



Republic of Namibia

NATIONAL DISASTER RISK MANAGEMENT PLAN

2011





Prepared by:

The plan was developed by the Office of the Prime Minister in collaboration with the National Disaster Risk Management Stakeholders and with technical and financial support from United Nations Development Programme in Namibia.

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Foreword

Every year, Namibian communities face devastating losses caused by disasters. Forest and veldt fires, floods, drought, other hazards and their associated disaster consequences have significant impacts on communities, the economy, infrastructure and the environment.

Over the past decade, the Government of the Republic of Namibia (GRN) has collaborated on reforming disaster management approaches. In 2009 Government approved the National Disaster Risk Management Policy that advocated for improved capacity for early warning, tracking, monitoring and disseminating information on phenomena and activities that trigger disaster events. The policy also emphasises future direction for Namibian disaster risk management based on achieving community and organisational resilience and promoting long-term solutions. Key policy changes focus on sustainable livelihood practices, and promoting disaster risk reduction among people impacted on by natural disasters. The new approach and focus is preventive rather than reactive, holistic rather than emergency oriented. The above is demonstrated by government's call for the integration of disaster risk reduction and climate change adaptation into development planning and resource allocation frameworks.

Given the increasing regularity and severity of natural disasters, Namibian Government has recognised that a national, coordinated and cooperative effort is required to enhance Namibia's capacity to withstand and recover from emergencies and disasters. In fulfilment of the above-mentioned policy obligation, the NDRMC with support from partners tasked a core working group consisting of experts from national, regional, local authority, representatives from development partners, civil society and faith based organizations and the private sector to develop the National Disaster Risk Management Plan (NDRMP) and Emergency Management Operational Procedures (EMOP). This NDRMP and EMOP serve as updates of the National Disaster Plan (1998).

The purpose of the NDRMP is to provide national guidance on disaster management to national, regional, local governments, business and community leaders and civil society organizations with tools to standardize and regulate the practice and management of disaster prevention, preparedness, response and recovery operations at all levels.

A disaster resilient Namibia is one that works together to understand and manage the risks that it confronts. Disaster resilience is the collective responsibility of all sectors of society, including all levels of government, business, the non-government sector and individuals. The NDRMP and EMOP are part of the long-term, evolving process to deliver sustained behavioural change and enduring partnerships. It is expected that national, local governments, municipalities and disaster risk management stakeholders including the private sector in Namibia will use the plan to inform local action. We hope all Namibians develop a shared understanding of the critical part they play in developing their own disaster resilience and that of their communities

Francis Kapofi
Chairman National Disaster Risk Management Committee

Acknowledgement

The National Disaster Risk Management Plan (NDRMP) and Emergency Management Operational Procedures (EMOP) are the result of a multi-pronged consultative process involving several stakeholders. The Office of the Prime Minister wishes to acknowledge the contributions of the many organizations and individuals who made this possible. The development of the plan was done in three major phases. First a consultative meeting involving stakeholders at national and regional levels. A core group was established thereafter to lead the drafting of the plan and EMOP.

Special thanks to the following that made up the core group:

1. Office of the Prime Minister - Directorate Disaster Risk Management;
2. The Ministry of Agriculture, Water and Forestry – Hydrology and Crop Early Warning Unit;
3. Ministry of Health and Social Services;
4. The Office of the UN Resident Coordinator;
5. International Organization for Migration;
6. World Food Programme;
7. United Nations Children’s Fund;
8. United Nations Development Programme;
9. United Nations Population Fund; and
10. World Health Organization.

The core group further facilitated a consultative and validation workshop, involving key ministries and regional and local government, as well as other partners including:

Ministry of Education, Ministry of Health and Social Services, Ministry of Gender Equality and Child Welfare, Ministry Works and Transport, Ministry of Regional Local Government Housing and Rural Development, Ministry of Safety and Security, Ministry of Home Affairs and Immigration, Ministry of Information Technology and Communication, Ministry of Fisheries and Marine Resources and Regional Councils.

Namibia Red Cross Society, Council of Churches in Namibia, Livestock Producers Organization of Namibia, Namibia Chamber of Commerce and Industry.

Municipalities of Windhoek, Walvis Bay, Swakopmund and Ondangwa and United Nations Programme for HIV and AIDS and United Nations Office for Coordination of Humanitarian Affairs.

A special thank you to the United Nations Development Programme (UNDP) for the generous financial contribution to the processes that made the development of the plan and EMOP possible.

Executive summary

1. The National Disaster Risk Management Plan (NDRMP) forms a unique opportunity to address the challenges that Namibia faces from the impacts of natural disasters.
2. The plan was developed in accordance with sub-section 8.3.1 of section 8.3 of the National Disaster Risk Management Policy (2009),
3. The aim of the Namibia National Disaster Risk Management Plan (NDRMP) is to provide a framework to operationalize the Disaster Risk Management Legislation and Policy, as well as provide a framework for the development of sectoral and regional disaster risk management plans and contingency plans.
4. The NDRMP provides a holistic approach to disaster risk management; outlining objectives and activities in disaster prevention, preparedness, response and recovery.
5. The NDRMP has adopted the multi-stakeholder approach aimed at creating more coherent and inclusive disaster risk management practices by mobilizing groups of government ministries and agencies, supporting partners and civil society organizations in a strategic manner across key sectors.
6. Ten (10) sectors: Early Warning, Public Awareness and Advocacy sector, Education sector, Health and Nutrition sector, Camp Management and Camp Coordination sector, Food Security and Livelihoods sector, Coordination-Logistics-Warehouse Management-Non Food Items and Emergency Shelter sector, Protection, Environmental and Technological Hazards sector, Infrastructure Development and Housing sector have been established.
7. Each sector has a designated sector lead and co-lead and made up of sector members. The sector members have been selected based on their mandates and comparative advantages.
8. All the sectors are guided by sector objectives and a set of responsibilities in the four disaster risk management phases (prevention, preparedness, response and recovery).
9. This document provides a framework for all sectors to collaborate and guide the implementation of disaster risk management activities that contribute to building national and community resilience to disasters in Namibia.
10. Part I of the plan provides guidelines for disaster prevention, preparedness response and recovery.
11. Part II of the plan is the National Emergency Management Operation Procedure Manual that will guide sequential emergency response activities through command structures at national, regional and field levels.
12. Under the auspices of the NDRMC and in collaboration with the Office of the Prime Minister and stakeholders, this plan will be updated regularly to take into account social, economic, organizational and other changes that have occurred since the plan was initially developed.

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Acronyms

ALAN	Association of Local Authorities in Namibia
CCA	Climate Change Adaptation
CCCM	Camp Management and Camp Coordination
CCN	Council of Churches in Namibia
CDRMC	Constituency Disaster Risk Management Committee
CRO	Chief Regional Officer
DDRM	Directorate Disaster Risk Management
DRR	Disaster Risk Reduction
ECD	Early Childhood Development
EMOP	Emergency Management Operational Plan
EOC	Emergency Operations Centre
ERT	Emergency Response Team
EW	Early Warning
EWPA	Early Warning, Public Awareness and Advocacy
FAO	Food and Agricultural Organization
GBV	Gender Based Violence
GIS	Geographic Information System
GPS	Global Positioning System
IDH	Infrastructure Development and Housing
IEC	Information Education and Communication
IOM	International Organization for Migration
JOT	Joint Operations Teams
LADRM	Local Authority Disaster Risk Management Committee
MAWF	Ministry of Agriculture Water and Forestry
MET	Ministry of Environment and Tourism
MGEW	Ministry of Gender Equality and Child Welfare
MHAI	Ministry of Home Affairs and Immigration
MITC	Ministry of Information Technology and Communication
MLR	Ministry of Lands and Resettlement
MME	Ministry of Mines and Energy
MOD	Ministry of Defence
MoE	Ministry of Education
MoFMR	Ministry of Fisheries and Marine Resources
MoHSS	Ministry of Health and Social Services
MoLSW	Ministry of Labour and Social Welfare
MRLGHRD	Ministry of Regional Local Government Housing and Rural Development
MSS	Ministry of Safety and Security
MVA	Motor Vehicle Accident Fund
MWT	Ministry of Works and Transport
NamVac	Namibia Vulnerability Assessment Committee
NBS	Namibia Bureau of Statistics
NCCI	Namibia Chamber of Industry and Commerce
NDRMC	National Disaster Risk Management Committee
NDRMP	National Disaster Risk Management Plan
NDRMS	National Disaster Risk Management Systems
NEOC	National Emergency Operations Centre
NFI	Non Food Items
NFPF	National Focal Persons Forum
NNFU	Namibia National Farmers Union

NMS	Namibia Meteorological Services
NPCS	National Planning Commission Secretariat
NRCS	Namibia Red Cross Society
OMAs	Offices, Ministries and Agencies
OPM	Office of the Prime Minister
OVC	Orphans and Vulnerable Children
PLWHA	People Living with HIV and AIDS
RDRMC	Regional Disaster Risk Management Committee
REOC	Regional Emergency Operations Centre
SADC	Southern Africa Development Committee
SDRMC	Settlement Disaster Risk Management Committee
UNAIDS	United Nations Programme on HIV/AIDS
UNDP	United Nations Development Programme
UNESCO	United Nations Education Scientific Cultural Organization
UNFPA	United Nations Population Fund
WASH	Water and Sanitation and Hygiene
WFP	World Food Programme
WHO	World Health Organization

PART I

1 Introduction

Namibia like other countries is experiencing an increase in frequency and severity of disasters. The potential losses due to disasters is set to increase as the impact of climate change continue to unfold. Most common hazards with potential for disasters in Namibia include floods, droughts, veldt fires, and human and animal disease outbreaks. These have had adverse effects on the communities, the economy, infrastructure and the environment, as well as the development priorities of the country.

