one most risk prone areas in Zanzibar facing multiple hazard threats. Different hazards like drought, marine accidents, epidemics such as cholera and measles and others are frequently reported in this area. Serious deforestation and demand for more agricultural land has also lead to sea waters inundation which has affected agricultural activities in different areas of Micheweni district. Beach erosion and agricultural activities in the coastal areas of the district have caused sea water inundation, invading the rice fields. The areas which are highly affected are Ukele, Koowe, Chamawe, Mwanasoza, Vuleni, Wapape, Fumbi Kuu, Sijuu, Kisiwani, Kwagome, Mjananza, and Chwaka paddy growing areas. Number of reason have been claimed to be the source of this scenario, the most obvious reason was the extension of agricultural land to marginal coastal land. Mangroves were cut down in many places, due to the high pressure to find land for rice farming. Salt mining, lime making and cutting mangroves for fuel wood were also identified being the main factors contributing to the occurrences of sea water inundation to the fields. Change in sea level have led to beach erosion and sea water inundation in many places of Micheweni district such as Makangale, Vumawimbi, Tumbe, Msuka and Kiuyu .

In 2008 Micheweni district experienced a serious drought which resulted into a severe food shortage. The Zanzibar Government and other International NGOs including Save the Children and UNICEF responded to the situation by distributing food and introduction of special cash transfer programme. The experiences of the

2008 drought in the Northern East part and other parts of the district pose a serious challenge and dire need for development of preparedness and response plan.

In 2007 eastern part of the district notably Kiuyu Mbuyuni and Maziwang'ombe experienced a strange epidemic which was given the name 'numbness'. There were several clinical tests to identify the disease which took many days to identify. The main cause of the epidemic was not found. One of the causes of epidemics such as cholera, diarrhea and dysentery is the low coverage of households with latrines. According to the report from DHMT Micheweni, the district coverage is lower than 69%, while required standard is over 85% .

The district vulnerability to natural disasters combined with socio-economic vulnerability of the people living in this district. This poses a great challenge to the government machinery and thus underscores the need for a comprehensive plan for disaster preparedness and response.

### **3.0 FACTORS CONTRIBUTING TO MICHEWENI VULNERABILITY**

**Location:** The geographical location of Micheweni increases the vulnerability or exposure to hazards such as drought, tropical storms, epidemics and others. About 2530 hectares of the district is coral which is prone to drought. Micheweni is the district which is surrounded by many small non residential islets more than any other district in Zanzibar which is normally used for agriculture and fishing activities. These farmers and fishers are camping in these small islets which poses more vulnerability to marine disasters and emergencies during go and return trips. Strong winds and tropical storms which originate from sea are most of the time hit the district which causes marine accidents in Micheweni district.

**Economic condition:** Micheweni is dependent on a few economic activities such as fishing, agriculture, livestock, quarrying and small enterprises for people's livelihood. There are some tourist attractions like beaches and historical sites that attract tourism industry in the district. Quarrying is one of the economic activities commonly practiced in Micheweni district. Bricks making is posing serious environmental degradation, leaving huge open deep holes areas after the excavation of stones and bricks. There are several accidents taking place in the quarries. Often the victims are children since child labour is common within quarrying. Kiuyu Mbuyuni, Maziwa Ng'ombe and Mjini Wingwi are the most affected areas in the district.

Environmental condition: Human activities in various sectors are contributing to serious environmental degradation. Fishing practice using 'ngwanda' methods are the source of beach and reefs erosion through using of huge amount of sand bags for sinking their nets. Agricultural activities around the coast of the district also contribute to sea water inundation. Extracting sand around coast and inland for construction activities also contribute greatly environmental degradation. The fast population increase in Micheweni is putting pressure on energy requirements which make people to look for alternative sources of energy such as firewood. Massive deforestation through shifting farming, charcoal burning and cutting fire wood are leading to unsustainable use of the forest resources that leads to increased risks to droughts, floods, erosion, and diseases. Accidents which are common in Micheweni district include road and marine accidents claiming lives causing injuries and damage of properties to a number of people. Climate Change effects has now been confirmed beyond reasonable doubt to be a global reality. According to information obtained from Environment Department, changes of sea level have caused beach erosion.

Poverty: According to Human Development Report 2005 , Micheweni district ranks the poorest district in Zanzibar with poverty severity index of 0.109935. It is estimated that more than 50% of the population in the district has income that is below the basic needs poverty line. Poor households are more vulnerable to disasters than households with relatively high income. This is because poor households have insufficient financial resources for purchasing supplies in anticipation of an event or for buying services and materials in the aftermath of a disaster. As a result the impact is likely to affect them disproportionately, including higher mortality rates.

Gender: There are many women headed households in Micheweni due to nature of economic activities of men who spend most of their time in fishing camps in Unguja, Tanzania mainland and Mombasa, especially in fishing communities in Northern East part of the district. These families are most likely to have a difficult time during emergency and successive recovery than male-headed households, due to sector-specific employment, lower incomes, and family care responsibilities.

Education: Literacy levels of the residence have high impact on emergency response. Community with high literacy level has the opportunity to respond quickly as compared to those with lower levels of literacy. Micheweni district has lower literacy level which can have impact on the response and recovery measures. The literacy rate of Micheweni is 46, the lowest in Zanzibar .



Vulnerable Groups: Micheweni district is at high risk, the most vulnerable groups are the elderly, children, people living with disability and tourists who cannot understand warnings during the emergencies, which are communicated through local language. Vulnerable group needs to be given high priority in emergency situation so as to save their life and properties.