Although not so common, Namibia is also at risk of the following hazards: Earthquakes, Oil spill at sea, Hazardous substances accidents, Industrial accidents, Mine Accidents, Transport accidents (air, land, sea), Cross border population movements and Terrorism.

Namibians expect their government at all levels to do their best to ensure that communities are protected from hazards, and that where emergency situations occur, communities are well served by effective response, relief and recovery arrangements.

The Namibia government has taken steps to realize the above expectations through disaster prevention, preparedness, response and recovery planning. As stated in the National Policy for Disaster Risk Management in Namibia (2009), there is a paradigm shift from responding to disasters after they have occurred. Instead, a holistic approach to disaster risk management is now being promoted – aiming to reduce the impacts of and increasing resilience to natural hazards.

In Namibia, all spheres of government acknowledge that the impact of some emergencies could be particularly severe or widespread and exceed the capability of a single sector, region or municipality. Namibia's disaster risk management system (NDRMS) brings together the efforts of all governments, development partners, private and civil society organizations and agencies to deliver coordinated disaster risk management across all hazards.

In recognition of the potential for both small and large disasters, the National Disaster Risk Management System has developed the Disaster Risk Management Plan (NDRMP) to ensure that appropriate actions are taken prior, in the event of and after disasters. This plan provides disaster managers with a set of disaster prevention priorities, guidelines for disaster preparedness, response, recovery and emergency procedure guidelines. The plan also provides a framework for disaster risk management planning for various sectors as well as for the regional councils, local authorities and local levels.

The approach to the preparation of the NDRMP has been holistic and addresses all the potentially known hazards that Namibia is vulnerable to. The approach took into account past lessons and experiences, built on good existing systems and good practices at different levels. The approach also addresses the need to streamline systems and operational and management procedures.

1.1 Purpose

The purpose of the Namibia National Disaster Risk Management Plan (NDRMP) is to provide the Namibian public with an overview of how Namibia addresses the risks and impacts of hazards through a collaborative approach to the prevention of, preparedness for, response to and recovery from emergencies.

1.2 Overall Objective

To provide guidance and strengthen national capacity for disaster risk management and to provide a framework for sectoral and regional disaster risk management in Namibia.

1.3 Objectives

The specific objectives of the NDRMP are to:

- Provide an operational framework for the National Policy on Disaster Risk Management by clearly defining the critical sectoral commitments and corresponding stakeholder responsibilities;
- Identify natural and human induced hazards in Namibia – and provide guidance towards rapid and timely disaster prevention, preparedness, response and recovery;
- Provide a framework for the development of sectoral disaster risk management plans at national and regional levels.
- Provide a framework of coordinated arrangements for the emergency management operational procedures in the event of a disaster or emergency

1.4 Scope and Guiding Principles of the NDRMP

1.4.1 The Scope

The scope of the NDRMP is disaster risk management throughout all its phases; prevention, preparedness, response, and recovery for all hazards.

The NDRMP is intended primarily for disaster managers at national, regional and local levels, including non-state actors such as civil society organizations, development partners, private sector and parastatals, and other actors involved in disaster risk management in Namibia.

The plan includes a section on **Emergency Management Procedures**.

1.4.2 The Guiding Principles of the Plan

The NDRMP has been based on the principles outlined in the National Policy for Disaster Risk Management in Namibia. These include:

- The Fundamental Human Rights and Freedoms
- Humanitarian principles and codes of practices for humanitarian assistance
- The shift towards disaster risk reduction
- Protecting sustainable development gains in Namibia by mainstreaming disaster risk reduction into development
- Sustainable ecosystem and environmental management

1.5 Structure of the Plan

The plan has two (2) sections: **Part I** is made up of the national disaster risk management plan that provides an all hazard framework for disaster risk management planning in Namibia. **Part II** is the Emergency Management Operational Procedures that guide stakeholders on emergency response.

1.6 Relationship with national legislations, policies, strategies and plans

The NDRMP makes provision for a multi-sectoral approach to disaster risk management and serves as a bridge between the legal framework for disaster risk management in Namibia and the National Disaster Risk Management Policy.

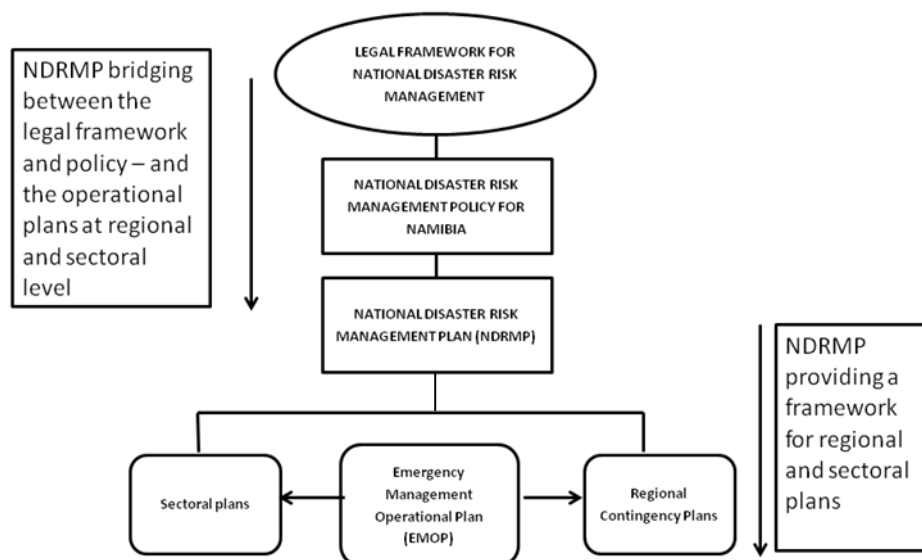
The NDRMP is also intended to guide the development of sectoral and regional plans relevant to disaster risk management – providing a base for a harmonized approach towards disaster risk management.

Plans for Offices, Ministries and Agencies (OMAs) that deal with specialist kinds of counter disaster operations (e.g. oil pollution) would encompass all possible response facets so that they are workable on their own. OMA's are, however, required to keep the National Disaster Risk Management Committee fully informed of their specialist plans and actual disaster operations in the event of disaster. Specialist Agencies will have access to assistance under the National Disaster Risk Management Plan if the impact of a disaster spreads outside their ambit or control.

This NDRMP can however be activated for any disaster regardless of the cause.

Figure 1 below illustrates the inter-linkages between legal framework and the operational plans in disaster risk management.

Figure 1: Linkages between the NDRMP with Legislation, Policy, Sectoral Plans and Regional contingency plans



The NDRMP is set to operationalise the Disaster Risk Management Act and the National Disaster Risk Management Policy while at the same time providing a framework for development of sectoral, emergency management operational procedures and regional contingency plans.

1.7 Phases in Disaster Risk Management

The NDRMP provides a holistic approach to disaster risk management; outlining objectives and activities in the prevention, preparedness, response and recovery phase. This framework serves guidance for the sectoral and regional contingency plans – also considering the four identified phases of disaster risk management in Namibia. **Figure 2** below shows the objectives and activities for disaster prevention, preparedness, response and recovery.

Prevention: Prevention measures seek to eliminate or reduce the impact of hazards and/or to reduce the susceptibility and increase the resilience of the community subject to the impact of those hazards. Prevention covers a range of activities and strategies by individuals, communities, businesses and governments. Prevention is a continuous phase that must be carried out at all times.

Preparedness: Pre-disaster activities that are undertaken within the context of disaster risk management and are based on sound risk analysis. This includes the development/enhancement of an overall preparedness strategy, policy, institutional structure, warning and forecasting capabilities, and plans that define measures geared to helping at-risk communities safeguard their lives and assets by being alert to hazards and taking appropriate action in the face of an imminent threat or an actual disaster.

Response: Involves the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs (food, water and sanitation, shelter and protection) of the people affected by disasters.

Recovery: Recovery activities address reconstruction, rehabilitation and re-establishment demands across physical, social, emotional, psychological, environmental and economic elements. It is aimed at the restoration and improvement, where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, to a more resilient standard with the aim to reduce the need for significant expenditure on recovery in the future. Recovery begins soon after the emergency phase has ended, and should be based on pre-existing strategies and policies that facilitate clear institutional responsibilities for recovery action and enable public participation.

The disaster risk management phases above are further illustrated in an emergency context in **Figure 2** below.