Diseases: Diseases including epidemics especially cholera outbreaks and measles in Micheweni are mainly due to poor living conditions and low level of awareness to immunization. Some of the households live in the settlements with no toilets and no sewage systems. These settlements are characterized by inadequate provision of infrastructural services such as water supply, management of liquid and solid waste, treatment and disposal which poses risk of infections and communicable diseases. HIV/AIDS remain to be major diseases with far-reaching consequences to population

#### 4.0 MAJOR HAZARDS EXPERIENCED IN MICHEWENI DISTRICT

Micheweni district is exposed to many hazards, all of which have the potential of disrupting the community, causing casualties, and damaging or destroying public and private properties. A summary of these hazards is provided in Table 1.

Micheweni district has experienced a variety of natural and man-made disasters. Experience has shown that hazards such as drought, epidemics, fire, strong winds, accidents (road and marine), heavy rains that cause floods, and pest infestation, environmental degradation, beach erosion, sea water inundation are some of major types of hazards in Micheweni district. Some of the disasters have caused loss of lives, significant damage to properties and infrastructure, and environmental degradation causing serious disruption of the development made over the years.

**Table 1: Major Hazards and Disasters ( Experienced in Micheweni District)**

Natural Disasters	Man-Made Disasters
Drought (Northern and Eastern Zone)	Epidemics ( mainly Cholera and measles)
Livestock and poultry diseases (new castle)	Marine Accident
Pest Infestation	Road Accident
Heavy rains	Fire outbreaks (domestic and Forest)
Sea water inundation	Poisonous sea food mainly turtles
Beach erosion	Environmental degradation (quarries and forest)

#### 4.1 Likelihood of Occurrence of Major Hazards in Micheweni

Table 2 summarizes the likelihood of occurrence of potential hazards in Micheweni district.

Most hazards listed in Table 2 are generally more probable to occur in Micheweni and are more likely to cause loss of lives, major socio-economic losses and property damage and health problems.

Hazards which are highly probable to occur in Micheweni district include drought, environmental degradation, epidemics, animal diseases outbreak, pest infestation, marine and road accidents, beach erosion and strong winds. The occurrences are recorded in annual bases to monitor and forecast the impacts of the hazards within the district, and understand which month the hazard may occur so that the responsible department and agencies can activate their preparedness plans.

**Table 2: Likelihood and Seasonality of Hazards**

TYPE OF HAZARD	MONTH OF OCCURRENCE											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Drought												
Cholera												
Pest and diseases infestation												
Heavy rains and floods												
Environmental degradation												
Livestock diseases												
Marine accidents												
Road Accidents												
Strong winds												
Beach erosion												
Sea water inundation												
Fire												

## **5.0 SOURCES OF HAZARDS AND EARLY WARNING INFORMATION**

There are several sources where information can be obtained in the district. The main sources of information are indigenous knowledge and weather forecast by Tanzania Metrology Authority (TMA) aired by local radios. Information from the local and national authorities is also disseminated to the communities through different means.

### **5.1 Local and Indigenous Knowledge**

People in the community provide early warning information derived from signals indicated by creatures, dreams, moon and stars position, weather condition and others that signifies which type of disaster is predicted, the information will be provided to the public through local alert (upatu, pembe) and others. Alert system in the district is not systemized, it can contribute effectively preparedness and response operations before, during and after disasters. The indigenous knowledge is not documented in any of the official sources. However, as outlined by the local people in the district, if a special mechanism is established to document and utilize this kind of information provided from indigenous knowledge, it will be of very important step in the disaster preparedness and responses efforts.

### **5.2 Tanzania Metrology Authority (TMA)**

TMA is another source of early warning hazards related information. The information from TMA is normally based on whether forecast and is aired through public and private media on daily bases. There is however no direct communication between TMA and local radio stations in Pemba, such as Micheweni community radio and radio Istiqama which reaches all part of Micheweni district and neighbouring district. It is therefore suggested that the district has to communicate with TMA so as to utilize fully existing radio stations, specifically Micheweni Community radio for weather forecasting and other disaster related formation.

### **5.3 Emergency Information Flow**

The normal bottom-up routine of any official information flow is from the Community to District Commissioner. Afterwards the information is disseminated to the public through media. However, this normally depends on the type, priority of the information. For emergency information the current system is always disrupted and not following the right channel, which lead to many information distortions. In stressful emergency situations rumors are often spread leading into panic reactions

within the community. In order to avoid this strict procedure for line of communication Zanzibar Disaster Communication Strategy (ZDCS) should be followed.

## 6.0 IMPACT AND VULNERABILITY ANALYSIS

The impact and vulnerability analysis enables district planners understand the type of hazards in the district, their impacts and severity of vulnerability will help to plan the preparedness and response measures. Each district has its own situation which differs from other district, which needs to be reviewed time to time as agreed by the DMD and DDMC.

**Table 3: Hazards Impact and Vulnerability**

TYPE OF HAZARD	POTENTIAL IMPACT	VULNERABLE GROUPS	VULNERABLE AREAS IN THE DISTRICT
Drought	Loss of crop, fire forest, pastures, famine, disruption of livelihood system, Private and Public properties, irrigation sources, water sources, (stream, pond),	Cows, donkeys, dogs Goats/Sheep, other animals, Poultry Farms, community.	Whole district
Epidemics	Loss of human life, reduce labour force, economic effects due quarantine (transport and business) fear among community members	Community	Eastern part
Pest infestation	Crop failure, Loss of crops, food shortage, loss of animal feeds, lack of seeds for next season, price fluctuation, economic hardship, malnutrition	Whole community	All Shehias
Heavy rains and floods	Loss of crops and livestock, Soil erosion, loss of properties (houses, livestock and plants)	Human being, animals and plants	Low land areas in the South and Western part of the district,

Environmental degradation	Drought and land degradation, loss of green vegetation and forest, Lack of rains Loss of crops epidemics, deep halls/ponds, sea water intrusion,	Human being, animal and plants/forest	Whole district.
Livestock diseases	Loss of livestock leads to lack of proteinous food. Price fluctuation, Human disease, economic effects to livestock keepers and poverty, Lack of arable land	Human being, animal and, land	Whole district
Marine accidents	Loss of human life, properties, and labour force	Human being – men, women and children	Travelers to and from Tanga, Mombasa and small islets within the district
Road Accidents	Loss of human life, properties, lack of labour force	Human being – men, women and children	Whole district
Strong Wind	Loss of lives and properties, disruption of human settlements, loss of crops and plants, damaging infrastructures, delay of economic activities, shortage of fish, eye disease, effects on transport	Human being, animal, plants	Whole district
Beach Erosion /Sea Water inundation	Affect tourism industries, Loss of properties, Loss of agricultural land, Loss of animal feeds, crop failure, Loss of plants	Human being, animal and forest and indigenous plants	Coastal zone in East and West and islets

Micheweni district will continue to be exposed to the impacts of those hazards summarized in Table 1 to 3 as well as others that may occur in the future. In many cases, dissemination of warning to the public and implementation of preparedness measures may be possible. However, some emergency situations occur with little or no warning. Hence it takes time to access external assistance, it is essential to be prepared to carry out the initial emergency response within the district.

## **7.0 OPERATIONAL PROCEDURES**

This plan will assign various emergency functions to the government departments and agencies and volunteer organizations at district level that will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be deployed as much as possible in both normal and emergency functions. Those day-to-day functions that do not contribute directly to emergency operations may be suspended during the emergency.

When an emergency situation is above the district capacity to respond, and the district plan will not function and the situation declared a national disaster, it will be replaced by national plan (ZEPRP). Government agencies and departments within the district will need to respond on a short notice to provide timely and effective assistance alongside with national response team. Government officials within the district should be aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and should fulfill their responsibilities as needed.

It is the responsibility of the district authority to provide a comprehensive management program that meets the emergency needs of those who either have been or might be affected by emergency or major disasters. It is known that the district has limited capability and resources in responding to an emergency situation. With the meager resources of the district, if effectively employed, would minimize the loss of life and damage to property in the event of an emergency or major disaster. This must include collaboration with the private sector, Non State Actors, international and local volunteer organizations. DMD and DDMC will have the responsibility to mobilize resources for the response operations during emergencies, while district departments and agencies will have the responsibility of mobilizing resources for day to day sector related pre-hazards activities.

## PART TWO

### 8.0 ASSIGNMENT OF RESPONSIBILITIES

#### 8.1 INTRODUCTION

This section outlines the assignment and responsibilities of each department, agency, private sector, NSA and other volunteer organizations in Micheweni District Emergency Preparedness and Response Plan (MEPRP).

#### 8.2 ASSIGNMENT

MDEPRP is action oriented plan which assigns district departments and agencies to act in emergencies parallel to their mandated functions. These functions will contribute to pre-hazards efforts, during the response and recovery operations which are within the district capacity.

When the DDMC is satisfied that an emergency situation that escalates to a disaster exists in any area in Micheweni, and is beyond to the district capacity, it shall promptly inform the DMD. In this stage all procedures set forth in the ZEPRP will be followed for the emergency within the district and will be operational upon the declaration of national disaster.

Immediately after declaration of national disaster, and when ZEPRP will be activated, MDEPRP will be taken over by ZEPRP and all operations will be directed as per national disaster procedures and guidelines. In that case, the emergency support functions described in ZEPRP (Appendix A) which assign the responsibilities of each agency will be operational. The functions are summarized below:

1. Direction and Control
2. Communications and Warnings
3. Evacuation
4. Firefighting
5. Law enforcement
6. Health and Medical Services
7. Search and Rescue
8. Shelter and Mass care
9. Emergency Public Information
10. Damage Assessment



11. Public Works and Engineering
12. Energy and Utilities
13. Resources Management and Supply
14. Transportation

### **8.3 FUNCTIONAL DISTRIBUTION OF ASSIGNMENT**

Functional distribution of assignment shall be done to each team that will use its staff and resources for emergency operations in the district. The teams include the following:

- i. District Departments and Agencies
- ii. Key Partners and Stakeholders
- iii. Non-State Actors (NSA)
- iv. Disaster Management Committees

#### **i. District Departments and Agencies**

1. Planning and Statistics
2. Health
3. Agriculture
4. Environment
5. Education
6. Livestock
7. Forestry
8. Fisheries
9. Social Welfare
10. Women and Children Development
11. Registration of Births and Deaths
12. Transportation
13. Construction
14. Coordinator of Government Functions
15. District Disaster Management Coordination Officer
16. District Council

#### **ii. Key Partners and Stakeholders**

1. Special Departments:
  - KMKM
  - Fire and Rescue

- Mafunzo
- JKU
- Kikosi cha Valantia
- 2. Tanzania Police Force
- 3. Tanzania People's Defense Force (TPDF)
- 4. Immigration
- 5. District Security officer (DSO)
- 6. Others

**iii. Non-State Actors (NSA)**

**Private Sector Organizations**

- ZNCCIA
- ZACPO
- Cooperative Societies
- Regional BDG Clubs
- Jumuiya ya Madereva Kaskazini Pemba (JMKP)

**Non-Governmental Organizations**

- PACSO- Pemba Association of Civil Society Organizations
- PIRO- Pemba Island Relief Organization
- DOACO – District Orphans and AIDS Control Organization
- MISCO- Micheweni Social Care Organization
- NGENARECO- Ngezi Natural Resources Conservation Organization
- JUWAKAP- Jumuiya ya Wanawake Kaskazini Pemba
- JUWAMWAP – Jumuiya ya Wazalishaji Mwani Pemba
- Regional CSOs Networks
- KONDEO- Konde Development Organization
- JUMMUMI- Jumuiya ya Uhifadhi wa Misitu na Maliasili Micheweni