Figure 2: Objectives and activities for disaster prevention, preparedness, response and recovery

Disaster Risk Management	Prevention	Preparedness	Response	Recovery
Objective	To reduce the risks of disasters, by recognizing that hazards in Namibia are imminent and finding sustainable ways of living with them.	To enhance national capacity for systematic response to disaster, by mitigating the risks and consequences of disasters.	To prevent unnecessary loss of lives, reduce health impacts and economic loss resulting directly from the disaster.	To restore and improve, where appropriate, facilities, livelihoods and living conditions of disaster-affected communities to pre-disaster levels
Activities	<p><u>Risk Assessment</u> Hazard and risk mapping to identify high risk areas;</p> <p>Vulnerability and capacity assessments;</p> <p><u>Early Warning</u> Establish early warning systems at national, regional and local level;</p> <p><u>Public Awareness</u> Awareness raising on hazards and risks, and likely consequences in times of disaster;</p> <p>Encouraging disaster risk avoidance behaviour in communities;</p> <p><u>Legislative and policy framework</u> Building codes, land use planning, environmental protection laws and regulations etc;</p> <p><u>Capacity Development and Finance</u> Financial and human resources to support disaster prevention activities at national, regional and local level.</p>	<p><u>Vulnerability assessment</u> Vulnerability and capacity assessment</p> <p>Conduct vulnerability and capacity assessment and monitoring hazard threats at community level</p> <p><u>Early Warning</u> Establish EW mechanisms for all hazards Develop EW mechanisms with clear information and communication flows</p> <p>Develop and disseminate guidelines on EW response at local level</p> <p><u>Capacity Building/Trainings</u> Public education and training of officials, the population at risk, and emergency response teams in DRM</p> <p>Mobilize existing pool of trainers for trainings to be delivered at local level, and strengthening the local level for rapid response</p> <p><u>Relocation</u> Provide support to individuals who wish to relocate to safe spaces</p> <p><u>Contingency planning</u> Contingency planning at national, regional and local level – corresponding to all potential hazards – including</p>	<p><u>Rapid Needs Assessment</u> Rapid multi-sectoral needs assessment of disaster affected communities;</p> <p><u>Protection of life</u> Evacuation, search and rescue of the at risk populations, ensuring that family ties are protected and family members traced and reunified if separated during displacement</p> <p>Protection of affected population from physical abuse;</p> <p>Security and physical integrity including Monitoring and report gender based violence</p> <p><u>Health care</u> Treatment and care of those injured;</p> <p><u>Emergency assistance</u> Timely provision of shelter, water and sanitation , food, health and non-food items and safe spaces for vulnerable groups</p> <p><u>Protection of infrastructure</u> Protection of critical infrastructure and services from damage;</p>	<p><u>Damage and loss assessment</u> Damage and community needs assessments;</p> <p><u>Rehabilitation</u> Restoration of the public health, health care and social services networks to promote the resilience;</p> <p>Rehabilitation and reconstruction of destroyed and damaged housing;</p> <p>Restoration of infrastructure systems and services- utilities- energy, water, sanitation, communications, transportation systems, food production and delivery, government facilities,</p> <p><u>Livelihoods recovery</u> Restoration of livelihoods which may include support to production projects, income alternatives and employment for vulnerable families:- seed, fertilizers, tools, minor equipment and small animals</p> <p>Replacement of lost or destroyed documentation in relation to personal identity, property and land ownership and entitlements (e.g. social protection)</p> <p><u>Psychosocial support</u> Counselling of disaster affected;</p> <p><u>Resettlement</u> Find durable solutions to displacement which may include return to places of origin, local integration or resettlement.</p>

		<p>preparedness plans for evacuation, relocation to safety, and prepositioning of resources</p> <p><u>Policies</u> Establish policies and standards, organizational arrangements and operational plans to be applied following disasters</p> <p><u>Resource mobilization</u> Develop an integrated resource mobilization strategy to secure funding in the preparedness phase</p> <p>Mobilize financial and human resources to support disaster preparedness and response activities at national, regional and local level – resource mobilization and earmarked emergency funds.</p>		
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Other Hazards	<ul style="list-style-type: none">• Industrial and domestic fires especially urban fires and fire outbreaks in informal settlements:• Earthquakes• Oil spill and Hazardous substances accidents• Industrial accidents• Mine Accidents• Transport accidents (air, land, sea)• Cross border population movements and• Terrorism
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For further reference on the hazard profile for Namibia, **Annex 1** provides an overview of risk levels per hazards, outlining potential disaster scenarios.

3 Legislative, Policy and Institutional Frameworks

3.1 Legislative framework

The Civil Defence Ordinance No. 3 of 1979, the Civil Defence Act 1986, Civil Defence Proclamation 1978 and accompanying civil defence regulations used by the former administration are the disaster risk management legislative frameworks that exist in Namibia. These are however no longer applicable in the new political dispensation and are not in keeping with the current global trends in disaster risk management. A draft Disaster Risk Management Bill has however been developed and will be tabled in the National Assembly.

3.2 The National Disaster Risk Management Policy (2009)

Namibia's disaster risk management is guided by the National Disaster Risk Management Policy (2009). The goal of the policy is to contribute to the attainment of sustainable development in line with Namibia's Vision 2030 through strengthening national capacities to significantly reduce disaster risk and build community resilience to disasters.

Policy Objectives

1. Make disaster risk reduction a priority at all levels in Namibia by establishing sound, integrated, and functional legal and institutional capacity within the established National Disaster Risk Management System, to enable the effective application of the concept of total disaster risk management.
2. Improve risk identification, assessment and monitoring mechanisms in Namibia.
3. Reduce the underlying risk and vulnerability factors by improving disaster risk management applications at all levels.
4. Strengthen disaster preparedness for effective response and recovery practices at all levels.
5. Enhance information and knowledge management for disaster risk management.

The five policy objectives serve as the priorities for implementing the NDRM Policy for Namibia and for planning disaster prevention, preparedness, response and recovery. In addition to the policy are other regional and international agreements to which Namibia is signatory. These include but not limited to: **The Hyogo Framework for Action (2005 – 2015)** which outlines the various stages for action in disaster reduction including; making it a national and local priority, enhance early warning, reduce underlying risks and strengthening preparedness. **Africa Regional Strategy for Disaster Risk Reduction (2004) Extended Programme of Action for the Implementation of the Africa Regional Strategy for Disaster Reduction (2006-2015)** that provide national guidelines for disaster risk reduction programming.

NDRMP also takes into consideration key protocols on regional cooperation in terms of integrated disaster risk management in the Southern Africa Development Community (SADC) as well as multilateral agreement on environmental protection that Namibia is signatory to.

4 Institutional Framework for Disaster Risk Management in Namibia

Namibia has since 1994 established a National Disaster Management System (NDRMS) that is set to minimise duplication of efforts, and to optimise utilization of resources by facilitating the alignment and integration of roles and responsibilities for disaster risk management. Figure 3 below shows the institutional arrangements for the NDRMS in Namibia.

Figure 3: Institutional framework for Disaster Risk Management in Namibia



4.1 Disaster Risk Management Organizational Framework

The **President** is the sole authority to declare a state of emergency.

The **Cabinet** allocates resources for use in implementing disaster risk reduction activities.

The **Office of the Prime Minister (OPM)** has the overall responsibility for the coordination of disaster risk management.

The **National Disaster Risk Management Committee (NDRMC)** serves as the national multi-stakeholder platform responsible for DRM in Namibia.

The **Directorate for Disaster Risk Management (DDRM)** is mandated with the coordination of disaster risk management and is responsible for the execution of the decisions of the NDRMC.

The **National Focal Persons Forum (NFPF)** provides a mechanism for multi-stakeholder consultation and coordination of disaster risk management planning and operations.

The **Namibia Vulnerability Assessment Committee** collects vulnerability information.

At regional level, the **Regional Disaster Risk Management Committees (RDRMCs)** serve as the multi-stakeholder platform that is mandated with the coordination of disaster risk management amongst all actors involved in disaster risk management.

At local level, the **Local Authority Disaster Risk Management Committees (LADRMCs)**, each local authority must establish and implement a framework for disaster risk management at local level. The local authority level must form an integral part of the Regional Disaster Risk Management Plans.

The **Constituency Disaster Risk Management Committee (CDRMCs)** is mandated with the coordination of disaster risk management at constituency level. The **Settlement Disaster Risk Management Committee (SDRMCs)** participates in DRM activities at community level.

4.2 Sectoral approaches to disaster risk management

Article 95 of the Constitution of the Republic of Namibia requires the state to actively promote the welfare of its people. The Government of the Republic of Namibia through its structures thus has the ultimate responsibility to protect life, property and environment from the impact of hazards.

To achieve the above-mentioned constitutional mandate, the NDRMP has adopted a sector wide approach. The sector approach is aimed at creating more coherent and inclusive disaster risk management practices by mobilizing groups of government ministries and agencies, supporting partners and civil society organizations in a strategic manner across key sectors. Each sector has a clearly designated sector lead¹ and responsibilities that have been agreed on. **Annex 2** shows the generic terms of reference for the sector leads. Sectors also serve as channels of communication and information and one ministry or partner can fit into more than one sector as shown in **Tables 1-10** below.

The sector approach does not however preclude the OMAs to implement their mandated responsibilities. OMAs are however encouraged to revert to the sector approach where there are increased opportunities for integrated programming in disaster risk management and when there are threats of disasters or there is change of operational mode to crisis or emergency modes.