**International NGOs**

- Save the Children
- Millennium Village
- Action Aid
- Care International
- Community Forest

#### Faith Based Organizations

- Istiqama
- MIDECAC – Micheweni Islamic Development and Environmental Conservation and AIDS Control
- JUMAZA- Jumuiya ya Maimamu Zanzibar
- JUMIKI-Jumuiya ya Uamsho na Mihadhara ya Kiislamu
- ISSO – Islamic Social Services Organization

#### Community Based Organizations

- Shehia Development Committees
- Sport Clubs
- KIMADO- Kiuyu Maziwang’ombe Development Organization
- MADEO- Makangale Development Organization

#### Disaster Management Committees

- District Disaster Management Committee
- Shehia Disaster Management Committees

### **8.4 DIVISION OF RESPONSIBILITIES**

In this plan, the division of responsibilities will depend on the roles and functions of the government designated institutions and agencies at district level. Successful operations for emergency functions require a coordinated effort from a number of departments, agencies, NSAs, volunteer organizations and other organizations. To facilitate a coordinated efforts, departments and agencies are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to departments or agencies that have legal responsibility for that function or possess the most appropriate knowledge and skills. Other departments and agencies will be assigned support responsibilities for specific emergency functions. Table 4 summarizes the general emergency responsibilities of key government departments and agencies and other organizations.

The specific tasks to be performed are detailed in the Appendix A 1 Task by Functions section. It will be the responsibility of those departments, agencies or volunteer organizations having primary or support responsibility to maintain current standard operating guidelines and checklists which detail how their assigned task will be performed to implement this plan. Departments and agencies tasked with emergency

responsibilities will address the requirements of special needs groups (i.e., provide for medical needs, transportation, and other emergency support for the handicapped, elderly, children, tourists and others).

**Table 4: Preparedness and Response Activities**

Actions in Pre-emergency:	Actions During emergency	Actions in Post-emergency	Responsible actors
<p><b>Drought</b></p> <ul style="list-style-type: none"> <li>• Formation of Farmers committee/groups</li> <li>• Alerts and warning provision</li> <li>• Study reliable sources of water for irrigation</li> <li>• Prepare food stocks</li> <li>• Educate farmers on drought resistance crops and additional food crops</li> <li>• Implement the government irrigation strategy</li> <li>• Rain water harvesting for irrigation and for livestock</li> <li>• Prepare water ponds and shallow wells for irrigation and livestock</li> <li>• Provide education on short period crops</li> <li>• Digging irrigation trenches</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Rapid Damage and Needs Assessment</li> <li>• Provide emergency food and</li> <li>• Provide emergency infant feeding</li> <li>• Distribution of drought resistance seeds</li> </ul>	<ul style="list-style-type: none"> <li>• Damage Assessment</li> <li>• Research of drought resistance seeds</li> <li>• Provide extension services</li> <li>• Support of agriculture input</li> <li>• Extension service</li> <li>• Supply of seeds (short period crops)</li> </ul>	<p>Primary: Department of Agriculture</p> <p>Support: DMD, District and Shehia DM Committees, ZAWA, NGOs, Private Sector, JUMMUMI, NGENARECO, ZACPO, Community Forest,</p>
<p><b>Epidemics</b></p> <ul style="list-style-type: none"> <li>• Education and awareness creation</li> <li>• Logistic arrangement for preparedness</li> <li>• Prepare Shelter and mass care (camps)</li> <li>• Extension District Hospital Wards</li> <li>• Taking preventive measures (Use of toilets, boiling water, Immunization etc)</li> <li>• Alert and warning system provision</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid Needs Assessment of the situation</li> <li>• Site and victims examination,</li> <li>• Drugs storage and distribution,</li> <li>• Victim information center,</li> <li>• Evacuation</li> <li>• Logistics coordination,</li> <li>• Identification of death and preparation of funeral.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of the situation including victims</li> <li>• Education</li> <li>• Immunization</li> <li>• Reporting</li> </ul>	<p>Primary: DHMT</p> <p>Support: DMD, District and Shehia DM Committees, Shehia Health Committees, Water Authority, Education, MISCO, DOACO, ISSO, MIDEAC, Red Cross, Save the Children, UNICEF, Media</p>

<p><b>Crop pest and disease infestation</b></p> <ul style="list-style-type: none"> <li>• Preparation of agriculture response team</li> <li>• Provision of education and awareness creation</li> <li>• Continuous pest and diseases researches and studies</li> <li>• Control importation of seeds that are not approved by the Agricultural Authorities</li> <li>• Production and development of indigenous and improved seeds within the country.</li> <li>• Establish pilot and experimental seeds plots in farmer field schools</li> <li>• Preparation of quality seeds</li> <li>• Establish centre for examination for imported seeds, vegetables and fruits.</li> <li>• Prepared with pest control and spraying equipments and medicines</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid damage needs assessment,</li> <li>• Resource mobilization (financial, human, material),</li> <li>• Spraying all affected plots</li> <li>• Create awareness on the effects of pests and diseases</li> <li>• Farmers education on the use of both modern and traditional pest control medicines</li> </ul>	<ul style="list-style-type: none"> <li>• Damage assessment</li> <li>• Destroy and remove all affected crops and seeds</li> <li>• Provide pest resistance and short crops seeds</li> <li>• Extension service and advice</li> </ul>	<p>Primary: Department of Agriculture</p> <p>Secondary: DMD, District and Shehia DM Committees, DFT, JUMMUMI, NGENARECO, MIDECAC, ZACPO, Community Forest</p>
<p><b>Livestock Diseases</b></p> <ul style="list-style-type: none"> <li>• Livestock education to livestock keepers and awareness creation</li> <li>• Frequent livestock diseases researches and studies</li> <li>• Check and certify the imported livestock and products.</li> <li>• Establish centre for examination for imported livestock.</li> <li>• Establish a vaccination centres at community in Shehias</li> <li>• Prepare equipments and medicines</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid needs assessment</li> <li>• Mobilization of Rapid Response Team,</li> <li>• Resource mobilization (financial, human, material),</li> <li>• Create awareness on the effects of livestock diseases</li> <li>• Destroy and remove all affected livestock and establish quarantine areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Damage assessment</li> <li>• Extension service and advise</li> </ul>	<p>Primary: Department of Veterinary Services</p> <p>Support: DMD, District and Shehia DM Committees, Department of Agriculture,</p>
<p><b>Environment Degradation and Beach Erosion</b></p> <ul style="list-style-type: none"> <li>• Provision of environmental education and awareness creation</li> <li>• Frequent site visits to identify risk areas</li> <li>• Enforce existing laws and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid damage and needs assessment</li> <li>• Mobilization of Rapid Response Team,</li> <li>• Resource mobilization for response actions</li> </ul>	<ul style="list-style-type: none"> <li>• Damage assessment</li> <li>• Establish strategies for awareness campaigns in the effects areas</li> <li>• Renew and rehabilitate the affected areas (e.g. by filling, planting trees, construction of bund)</li> </ul>	<p><b>Primary:</b> Department of Environment</p> <p><b>Support:</b> DMD, District and Shehia DM Committees, Agriculture Police, Community Police and other law enforcement Agencies, Shehia Environmental Committees, NGENARECO, JUMMUMI, KONDEO, JUMATU, KIMADO</p>

<p><b>Environment Degradation and Beach Erosion</b></p> <ul style="list-style-type: none"> <li>• Provision of environmental education and awareness creation</li> <li>• Frequent site visits to identify risk areas</li> <li>• Enforce existing laws and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid damage and needs assessment</li> <li>• Mobilization of Rapid Response Team,</li> <li>• Resource mobilization for response actions</li> </ul>	<ul style="list-style-type: none"> <li>• Damage assessment</li> <li>• Establish strategies for awareness campaigns in the effects areas</li> <li>• Renew and rehabilitate the affected areas (e.g. by filling, planting trees, construction of bund)</li> </ul>	<p><b>Primary:</b> Department of Environment  <b>Support:</b> DMD, District and Shehia DM Committees, Agriculture Police, Community Police and other law enforcement Agencies, Shehia Environmental Committees, NGENARECO, JUMMUMI, KONDEO, JUMATU, KIMADO</p>
<p><b>Strong Winds</b></p> <ul style="list-style-type: none"> <li>• Provision of education and awareness creation on the effects of strong winds.</li> <li>• Identify influential people who can provide indigenous knowledge.</li> <li>• Document indigenous knowledge and use it with TMA information for warnings and alerts.</li> <li>• Provide weather forecast information to the public, specifically travelers, ship and boat owners, and fishermen.</li> <li>• Provide life saving education and rescue skills</li> <li>• Provide warnings and alerts information to all users of marine vessels</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid damage assessment</li> <li>• Coordinating meetings and mobilizing resources</li> <li>• Provide warnings and alerts information to all users of marine vessels</li> </ul>	<ul style="list-style-type: none"> <li>• Damage assessment</li> <li>• Support and recovery</li> <li>• Reporting</li> </ul>	<p>Primary : DMD  Support: TMA, Port Authority, Department of Fisheries, District and Shehia DM Committees, ISSO, MISCO, Fisheries Committees, NGENARECO</p>
<p><b>Marine Accidents</b></p> <ul style="list-style-type: none"> <li>• Provision of education and awareness creation on this type of hazard</li> <li>• Provide weather forecast information to the public, specifically travelers, ship and boat owners, and fishermen.</li> <li>• TMA with indigenous information to be used for warnings and alerts to avoid marine accidents</li> <li>• Provide life saving education and rescue skills to the public</li> <li>• Frequent and spot inspections</li> </ul>	<ul style="list-style-type: none"> <li>• Mobilization of Rapid Response Team</li> <li>• Conducting Coordination meetings and resource mobilization</li> <li>• Rescue and life saving</li> <li>• Coordinate search and rescue operations</li> <li>• Activate search and rescue operations</li> <li>• Provide current information to the public</li> <li>• Identify victims and treat and arrange funerals</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct in depth assessment of loses</li> <li>• Recover losses</li> <li>• Reporting</li> </ul>	<p>Primary: Port Authority, Zanzibar Maritime Authority  Support: DMD, Department of Fisheries, District and Shehia DM Committees, KMKM, Police, DHMT, Fisheries Committees, Red Cross, ISSO, MISCO, ZIC</p>