4.2.1 National and Regional Emergency Response Teams (ERT)

The plan envisages the establishment of the emergency response teams (ERTs) at national and regional levels that will be made up of a group of people drawn from sectors that prepare for and respond to any emergency incident. This team is composed of specific members drawn from all the sectors before an incident occurs, and may include a group of willing volunteers with specific expertise. Depending on the nature of the emergency/disaster event, the ERTs will comprise of the following: Logisticians, Medical staff, Water and Sanitation experts, Social workers, First Aiders, Hazardous substances specialist, Road engineers and any other specialist as the situations demand. The ERTs will be deployed to emergency/incident areas to respond to emergency situations.

¹ The sector lead for any given sector is an Office, Ministry and Agency (OMA) and not a person. For the purposes of the NDRMP, the accounting officer of the OMA is ultimately responsible for ensuring that the relevant sector leadership activities are carried out effectively.

4.2.2 Emergency Communication

The use of a common communications system is essential for ensuring communication during an incident and to facilitate information flow between the field/incident area and the regional and national emergency operations centres. Communications systems in emergency operations should include the telephones, mobile phones, broadcast and television, tele-conferencing, radio, two way frequency radio communications, satellite systems and increasingly the internet. The choice of communication will depend on the severity of disaster damage to existing communication facilities. All operational levels should have communication linkages robust enough to withstand any disruptions due to disasters. Prior arrangements should be made with the MoD, MSS and telecommunication organizations for the provision of emergency communication equipment.

Hotlines should be available in the Emergency Operations Centres (EOCs) at regional and national levels and all efforts should be made to maintain uninterrupted communication between the field command and the regional command and between the EOCs.

Additional equipment such as Global Positioning System (GPS) and Geographic Information System (GIS) machines should be availed to assist in mapping exercises.

4.2.3 Disaster funding

Funding for activities in the plan is guided by Sub-section 6.1, 6.3, 6.4, 6.5, and 6.6 of Section 6 of the National Disaster Risk Management Policy (2009).

The NDRMC administers the Disaster Emergency Fund through the OPM. This is a contingency fund set aside to fund emergency operations. The Cabinet authorizes expenditure for disaster risk management before, during and after disasters activities through the NDRMC. The National Disaster Emergency Fund should however be regarded as provider of last resort.

During emergency operations, administrative costs, such as meals, subsistence, overtime, etc. should be borne by individual OMAs. It is the responsibility of individual agencies to meet, or make adequate arrangements to meet incurred costs arising from the provision of their assistance in the implementation of this plan. Where financial resources are inadequate to enable an agency to meet its disaster obligations, requests for financial authorization are to be passed on to the NDRMC to consider immediate approval for such requests.

To ensure total disaster risk management, budget allocations for disaster risk management activities should reflect funding support for disaster prevention, preparedness, response and recovery. Each sector should therefore draw up periodic action plans for disaster risk management activities that include budgets.

The need for external and or international appeals and the types of assistance needed during emergency operations will be determined by the Cabinet on the basis of the recommendations of the NDRMC. The NDRMC will periodically review policy issues regarding international appeals.

4.2.4 Sector roles and responsibilities

Tables 1-10 below show the different sectors, their leads, co leads, membership, roles and responsibilities as well as sector objectives, indicators and benchmarks for the 4 phases of disaster risk management.

Table 1: Early Warning, Public Awareness and Advocacy Sector and sector responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Early warning, public awareness and advocacy	Sector Objective: To raise the profile of DRR and ensure that early warning information against potential emergencies is clearly communicated to the communities and DRR stakeholders.			
	MICT	OPM	MAWF, MoHSS, MoE, MET, MRLGHR, NBS, NRCS, MFMR, ,	<p>Prevention</p> <ul style="list-style-type: none"> • Conduct public awareness and campaigns on disaster risk management through (print and electronic media) community meetings and outreach; • Development of and Advocacy Strategy for DRR – adapted to target audience at national, regional and local level respectively; • Identify core advocacy concerns, including resource requirements and contribute key messages to broader disaster risk reduction advocacy initiatives of the NDRMS actors; • Build national and community response capabilities • Develop hazard monitoring and early warning services, from global to community levels • Promote diversification of livelihoods e.g. non agricultural income generating projects; • Promote sustainable natural resources management e.g. conservation of underground water; • Promote good farming practices and land use planning; <p>Preparedness</p> <ul style="list-style-type: none"> • Produce disaster risk management awareness materials, • Collect, analyse and disseminate early warning and risk information ; • Raise the profile of DRR among policy makers including senior management; • Identify organizations with required items, services or supplies and make arrangements to secure these during emergencies; • Consolidate information on Crop assessment, Poverty assessment, Vulnerability forecasts, population surveys and package it for dissemination to the public; • Regularly update resource inventory (personnel, equipment and emergency supplies) • Develop sector contingency plans; • Plan and monitor sector activities; • Collate, analyse, update and disseminate disaster triggers² from various specialists units; • Disseminate early warning information to OMAS, and DRR stakeholders; • Mobilize resources for sector activities.

² Indicators used to determine the thresholds that show whether a community is being subjected to unusual stress requiring management actions (activation of disaster preparedness/contingency plans and request for emergency resources e.g. rainfall anomalies resulting in percent reduction in staple crop production, critical price thresholds in market, response strategies seen in times of stress e.g., increased population migration to different areas for work, pulling children out of school, dietary substitution strategies.

				<p>Response</p> <ul style="list-style-type: none"> • Relay information on declaration of state of emergency • Liaise with the EORs at national and regional levels to collect, analyse and disseminate emergency related information; • Disseminate early warning information linked to forecasting systems to OMAs, DRR stakeholders and the public; • Prepare press statements and media conferences; • Continue monitoring early warning and disaster of triggers; • Consolidate disaster risk management reports and updating situation reports; <p>Recovery</p> <ul style="list-style-type: none"> • Highlight the disaster recovery needs through public media; • Disseminate reports on disaster recovery programmes; • Report on community perceptions that help shape disaster recovery; • Assess community needs in disaster recovery. • Provide support in resource mobilization for sectors recovery programmes; • Collate and disseminate good practices and lessons learned. • Monitoring recovery programmes
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Early Warning, Public Awareness and Advocacy Strategic Sector Results

Sector Commitment	Key Indicators/ Benchmark
Leadership is established for EW and Public Awareness and Advocacy	<ul style="list-style-type: none"> • Ensuring that information on early warning against potential emergencies is clearly communicated to the communities; • Mechanisms for information dissemination and awareness raising in local communities including sms, community radio; etc; • Community based early warning systems are reinforced and integrated with conventional early warning; • Platforms for information sharing at local, regional and national levels are established; • Disaster triggers are monitored and disseminated to stakeholders.
Leadership in ensuring smooth functioning of the group	The MITC in collaboration with OPM (DDRM) will identify and ensure the participation of key OMAs and other development partners in information sharing and awareness raising.
Proper information dissemination at all times	All sector members shall actively participate within their areas of expertise in ensuring proper information dissemination during all phases of DRM
Development and Implementation of a sectoral Plan	MITC and OPM (DDRM) shall ensure the development and implementation of a national sectoral plan for DRM
Rollout Sector activities at regional and local levels	Ensure that national plans are also rolled out at regional and local levels.

Table 2: Education sector and sector responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Education	Sector Objective: To create and maintain safe learning environments, prevent injuries and interruption of education due to recurring natural hazards, teach and learn disaster prevention, and build a culture of safety around school communities.			
	MoE	MRLG HRD	MWT, OPM, NRCS, UNICEF, UNESCO,M SS, MoD, NRCS, MGECW, MoHSS,	<p>Prevention</p> <ul style="list-style-type: none"> • Recognizing and assessing the future impact of hazards, vulnerabilities and risks and identifying strengths and capacities in the education sector. • Physical protection; informed planning, environmental stewardship, disaster-resilient design and construction of educational institutions; • Develop and enforce building codes and regulations for health and safety to which every educational institution shall conform; • Select safe school sites and design and build every new school a safe school; • Advocate for safe school structures and secure education environment; • Preventive maintenance educational building structural and non-structural safety measures; • Integrate basic disaster risk reduction measures in school curricula; • Develop the capacity of education authorities in preparing the education system, at all levels, to prevent, prepare for and respond to emergencies; • Permanent relocation of vulnerable educational institutions to safe and less vulnerable locations; <p>Preparedness</p> <ul style="list-style-type: none"> • Engage school administrators, staff, students and parents in ongoing school community disaster prevention activities. • Advocate for an emergency component in education sector plans and budgets, including preparedness plans; • Develop educational institutions and national contingency plans in advance; • Develop minimum standards for Education in Chronic Emergencies and Disasters • Pre-position education and early childhood development kits or enter into stand-by agreements with suppliers and partners; • Develop and support training programmes for safe school construction and maintenance; • Identify organizations with required items, services or supplies and make arrangements to secure these during emergencies; • Develop and track appropriate early warning signs and triggers for disasters in the education sector; • Regularly update resource inventory (personnel, equipment and emergency supplies) • Raise awareness on disaster risk reduction through the parent teachers associations; • Train teachers in disaster risk management; • Establish educational institutions committees to promote health and safety in the education sector; • Pre-position education materials for at risk schools and for provision of temporary schools; • Establish policies for compensation of lessons for students whose education has been disrupted by disasters; • Make arrangements for alternative relocation for high risk schools; • Conduct school disaster drills or simulation exercises once a year; • Mobilize resources for activities for the sector;