<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Provision of education and awareness creation on the effects of fire (household, forest and agriculture)</li> <li>• Establish fire station in the district</li> <li>• Establish water stations in each corner of the district.</li> <li>• Provide fire fighting education and rescue skills</li> <li>• Provide 24 hours free emergency call</li> <li>• Strengthen and equip fire and rescue department to work at district level</li> <li>• Education on fire breaks in clove fields and forests</li> </ul>	<ul style="list-style-type: none"> <li>• Mobilize fire fighting and rescue team</li> <li>• Coordinate fire fighting operations</li> <li>• Evacuation of victims</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid damage assessment</li> <li>• Recover the losses (community based and insurance)</li> <li>• Reporting</li> </ul>	<p>Primary: Fire and Rescue department</p> <p>Support: Police, TPDF, Special Departments (KMKM, JKU, Volunteers, Mafunzo) DMD, District and Shehia DM Committees, Department of Environment, NGENARECO, Community Forest, ZACPO, Department of Forest, ZECO, ZIC</p>
<ul style="list-style-type: none"> <li>• <b>Road Accidents</b></li> <li>• Provision of education and awareness creation on factors influencing road accidents</li> <li>• Enforce road safety driving rules and procedures</li> <li>• Construction of bumps at the concentrated areas ( schools and residential)</li> <li>• Frequent and spot inspection</li> <li>• Put, replace and use traffic signs</li> </ul>	<ul style="list-style-type: none"> <li>• Provide first aid services</li> <li>• Rapid damage and needs assessment</li> <li>• Provide current information to the public</li> <li>• Emergency treatment of injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid assessment of loses</li> <li>• Insurance recovery</li> <li>• Reporting</li> </ul>	<p>Primary: OCD – Traffic Division</p> <p>Support: Communication and Infrastructure, District and Shehia DM Committees, Special Departments, District Council, DHMT, Community Police, Education, JMKP, ZIC</p>
<p><b>Sea Water Inundation</b></p> <ul style="list-style-type: none"> <li>• Environmental education</li> <li>• Management of beaches and mangrove forests</li> <li>• Law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Rapid Damage and Need Assessment</li> <li>• Construction of bunds</li> <li>• Mangrove tree planting</li> </ul>	<ul style="list-style-type: none"> <li>• Implement conservation strategies as per Needs Assessment report</li> </ul>	<p>Primary: Department of Environment</p> <p>Support: Department of Forest, NGENARECO, Community Forest, SMOLE, Shehia Environmental Committees</p>

### 8.5 District Resource Capacity

The district resource capacity is known to be very weak in terms of finance, where most of the financial resources from revenues, rates and others are collected by central government institutions and agencies. In terms of facilities, the district has some capacity that will have high impact in responding to emergencies and disasters. These resources include health facilities, school buildings, police stations; public transport and others. The matrix below summarizes the resource capacity of the district in relation to pre-hazard and during disasters response operations.

**Table 5: Resource Capacity Assessment**

Type of Resource	Description of the resource	Location	Owner	Remark
Health Facilities	There are 13 health centres and 1 cottage hospital. Total of 122 staff serving in these facilities	Micheweni	Government	During emergencies health facilities and staff will be used for medical operations
Schools	There are 33 schools with enough rooms	Micheweni	Government	School buildings which are plenty in the district will be used for emergency shelter during emergencies
Storage Facilities	There is only one storage facility.	Wete, Cahake and Mkoani	Government	In case of emergency, Wete is the nearest storage facility which can be used for distribution of stuff.
Fire fighting facilities	There is no fire station in the district but 3 water stations which can be used by fire vehicles to fill water of fire fighting	Chake Chake	Government	During fire outbreak, fire fighters from Chake will be called for firefighting operations
Water sources	Three existing water stations can be used by water tanks for distribution in the emergency shelters	Micheweni	Government	During emergency water is basic service. Where water sources are not available, ZAWA will be distributing water to the emergency shelters.
Transportation	There are total of 98 public transport vehicles	Micheweni	Private	During emergency, private transport as well as public transport from security agencies (DPDF,TP,JKU,KVZ)
Police Stations and security	There are 2 Police stations and 2 FFU camp, 1 TPDF,1 JKU, 1 KMKM	Micheweni	Public	These security agencies are important during emergency on law enforcement and emergency operations



Food and supplies	There are number of food suppliers mostly retailers and very few whole sellers	Micheweni and Wete		Department of Food Security will be contacted for food supply operations for preparedness during and emergencies
Finance	Local government and other institutions collect revenue in the district	Chake	Government	Financing emergency operations will depend on financial support from central and local governments

## **PART THREE**

### **9.0 PLAN IMPLEMENTATION STRATEGY**

#### **9.1 IMPLEMENTATION**

The MDEPRP will be implemented alongside with the District Plans of all sectors and should be integrated in all other sector plans on their revision. This Plan is action oriented, where the responsible department and agencies will be implementing the actions planned in every day bases integrated in their work and activity plans. The plan will be reviewed annually and all members of DDMC are required to contribute to the review process. The Zanzibar Government is now in the process of formulating Local Government Reform Policy which is expected to bring many changes in the decentralization including change in the structure, functions and responsibilities. In this regards, any changes resulted in this reform should be reflected to the MDEPRP and should not affect its implementation.

#### **9.2 OPTIMUM STRATEGY**

Optimum strategy is to be maintained by framing a MDEPRP to minimize loss of lives and properties. Officials from DDMC, DMD, Private sector, NGOs, CBOs, FBOs and other interested groups are monitored to stand in interaction with a view to play a major role in disaster mitigation. Broadly it has been divided into three major phases:

- i. Pre disaster.
- ii. During disaster.
- iii. Post disaster.

Pre- disaster (Preparedness in “No – Disaster situation”)

In this phase important aspects to be considered are:

- Strengthen District and Shehia Disaster Management Committees.
- Integrate MDEPRP into district sector plans.
- Develop activity plans
- Hazard Analysis & Resource Inventory. (Including identifying indigenous people who can provide indigenous knowledge on hazards or disaster information in the district).

- Allocation of responsibilities to the individuals, Groups, Institutions, Organizations and Voluntaries.
- Broadly defining the responsibilities and operational Functions.
- Information Education and Communication (IEC) Programme for creating awareness.
- Training and capacity building
- Logistics arrangement-Safe shelters identification (immediate or permanent),
- Acquire essential needs and commodities such as food items (rice, biscuits, and drinking water), medical facilities, and clothing.
- Arrange communication networks like wireless system.
- Identify key staff, stakeholders and analysis of their capacity
- Preparation of Daily Situation Report.

### **During disaster**

- Dissemination of Warning Information.
- Coordination meetings with officials at District level
- Alerting Line Departments and Field Officials to remain in readiness to gear up into action immediately after declaration of crisis.
- Immediate distribution of reasonable stock with different items.
- Search and Rescue operations; Evacuation by teams (already identified), providing infrastructural facilities and movement to rescue centers.
- Management of Rescue shelters.
- Ensuring safeguarding of belongings of the evacuees.
- Monitoring disaster management operations.
- Daily stock of the situation by DMD and District Management Team (DMT)
- Administration of Relief supplies.
- Maintenance of Law and Order.
- Preparation of Daily Situation Report.

### **Post disaster**

- Assessment and enumeration of damage.
- Distribution of relief supplies and monitoring of Relief Operations organized within and outside the District Administration.

- Ensuring transportation of relief supplies to affected areas.
- Restoration of social and economic systems.
- Maintenance of Law and Order.
- Tracing and family re-union of victims.
- Special care to children, lactating mothers, old and infants.
- Documentation of the entire event (Audio and Video).

Optimum Strategy at district level should be linked with the strategy at national level following the same structures laid down by decentralization, in the time where the new Local Government Authority (LGA) Reform is in the process. When the situation at district is beyond the district capacity to manage the disaster ZEPRP takes over the MDEPRP.

## APPENDIX

### TASK BY FUNCTION

#### I. Direction and Control

Primary Agency: The primary responsibility for this function is assigned to DDMC

Supporting Agencies: Shehia Disaster Management Committees,

#### TASKS:

- Establish objectives and priorities for the emergency management program and provide general policy guidance on how to conduct the program.
- Monitor the emergency response during disaster situations and provide direction and control where appropriate.
- With the assistance of the Head of the Division of Information and Education, keep the public informed during emergency situations.
- Direct activation of the Emergency Operation Center (EOC) in the district.
- Organize the emergency management program and identify personnel, equipments, and facility needs.
- Assign emergency management program tasks to departments and agencies and volunteer organizations.
- Coordinate local planning and preparedness activities and maintenance of this plan.
- Arrange appropriate training for local emergency management personnel and emergency responders.
- Coordinate with local and International volunteer groups and other humanitarian organizations regarding emergency operations.

#### II. Communication and Warning

Primary Agency: The primary responsibility for this function is assigned to DDMC.

Supporting Agencies: Shehia Disaster Management Committees, Tanzania Meteorological Agency (TMA), Department of Communication, Zanzibar Commission for Tourism, Tanzania Police Force (TPF), Tanzania People's Defence Force (TPDF), the media (TVs, Radio, and Newspapers), Cellular Networks (ZANTEL, VODACOM, Airtel, and TIGO), Zanzibar Ports Corporation, Institute of Marine Science (IMS) and Tanzania Red Cross.

#### TASKS:

- Receive information on emergency situations.
- Alert key local officials of emergency situations.
- Disseminate warning information and instructions to the public through available warning systems.
- Disseminate warning and instructions to special facilities such as schools, prisons, nursing homes, day care centers and hospitals.
- Identify the communications systems available within the country at all levels and determine the connectivity of those systems, and ensure their interoperability.
- Develop plans and procedures for coordinated use of the various communications systems available in the country during emergencies.
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

### III. Evacuation

**Primary Agencies:** The primary responsibility for this function is assigned to the DDMC and Tanzania Police Forces (TPF).

**Supporting Agencies:** Shehia Disaster Management Committees, Special Departments (Fire and Rescue, JKU, KMKM, KVZ and Mafunzo), Tanzania People's Defense Force (TPDF), Zanzibar Commission for Tourism, Zanzibar Maritime Authority, Department of Transportation and Licensing, Department of Social welfare, Tanzania Red Cross and International Organisation.

#### TASKS:

- Identify areas where evacuees have been settled in the future and determine the population at risk.
- Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
- Develop simplified planning procedures for ad hoc evacuations.
- Determine emergency public information requirements.
- Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).
- Develop procedures and provide transportation assistance in evacuating population segments that lack their own vehicles.

#### **IV. Fire Fighting**

**Primary Agency:** The primary responsibility for this function is assigned to special department– Fire and Rescue.

**Supporting Agencies:** Tanzania Police Force (TPF), Special Departments (JKU, KMKM, KVZ and Mafunzo), Tanzania People’s Defense Forces (TPDF), Department of Preventive and Public Health Services, Zanzibar Maritime Authority and Zanzibar Airport Authority.

#### **TASKS:**

- Fire prevention activities.
- Fire detection and control.
- Hazardous material and oil spill response.
- Terrorist incident response.
- Evacuation support.
- Post-incident investigation and damage assessment.
- Fire safety inspection of temporary shelters.
- Prepare and maintain fire resource inventory.

#### **V. Law Enforcement**

**Primary Agency:** The primary responsibility for this function is assigned to the Tanzania Police Force (TPF).

**Supporting Agencies:** Tanzania People’s Defense Force (TPDF) and Special Departments (Fire and Rescue, JKU, KMKM, KVZ and Mafunzo), The Office of Attorney General.

#### **TASKS:**

- Maintain law and order.
- Traffic control.
- Terrorist incident response.
- Provision of security for vital facilities, evacuation areas, and temporary shelters.
- Access control for damaged or contaminated areas.
- Warning support.
- Post-incident investigation and damage assessment.
- Prepare and maintain law enforcement resource inventory.

## **VI. Health and Medical Services**

**Primary Agencies:** The primary responsibility for this function is assigned to the Department of Preventive and Health Services.

**Supporting Agencies:** Tanzania Red Cross, Department of Environment, Department of Veterinary Services, Department of Agriculture, Tanzania Police Forces (TPF), Department of Social Welfare and Tanzania People's Defense Forces (TPDF). Zanzibar Water Authority (ZAWA).

### **TASKS:**

- Provide health and medical care during emergency situations.
- Provide public health information and education.
- Inspection of food and water supplies.
- Develop emergency public health regulations and orders.
- Coordinate collection, identification, and interment of deceased victims.