			<ul style="list-style-type: none"> • Develop an exit, or transition, strategy for the sector. • Monitor and evaluate of sector’s programmes; <p>Response</p> <ul style="list-style-type: none"> • Rapid assessment to determine magnitude – number of children affected, availability of teachers, and facilities; • Resume education activities by setting up safe temporary learning spaces or shift system in host communities; • Maintenance and record taking of education, school, teacher and student/student information; • Provision of educational supplies; • Mobilize psychosocial support for teachers (provide training/orientation) and learners/students (provide recreational activities and where appropriate establish links to basic health and nutrition services); • Provide life skills programmes: peace education, basic health, nutrition, and hygiene promotion; • On receipt of official warning, ensuring that schools are closed where necessary, and that the safety of school children is promptly attended to; • Provide emergency assistance to disaster affected education institutions; • Identify unaccompanied or separated children and provide appropriate care. <p>Recovery</p> <ul style="list-style-type: none"> • Develop and agree on disaster assessment tools; • Assess damages to schools infrastructure including water and sanitation facilities, school equipment and learning resources; • Mobilize resources for rehabilitation of damaged infrastructure and replacement of damaged learning resources; • Assess community capacity and resources for recovery; • Assess psychosocial impact of disaster among affected learners and provide appropriate counselling; • Develop reconstruction policy to ensure standards for safety (to build back better), right sizing (building to relevant standards), right siting (relocation, land use, and master planning); • Institute public works programme for education institutions reconstruction (cash or food for work), • Advocate for a disaster risk reduction component in education sector plans and budgets; • Initiate a gap analysis of local and national capacities in education and ensure integration of capacity strengthening in early recovery and transition plans, with a focus on risk reduction;
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Education Sector Results

Sector Commitment	Key Indicator/ Benchmark
Leadership is established for Education sector	<ul style="list-style-type: none"> • Education institutions and other educational institutions are adequately resourced to prepare and respond to emergencies • Mechanisms are established for resilience and adaptations in areas traditionally disaster prone areas. • Communities/parents are involved in implementation of school DRM programmes • Access to quality basic education, learning opportunities and psychosocial support for vulnerable children is maintained; • Knowledge management and strengthening partnerships and services for the education sector are sustained.
Leadership in ensuring smooth functioning of the sector	The MoE in collaboration with MRLGHRD and partners will identify and ensure the participation of key ministries and other development partners in the education sector
Ensuring continuity in education sector even during disaster response	All sector members shall actively participate within their areas of expertise in ensuring that education is prioritised even during disaster response.

Development and Implementation of a sectoral Plan	MoE, MRLGHRD and partners shall ensure the development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP
Rollout Sector activities at regional and local levels	The ministries and agencies concerned with education will ensure that national plans are also rolled out at regional and local levels.

Table 3: Health and Nutrition Sector and Sector Responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Health and Nutrition	Sector Objective: To ensure a safe, sustainable, and health-enhancing human environments, protected from social, biological, chemical, and physical hazards, and promoting human security before, during and after disasters;			
	MoHSS	MRLGHR D	OPM, UNICEF, WHO, NRCS, UNFPA and WFP,	<p>Prevention</p> <ul style="list-style-type: none"> • Conduct risk and vulnerability assessments, diseases and nutrition surveillance; • Provide, locate and construct health facilities in safe areas; • Prevent and control communicable diseases including HIV and AIDS; • Promote an integrated, comprehensive, multisectoral and multidisciplinary approach to reduce the impact of natural, technological or manmade hazards on public health • Strengthen the institutional capacity of the health sector in preparedness and risk reduction, • Strengthen national strategies and plans to address all forms of social disadvantage and vulnerability that have a negative impact on health; <p>Preparedness</p> <ul style="list-style-type: none"> • Conduct Health facilities vulnerability assessment; • Listing of all hospitals and primary health centres including private nursing homes and their capacities. • Develop and agree on disaster assessment tools; • Conduct Epidemiological Surveillance • Develop Health sector contingency plan; • Map all hospitals and primary health centres including private nursing homes and their capacities • Pre-position of emergency medical and non-medical supplies; • Establish epidemic thresholds at local, regional and national levels; • Mobilize resources for activities for the sector, • Identify organizations with required items, services or supplies and make arrangements to secure these during emergencies; • Training sector staff, • Regularly update resource inventory (personnel, equipment and emergency supplies) • Prepare of guidelines for diagnosis, treatment and management of disease with potential for epidemics; • Conduct health campaigns to raise awareness of disease outbreaks and promotion of positive health practices; • Monitor and evaluate of sector's programmes. • Mobilise resources for child supplementary/therapeutic feeding; • Develop an exit, or transition, strategy for the sector; • Conduct nutrition surveillance and management of moderate and severe malnutrition; • Develop hospital preparedness plans and conduct drills <p>Response</p> <ul style="list-style-type: none"> • Conduct Search and Rescue and Triage

				<ul style="list-style-type: none"> • Promote and protect the health and well-being of affected communities, paying particular attention to the specific needs of vulnerable groups • Undertake mass casualty treatment and case management; • Re-establishment of disrupted essential care services for women and children, including the provision of essential drugs, diagnostics and supplies • Conduct disease surveillance and strengthening of health service delivery; • Dissemination of key health education and promotional messages and behaviour-change communication to affected populations on diseases vector control, immunization including food and water quality monitoring; • Provide PLWHA and other chronic illnesses with uninterrupted treatment • Promote safe delivery and provide reproductive health services • Conduct nutrition surveillance and management of moderate and severe malnutrition; <p>Recovery</p> <ul style="list-style-type: none"> • Initiate a gap analysis of local and national capacities in health, and ensure integration of capacity strengthening in early recovery and transition plans, with a focus on risk reduction • Assess damages to health infrastructure including water and sanitation facilities, hospital equipment and medical and non medical supplies; • Mobilize resources for rehabilitation of damaged infrastructure and replacement of damaged equipment, and supplies; • Assess community capacity and resources for recovery; • Assess psychosocial impact of disaster among affected communities; • Provide psychosocial support and counselling services to communities in need; • Provide supplementary and therapeutic feeding for children at risk of malnutrition; • Utilize reconstruction policy to ensure standards for safety (to build back better), right sizing (building to relevant standards), right siting (relocation, land use, and master planning); • Institute public works programme for health facility reconstruction (cash or food for work),
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Health and Nutrition Sector Results

Sector Commitment	Indicator/ Benchmark
Leadership is established for Health sector	<ul style="list-style-type: none"> • Hospitals and other health institutions are adequately trained and resourced to prepare and respond to emergencies • Mechanisms of resilience and adaptations in areas traditionally disaster prone areas are strengthened. • Sector contingency plans are developed and tested
Leadership in ensuring smooth functioning of the sector	Identification of key ministries and other development partners in the health sector
Ensuring continuity in health sector even during disaster response	Active participation of all sector members, with facilitation of sector leads within their areas of expertise in ensuring that health is prioritised even during disaster response.
Development and Implementation of a sectoral Plan	Development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP facilitated by MoHSS and partners.
Rollout Sector activities at regional and local levels	National plans are rolled out at regional and local levels by the ministries and agencies concerned with health.

Table 4: Food Security and Livelihoods Sector and Sector Responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Food Security and Livelihoods	Sector Objective: To ensure that actions shall be taken to prevent and prepare for food and livelihood needs of communities prior, during and after disaster situations			
	MAWF	NPCS	MRLGHRD, OPM, MET, NRCS, MoHSS, MoF, UNDP, WFP and FAO.	<p>Prevention</p> <ul style="list-style-type: none"> • Conduct risk assessments, food security monitoring, needs assessment, • Promote drought mitigating technologies and practices; • Protect of livelihoods from hazard risks; • Promote diversification of livelihoods e.g. non agricultural income generating projects; • Promote sustainable natural resources management including conservation of underground water; • Promote good farming practices and land use planning; • Assess regimens for cross border small traders; • Promote small scale irrigation system in the water basins • Mobilize financial and material resources; <p>Preparedness</p> <ul style="list-style-type: none"> • Develop systematic baseline and pre-crisis food security information as a basis for continuous assessment, monitoring and evaluation in areas prone to recurrent disasters and protracted crisis; • Develop and agree on disaster assessment tools; • Monitor the SADC Regional Information and Early Warning System for Food and Agriculture (SADC Regional Remotes Sensing Unit, Regional Drought Monitoring Centre, Regional Food Security Unit) • Conduct Crop and Vulnerability and capacity assessments and forecasts; • Conduct ad-hoc agricultural assessment missions including sub-sector analysis (nutrition surveillance, livestock and infrastructure) • Supports communities to develop abilities to cope with natural hazards through the use of early warning systems; • Raise awareness amongst communities and local authorities on disaster risk reduction; • Promote a simplified trade regime which waives all customs duties and taxes for small cross border traders during periods of food crisis. • Identify organizations with items, services or supplies and make arrangements required for emergency operations and arrange to secure these during emergencies; • Support community risk and vulnerability and capacity assessments; • Regularly update resource inventory (personnel, equipment and emergency supplies) • Mobilize resources for activities for the sector, • Pre-positioning of food items where necessary; • Training sector staff, • Monitoring and evaluation of sector's programmes. • Develop exit, or transition, strategy for the sector; • Conduct market analysis