## **VII. Search and Rescue**

**Primary Agencies:** The primary responsibility for this function is assigned to two special departments (Fire and Rescue and KMKM).

**Supporting Agencies:** Special Departments (JKU, KVZ and Mafunzo), Tanzania People's Defense Force (TPDF), Zanzibar Airport Authority, Zanzibar Maritime Authority, Tanzania Police Force (TPF), and Tanzania Red Cross, Regional and International Agencies.

### **TASKS:**

- Coordinate and conduct search and rescue activities.
- Identify requirements for specialized resources to support rescue operations.
- Coordinate external technical assistance and equipment support for search and rescue operations.

## **VIII. Shelter and Mass Care**

**Primary Agency:** The primary responsibility for this function is assigned to DDMC.

**Supporting Agencies:** Shehia Disaster Management Committees, Department of Urban and Rural Planning, Department of Mapping and Registration, Tanzania Police Force (TPF), Department of Social Welfare, Department of Women and Children Development, Department of Agriculture, Regional and International Agencies and



Tanzania People's Defense Force (TPDF), and Department of Preventive and Health Services.

**TASKS:**

- Perform emergency shelter and mass care planning.
- Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups.
- Identify emergency feeding sites.
- Identify sources of clothing for disaster victims.
- Secure emergency food supplies.
- Coordinate special care requirements for disaster victims such as the aged, special needs
- Individuals and others.
- Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and or others suffering trauma due to the disaster.

**IX. Emergency Public Information**

Primary Agency: The primary responsibility for this function is assigned to DDMC.  
Supporting Agencies: Shehia Disaster Management Committees, Department of Communication, and Department of Information, Cellular Networks (ZANTEL, Airtel, VODACOM, TIGO) the Media (TVs, Radio, Newspapers) and community radios.

**TASKS:**

- Establish a Joint Information Center (JIC)
- Conduct on-going hazard awareness and public education programs.
- Compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
- Provide information to the media and the public during emergency situations.
- Arrange for media briefings.
- Monitor the news media to identify misinformation about the incident.
- Compile, print and photo documentation of emergency situations.

## **X. Damage Assessment**

**Primary Agency:** The primary responsibility for this function is assigned to the DDMC.

**Supporting Agencies:** Shehia Disaster Management Committees, Department of Lands and Registration, Department of Rural and Urban Planning, District Council, Department of Construction, Department of Environment, and Tanzania people's Defense Force (TPDF).

### **TASKS:**

- Establish and train a damage assessment team using local personnel.
- Coordinate the efforts of the damaged assessment team with DMD personnel.
- Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
- If damages are beyond the capability of the Revolutionary Government of Zanzibar to deal with, compile information to be used in requesting international disaster assistance.

## **XI. Public Works and Engineering**

**Primary Agencies:** The primary responsibility for this function is assigned to Department of Construction and Department of roads construction.

**Supporting Agencies:** Department of Transportation and Licensing, Tanzania People's Defense Force (TPDF), Special Departments (Mafunzo, Fire and Rescue, JKU, KMKM, and KVZ).

### **TASKS:**

- Protect government facilities and vital equipments where possible.
- Assess damage to streets, bridges, traffic control devices, and other public facilities.
- Direct temporary repair of vital facilities such as gas pipelines, electric power, water, sewer, telecommunications, and transportation. Other critical facilities include hospitals, police and fire stations, and schools.
- Restore damaged roads and bridges.
- Restore waste treatment and disposal systems.
- Arrange for debris removal.
- General damage assessment support.

- Building inspection support.
- Provide specialized equipment to support emergency operations.
- Support traffic control and search and rescue operations.

## **XII. Energy and Utilities**

Primary Agency: The primary responsibility for this function is assigned to Department of Energy and Zanzibar Electoral Cooperation (ZECO).

Supporting Agencies: Zanzibar Water Authority (ZAWA) and Solar Companies.

### **TASKS:**

- Prioritize restoration of utility service to vital facilities and other facilities.
- Arrange for the provision of emergency power sources where required.
- Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care (e.g., Tanzania Red Cross).
- Assess damage to, repair, and restore public utilities.
- Monitor recovery activities of privately owned utilities.

## **XIII. Resource Management and Supply**

Primary Agencies: The primary responsibility for this function is assigned to DDMC.

Supporting Agencies: Shehia Disaster Management Committees, Department of Agriculture, District Council, Tanzania Red Cross, Tanzania People's Defense Forces (TPDF), Regional and International Agencies, Special Departments (Mafunzo, Fire and Rescue, KMKM, JKU, and KVZ)

### **TASK:**

- Maintain an inventory of emergency resources.
- During emergency operations, locate supplies, equipment, and personnel to meet specific needs.
- Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- Establish emergency purchasing procedures and coordinate emergency procurements.
- Establish and maintain a manpower reserve and coordinate assignment

of reserve personnel to departments and agencies that require augmentation.

- Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- Establish staging areas for resources, if required.
- During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- Maintain records of emergency-related expenditures for purchases and personnel.

#### **XIV. Transportation**

**Primary Agency:** The primary responsibility for this function is assigned to the Department of Transportation and Licensing.

**Supporting Agencies:** Zanzibar Airport Authority, Zanzibar Maritime Authority, Tanzania People's Defense Forces (TPDF), Tanzania Red Cross and Special Departments (Mafunzo, Fire and Rescue, JKU, KMKM and KVZ).

#### **TASKS:**

- Identify local public and private transportation resources and coordinate their use in emergencies, especially in providing evacuation transportation support to households without their own vehicles.
- Coordinate deployment of transportation equipment to support emergency operations.
- Establish and maintain a reserve pool of drivers, maintenance personnel, parts, and tools.
- Maintain records on use of transportation equipment and personnel for purpose of possible reimbursement.