				<p><u>Response</u></p> <ul style="list-style-type: none"> • Conduct rapid food security assessments among newly displaced affected populations. • Provide emergency food rations to displaced affected populations. • Ensure the supply and distribution where possible of culturally and socio-economically appropriate essential household items to affected populations; • Conduct post-distribution monitoring to continually assess food security status of displaced affected populations • Conduct market analysis; • Assess the range of potential response options for improving the short and long term situation, as well as implementation requirements; • Identify and set up operational requirements and systems, including advocacy and fund raising; • Ensure effective response is operationalised to ensure desired impact. • Monitor and evaluation changes in the situation analysis and the impact of response are monitored and evaluated • Map the affected areas • Register households that are food insecure; • Conduct verification of registered beneficiaries for food assistance; • Liaise with Logistics and Warehouse Management sector for timely delivery of food items; <p><u>Recovery</u></p> <ul style="list-style-type: none"> • Conduct post disaster damage and loss analysis for the productive sectors; • Support production projects, income alternatives and employment for vulnerable families whose economies were affected by disasters. • Promote diversification of livelihoods; • Rehabilitate road infrastructure to facilitate supply of food items and access to markets; • Distribute seed and agricultural tools; • Rehabilitate damaged water supply systems including deepening boreholes, • Initiate a livestock restocking programme (revolving) for both small and big livestock; • Introduce a food or cash for work public works programme; • Promote appropriate technologies for improved food production; • Support land reclamation (gully reclamation)
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Food Security and Livelihoods Sector Results

Sector Commitment	Indicator/ Benchmark
Leadership is established for Food and livelihoods sector	<ul style="list-style-type: none"> • Member institutions are adequately trained and resourced to prepare and respond to emergencies • Mechanisms of resilience and adaptations in areas traditionally disaster prone areas are developed. • Strategies for household food and livelihoods security of vulnerable populations are developed and implemented.
Leadership in ensuring smooth functioning of the sector	The MAWF in collaboration with WFP will identify and ensure the participation of key ministries and other development partners in the food and livelihood sectors
Ensuring continuity in Food sector even during disaster response	All sector members, with facilitation of sector leads shall actively participate within their areas of expertise in ensuring that food and livelihoods are prioritised especially during disaster response and recovery
Development and Implementation of a sectoral Plan	MAWF and NPCS shall ensure the development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP
Rollout Sector activities at regional and local levels	The ministries and agencies concerned with food and livelihoods security will ensure that national plans are also rolled out at regional and local levels.

Table 5: Camp coordination and Camp Management Sector and Sector Responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Camp Coordination and Camp Management,	Sector Objective: To ensure action shall be taken to prepare for CCCM needs of communities prior, during and after disaster situations.			
	MRLG HRD	OPM	Regional Councils, MoHSS, MSS, MRLGHRD, MGECW, OPM, MHAI, NRCS, IOM, UNICEF and any other organization as needed	<p>Prevention</p> <ul style="list-style-type: none"> • Conducting risk and vulnerability assessments, needs assessment of most-at-risk populations; • Mapping of disaster-prone areas and low-risk areas for possible relocation, e.g. higher ground; • CCCM awareness-raising developed and adapted to community level, targeting most-at-risk/disaster-prone areas; • Mainstream concepts of early warning linked to population displacement and relocation as a prevention measure, developed and adapted to national, regional and local level respectively; • Raise awareness and support most-at-risk communities on options for relocation to low-risk areas; • Mapping of available financial and human resources, as well as skilful people, to mobilize in displacement prevention – at national, regional and local level. <p>Preparedness:</p> <ul style="list-style-type: none"> • Establish systems for data collection and registration procedures, develop integrated displacement monitoring system; • Develop and agree on disaster assessment tools; • Map early warning <i>response</i> mechanism for national, regional and local level; • Map options for durable solutions to displacement; • Develop an overall CCCM sector response plan, and integrate CCCM into contingency plans at national, regional and local level; • Institutionalize CCCM capacity at national, regional and local level – including trainings of sector member staff; • Mainstream CCCM tools, adapted to national, regional and local level – including international standards adapted and agreed upon for the Namibian context; • Develop Standard Operational Procedures for CCCM – covering national, regional and local level; • Regularly update resource inventory (personnel, equipment and emergency supplies) • Ensure the protection of property and possessions left behind by displaced persons against destruction and arbitrary and illegal appropriation, occupation or use; • Mobilize resources for activities for the sector; • Monitor and evaluate sector’s programmes. • Develop an exit, or transition, strategy for the sector. <p>Response</p> <ul style="list-style-type: none"> • Undertake rapid CCCM assessment in initial phase of disaster –identifying immediate needs;

				<ul style="list-style-type: none"> • Raise awareness on temporary shelter options in host families or relocation centres; • Establish and maintain regular registration and monitoring system in the relocation centres – including training of registration staff at local level; • Ensure minimum standard compliance in relocation centres (according to adapted and agreed upon standards for Namibia); • Together with protection and health sector, establish and ensure maintenance of protection and medical referral systems in relocation centre; • Together with the WASH sector, ensure WASH awareness and compliance in the relocation centres; • Together with Logistics and Warehouse management sector as well as Emergency shelter and NFI sector, ensure distribution registration and monitoring system in the relocation system; • In liaison with the CLWHM-NFI and ES sector provide adequate lighting in relocation centres • Regular monitoring of services and assistance in the relocation centres; • Awareness raising on durable solutions to displacement; <p>Recovery</p> <ul style="list-style-type: none"> • Mapping of damage and destruction for disaster-affected communities, • Support to early recovery and rehabilitation in places of origin; • Support closure of relocation centres and durable solutions to displacement; • Together with Food security and livelihood sector, support livelihood opportunities for displaced populations in the early recovery phase. • Advocate for safe, dignified and voluntary return, local integration or resettlement; • Internally displaced persons should be allowed to resettle voluntarily in another part of the country; • Facilitate family re-integration;
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CCCM Sector Results	
Sector Commitment	Indicator/ Benchmark
Leadership is established for CCCM sector	<ul style="list-style-type: none"> • Member institutions are adequately trained and resourced to prepare and respond to emergencies • Mechanisms of resilience and adaptations in areas traditionally disaster prone areas are developed.
Leadership in ensuring smooth functioning of the sector	The MRLGHRD in collaboration with OPM will identify and ensure the participation of key ministries and other development partners in the CCM sectors
Ensuring continuity in CCCM sector even during disaster	All sector members, with facilitation of sector leads shall actively participate within their areas of expertise in ensuring that CCCM and

response	NFI/Shelter are prioritised especially during disaster response and recovery
Development and Implementation of a sectoral Plan	MRLGHRD and OPM shall ensure the development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP
Rollout Sector activities at regional and local levels	The ministries and agencies concerned will ensure that national plans are also rolled out at regional and local levels as well as mainstreaming of CCCM at all levels.

Table 6: Water and Sanitation Sector and Sector Responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Water and Sanitation	Sector Objective: To ensure vulnerable persons have protected and reliable access to sufficient, safe water and sanitation and hygiene facilities.			
	MAWF	MRLGHRD???	MoHSS, MWT, UNICEF, NRCS, WHO, UNICEF, NamWater, Local Authorities and any other organization as needed	<p>Prevention</p> <ul style="list-style-type: none"> • Conduct risk and vulnerability assessments for the sector; • Identify appropriate site and construct water and sanitation away from high risk areas; • Consider hazard risk in siting and construction of sewage and water treatment facilities; • Protect primary water sources, sanitation, sewage and water treatment facilities from disaster damage; • Establish and enforce policies and standards for construction of water and sanitation facilities. <p>Preparedness</p> <ul style="list-style-type: none"> • Develop and agree on disaster assessment tools; • Develop sector contingency plan with budget and supply needs and, where possible, pre-position essential sanitation and hygiene supplies, water supplies, purification technologies and chemicals, and tools . • Establish long-term agreements for procurement of specified WASH supplies, assess local market for potential water-trucking capacity, and ensure the availability of water delivery partners and agreement on methods and standards; • Train community builders in construction of temporary latrines; • Identify key resource people and/or institutions with specific knowledge and skills in sanitation and hygiene education and behaviour change for deployment in emergency planning and response; • Regularly update resource inventory (personnel, equipment and emergency supplies) • Collect pertinent information on sanitation and hygiene education; • Train sector staff in water and sanitation, • Monitor and evaluation of sector’s programmes. • Develop an exit, or transition, strategy for the sector.

				<p>Response</p> <ul style="list-style-type: none"> • Construct new water points/schemes including emergency water treatment systems. • Support water trucking. • Construct emergency latrines. • Support household water treatment and storage. • Test water quality and support water purification. • Carry out hygiene promotion and distribute hygiene kits (soap etc.). • Conduct rapid assessment to assess damage to the water and sanitation facilities; • Provide emergency water supplies and sanitation facilities; • Conduct health and hygiene education; • Establish camp water and sanitation committees; • Distribute water containers and water treatment tablets to communities affected; <p>Recovery</p> <ul style="list-style-type: none"> • Develop a water and sanitation recovery framework; • Mobilize resources for rehabilitation of damaged water and sanitation, sewage and water treatment facilities; • Mobilize communities to participate in water and sanitation recovery; • Initiate a gap analysis of local and national capacities in water and sanitation, and ensure integration of capacity strengthening in early recovery and transition plans, with a focus on risk reduction; • Ensure that hygiene promotion strategies are compatible with national approaches and longer-term sustainable development, addressing risk reduction; • Strengthen capacity development to sustain hygiene promotion efforts; • Protect rehabilitated water and sanitation facilities from future disaster damage.
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WASH Sector Results

Sector Commitment	Indicator/ Benchmark
Leadership is established for WASH coordination and convenes WASH stakeholders	<ul style="list-style-type: none"> • Coordinated mechanism and guidance to all partners on common approaches and standards for the sector are established and implemented; • Critical WASH gaps and vulnerabilities are identified; • Mapping information on who is doing what, where, when and how, to ensure that all gaps are addressed without duplication conducted.
Affected persons access sufficient water of appropriate quality and quantity for drinking, cooking and maintaining personal hygiene	<ul style="list-style-type: none"> • Affected persons have access to at least 7.5-15 litres each of clean water per day. • Water storage containers with a capacity of 40 litres per household; • The maximum distance from household to the nearest water point is 500 metres; • Maximum number of people per water point is 400 depending on the yield.
Affected persons access toilets and washing facilities that are culturally appropriate, secure, sanitary, user-friendly and gender-appropriate	<ul style="list-style-type: none"> • A maximum ratio of 20 people per hygienic toilet or latrine squat hole; users should have a means to wash their hands after defecation with soap or an alternative (such as ash). • Each toilet should have hand washing facilities; • 250g of soap per person per month; • Bathing facilities with separate cubicles for men and women;

Affected persons receive critical WASH related information to prevent illness, especially diarrhoea	Hygiene education and information pertaining to safe and hygienic child-care and feeding practices are provided to 70% of women and child caregivers.
Children access safe water, sanitation and hygiene facilities in their learning environment	<ul style="list-style-type: none">• In learning facilities and child-friendly spaces,• 1-2 litres of drinking water per child per day;• 50 children per hygienic toilet or latrine squat hole at school;• Users have a means to wash their hands after defecating with soap or an alternative;• Appropriate hygiene education and information are provided to children, guardians and teachers.

Table 7: Protection Sector and Sector Responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Protection	Sector Objectives: Provide a predictable, coherent, coordinated, comprehensive prevention, preparedness and response to protection needs of civilians with a special focus on vulnerable groups, in Namibia			
	MSS	MGE CW	MRLGHRD, MoHSS, MoE, MLR, MoD, MHA&I, UNHCR, UNICEF, UNFPA, NRCS, IOM, UNAIDS, CCN.	<p>Prevention and Preparedness</p> <ul style="list-style-type: none"> Strengthen existing coordinating mechanisms to ensure that the response is timely and coordinated, and that it conforms to humanitarian principles and standards and is inclusive of key humanitarian and development partners Develop and agree on assessment tools; In collaboration with other sectors, identify and mobilize resources for permanent (durable) solutions to reduce vulnerability and increase resilience to hazards and protection risks, ensuring resource allocation for prevention and mitigation actions Develop preparedness plan based on identified vulnerabilities, capacities, risks and resources. Develop performance benchmarks for protection, and specific areas of responsibility including i) GBV, ii) child protection, iii) housing, land and property iv) rule of law and if necessary; Establish and clearly communicate security plans and procedures to all staff involved in emergency operations; Identify stakeholders, services and partners with capacity to identify and address violence, exploitation or abuse, and train sectoral staff on protection issues. Build capacities of partners to provide multi-sectoral response services including health, psychosocial support, security, legal/justice. Regularly update resource inventory (personnel, equipment and emergency supplies) Mobilise resources, establish long-term agreement for procurement of specific supplies, and pre-position essential supply components. <p>Response</p> <ul style="list-style-type: none"> Conduct emergency operational risk assessment significant risks associated with this response; Provide security and protection in areas evacuated during emergency operations; Enforce restriction of access to areas identified as high risk; Establish, activate and support coordination mechanisms to coordinate rapid assessment, mapping, funding, strategy development and involvement of affected populations to respond to identified needs, fill gaps, avoid duplication, ensure complementarity Support identification, monitoring and reporting on serious protection concerns to trigger response and advocacy Support community-based protection mechanisms and safe environments for all vulnerable groups including women, children, older persons, people with disabilities or chronic illness. Provide safety and security for staff, supplies and equipment used in emergency operations; Ensure gender appropriate security at camps, support ECD activities, psychosocial support and counselling. Ensure standardised registration, protection monitoring, referral and tracing forms, and follow up on separated or unaccompanied children and lost/destroyed documents Report any safety or security incidents; <p>Recovery</p>

				<ul style="list-style-type: none"> Continue to monitor and report on protection concerns to trigger response and advocacy. Engage local capacities to address violence and exploitation; and support service providers, law enforcement actors, women's rights groups, communities and children to prevent violence, exploitation and abuse, including GBV
Protection Sector Results				
Sector Commitment			Indicator/ Benchmark	
Leadership is established for Protection sector				<ul style="list-style-type: none"> GROUP Protection mechanisms provide guidance to all partners on common approaches to ensure that all critical protection gaps and transition plans with focus on risk reduction Initiate gap analysis of local and national capacities in protection, and ensure integration of capacity strengthening in early recovery and transition plans with focus on risk reduction
				<ul style="list-style-type: none"> Sector members, communities and relocations site residents are adequately trained and resourced to prepare for and respond to protection concerns in emergencies Mechanisms of resilience and adaptations in areas traditionally disaster prone areas are developed and implemented.
Leadership in ensuring smooth functioning of the sector				<ul style="list-style-type: none"> The sector lead and co-lead will identify and ensure the participation of key ministries, other humanitarian and development partners and civil society in the protection sector at national, regional and local constituency levels throughout all phases of DRM Participatory and community based approaches in protection needs assessment, analysis, planning, monitoring and response are utilized in all phases of DRM. Assessment and monitoring data is adequately disaggregated by age, gender and location Clear communication across coordination groups at national and regional levels, including with other sectors, is regular, and key decisions and actions documented and shared. The sector lead in collaboration with the co-lead UNFPA will identify and ensure the participation of key ministries and other development partners in the protection sector
Attention to priority cross-cutting issues				<ul style="list-style-type: none"> Agreed priority cross-cutting issues are integrated into assessments, analysis, planning, response and monitoring and evaluation (e.g. age, gender, sexual orientation, cultural diversity, disabilities, environment, reproductive health and HIV/AIDs, human-rights approach)
Advocacy and resource mobilization				<ul style="list-style-type: none"> Core advocacy concerns and resource requirements are identified and contribute to broader advocacy and fund raising initiatives of the GRN and other actors. Protection sector members also mobilise resources through their usual channels
Protection mechanisms strengthened in emergency affected areas				<ul style="list-style-type: none"> Plan is in place to prevent and respond to major protection risks, building on existing systems; safe gender appropriate environments are established
Violence, exploitation and abuse of children and women, including GBV, are prevented and addressed				<ul style="list-style-type: none"> Affected communities are mobilised to prevent and address violence, exploitation and abuse existing systems to response to needs of GBV survivors are improved.
Psychosocial support is provided, especially to vulnerable individuals, groups and their caregivers				<ul style="list-style-type: none"> All protection programmes integrate psychosocial support in the work
Development and Implementation of a Sectoral Plan				<ul style="list-style-type: none"> Lead and co-lead shall ensure the development and implementation of a national protection sector contingency preparedness and response plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP

Rollout Sector activities at regional and local levels

- The ministries and agencies concerned with protection will ensure that national plans are also rolled out at regional and local levels.

Table 8: Logistics Warehouse Management, Non Food Items and Emergency Shelter sector and sector responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Coordination, Logistics and Warehouse management Non- Food Items and Emergency shelter	Sector Objective: To ensure all actions shall be taken to prevent and prepare for the logistics and warehouse management needs of communities prior, during and after disaster situations			
	OPM	MOD	MWT, MRLGHRD, MLR, MSS, WFP and NRCS	<p>Prevention There are no specific prevention activities for the sector</p> <p>Preparedness</p> <ul style="list-style-type: none"> • Plan for accessing hard to reach, remote and areas cut off by disasters; • Mobilize resources for activities for the sector; • Develop community commodity tracking mechanisms; • Establish a distribution coordination mechanism; • Establish facilities, information systems operating procedures, and telecommunications systems, for a national emergency operations room (EOR), for immediate use when an emergency arises; • Identify possible bottlenecks in supply chain and make adequate arrangements to reduce the flow of emergency supplies; • Conduct who has what where; • Mobilize air, water and road transport for delivery of emergency supplies and evacuation and relocation of affected people and livestock; • Facilitate evacuation of at risk populations and their return after the disasters event; • Develop security arrangements for national and regional warehouse and during delivery and distribution of emergency supplies; • Train sector staff in logistics and warehouse management; • Establish guidelines to facilitate for customs clearance for emergency supplies from outside Namibia; • Identify organizations with emergency items, services or supplies and make arrangements to secure the water tankers during emergencies; • Liaise with sectors with capacity, expertise and resources to construct, rehabilitation of emergency bridges or supply routes; • Map shelter and NFI inventory, and plan for the pre-positioning of CCCM activities; • Plan for transportation and distribution of equipment and emergency items for prevention and control of environmental disasters; • Establish partnerships (national, regional and international) and specialist organization e.g. Namibia Maritime Rescue and Search Coordination Centre on search and Rescue. • Conduct an inventory of fire fighting equipment, decontamination supplies and environmental hazard monitoring equipment; • Plan for the delivery of emergency equipment, decontamination supplies etc; • Develop and update inventory of personnel, (fire fighters, decontamination experts, environmental experts etc) and share with relevant stakeholders; • Regularly update resource inventory (equipment and emergency supplies)

				<ul style="list-style-type: none"> • Have knowledge of the operating environment including geological, technical, political and physical aspects; • Conduct simulations exercises • Develop an exit, or transition, strategy for the sector. • Monitor and evaluate sector's programmes. <p>Response</p> <ul style="list-style-type: none"> • Ensure coordination of activities before, during and after disasters; • Search and rescue and evacuation of vulnerable communities; • Provide administration and finance to facilitate emergency response operations; • Liaise with the CCCM sector in providing shelter for the displaced; • Deliver appropriate supplies, in good condition, in the quantities required, and at the places and time they are needed; • Establish mechanisms for commodity tracking and warehouse management; • Regulate and oversee the movement of persons and goods to and from and within the disaster affected areas; • Provide emergency communication equipment and facilities to ensure flow of information during emergency operations. <p>Recovery</p> <ul style="list-style-type: none"> • Support the transportation of households resettled from high risk zones; • Facilitate the return of displaced households; • Support the delivery of materials, equipment and personnel for rehabilitation; • Liaise with the Food Security and Livelihoods sector in the provision of farm inputs such as draught power, seeds and hand tools in cropping areas, and restocking of depleted livestock herds in pastoral areas;
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Coordination Logistics and Warehouse Management Non Food Food Items and Emergency Shelter Sector Results

Sector Commitment	Indicator/ Benchmark
Leadership is established for logistics and WHM sector	<ul style="list-style-type: none"> • Inter-sector coordination meetings are scheduled and conducted; • Communities and relocations site residents are adequately trained and resourced to prepare and respond to emergencies • Populations affected natural disaster and other vulnerable groups are supported through the timely provision of life-saving household items and emergency shelter based on assessed needs. • Mechanisms of resilience and adaptations in areas traditionally disaster prone areas are developed and implemented.
Leadership in ensuring smooth functioning of the sector	The sector lead in collaboration with the co-lead MoD will identify and ensure the participation of key ministries and other development partners in the sector
Ensuring continuity in Logistics and WHM sector even during disaster response	All sector members, with facilitation of sector leads shall actively participate within their areas of expertise in ensuring that logistics and WHM are prioritised even during disaster response.
Development and Implementation of a sectoral Plan	MoD and OPM shall ensure the development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP
Rollout Sector activities at regional and local levels	The ministries and agencies concerned with logistics and Warehouse Management will ensure that national plans are also rolled out at regional and local levels.

Table 9: Environmental and Technological Hazard Sector and Sector Responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Environmental and Technological Hazards	Sector Objective: To ensure actions shall be taken to prevent and prepare for the environmental hazard (wild fires, chemical and hazardous substances contamination including radioactive substances, biological agents, oil spills at sea etc) needs of communities prior, during and after disaster situations			
	MAWF	MET	MLR, MRLGHRD, MWT, MVA, Oil Industry , MSS, MME, MoLSW, MoFMR, Namibia Ports Authority, Inter-Sectoral National Coordination Task Force on Forest Fires (National Fire Forum), UNDP, Local Authorities	<p>Prevention</p> <ul style="list-style-type: none"> • Conduct risk and capacity assessments for the sector; • Enforce the control of development in environmentally fragile areas; • Conduct geological and hydrological mapping • Promote sustainable natural resources management and enforce environmental protection laws³; • Integrate disaster risk assessment into environmental impact assessments and in the review of environmental protection laws; • Institute polluter pays principle; • Develop a natural resource management plan including identification of environmentally sensitive area; • Construct, maintain and monitor fire breaks. • Undertake Environmental Audits to provide mitigation measures against disasters; • Develop appropriate mitigation measures for potential pollution arising from catastrophes or incidents; • Integrate disaster risk reduction into climate change adaptation. <p>Preparedness</p> <ul style="list-style-type: none"> • Assess suitable land for relocation of at risk livestock and provide advice on stocking levels to prevent environmental degradation; • Develop and agree on assessment tools; • Establish mechanisms to monitor adverse environmental condition- soil erosion, bush encroachment, fire outbreaks, environmental pollution –land, water, air and at sea; • Initiate or advise sectoral environmental protection and environmental conservation programmes;

³ Environmental Management Act 7 of 2007, Water Resources Management Act No. 24 of 2004, Atmospheric Pollution Prevention Ordinance, No. 11 of 1976, Pollution Control and Waste Management Bill (in prep), Public Health Act 36 of 1919 – with subsequent amendments, Minerals (Prospecting and Mining) Act, 2003, Petroleum (Exploration and Production) Act, No. 2 of 1991 as amended, Prevention and Combating of Pollution of the Sea by Oil Act 1981 and the 1991 Amendment Act, No.24 of 1991, Namibian Ports Authority Act, No. 2 of 1994, Nature Conservation Ordinance, 1975, Forestry Act 2001, Agricultural (Commercial) Land Reform Act (ACLRA) 1995, Hazardous Substances Ordinance 14 of 1974, Atomic Energy and Radiation Protection Act 5 of 2005 (GN 50/2005, GG 3429),

Environmental and Technological Hazard Sector Results				
Sector Commitment			Indicator/ Benchmark	
Leadership is established for environmental hazard sector			<p>conservation programmes for mainstreaming CCA and DRR and for handling of hazardous and toxic materials are developed and implemented (personnel, equipment and emergency supplies)</p> <ul style="list-style-type: none"> Regularly update records on inventories of hazardous materials Establish community based fire and environmental protection and conservation committees Train Hazard Material Emergency Response Team; Train community fire protection and disaster response teams in areas traditionally disaster prone areas are developed and implemented. 	
Leadership in ensuring smooth functioning of the sector			<p>The sector lead in collaboration with the co-lead will identify and ensure the participation of key ministries and other development partners in the sector.</p> <p>Legislation, regulations and policies integrate DRR.</p>	
Ensuring continuity in environmental hazard management sector			<p>Ensuring sector staff members with participation, sector leads shall actively participate within their areas of expertise in ensuring that</p> <ul style="list-style-type: none"> Reinforce community based fire protection committees; Monitoring and evaluation of sector's programmes. Establish hotlines to receive information on environmental disasters Develop an exit, or transition, strategy for the sector. <p>Response</p> <ul style="list-style-type: none"> Search and rescue; Treatment and health care of people exposed to chemical and hazardous substances exposure and other technological hazards; Decontaminate environment contaminated by chemicals and hazardous substances; Control veldt and forest fires; Clean up contaminated coastline and beaches; Protect communities including workers from exposure to chemicals and hazardous substances; <p>Recovery</p> <ul style="list-style-type: none"> Rehabilitate and decontaminate environment contaminated by industrial, mining and hazardous substances; Rehabilitate people exposed to chemicals and hazardous substances; Clean up and recovery after chemical or hazardous substances accidents and oil spills; Land reclamation Re-afforestation of areas damaged by forest fires. 	

even during disaster response	environmental hazards are prioritised even during disaster response.
Development and Implementation of a sectoral Plan	MAWF and MET shall ensure the development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP
Rollout Sector activities at regional and local levels	The ministries and agencies concerned with environmental and technological hazards will ensure that national plans are also rolled out at regional and local levels.

Table 10: Infrastructure development and housing Sector and Sector responsibilities

Sector	Sector lead	Sector Co-lead	Sector members	Functions of the Sector
Infrastructure development and housing	Sector Objective: Action shall be taken to prevent and prepare and recover for the structural fires, infrastructure failures and rehabilitation of damaged infrastructure prior, during and after disaster situations			
	MWT	MRLGHRD	MoD, MITC, Traditional Authority, MLR, MME, UNDP, UN-Habitat, NCCI, Parastals (Telecom, NamPower, NamWater), ALAN, Shack Dwellers Association of Namibia	<p>Prevention</p> <ul style="list-style-type: none"> • Undertake feasibility studies, master plans, and design of transport, housing infrastructure projects • Integrate disaster risk assessment in the planning and construction of Capital Projects and related infrastructure • Advise the public on matters related to the Building Industry in line with the Namibian laws; • Conduct preventive maintenance of public infrastructure; • Conduct risk and vulnerability assessments and risk mapping; • Enforce the building codes and control of development in high risk areas; • Integrate disaster risk assessment into environmental impact assessments in infrastructure developments; • Formulate technical (civil engineering related) standards applicable to Road Authority and other modes of transport; • Upgrade housing in informal settlements to reduce hazard risks. • Initiate discussions with traditional authorities on relocation of people settled in hazard prone locations to safer locations; • Facilitate land access for the vulnerable – OVCs, women headed households and other vulnerable or minority groups; • Discourage settlement in high risk zones. • Support the relocation of people settled in hazard prone locations <p>Preparedness</p> <ul style="list-style-type: none"> • Outline various life-line structures/infrastructure (e.g., bridges, roads, school buildings, hospitals, communication network etc.) and also highlight the arrangements for the maintenance and management of these structures during disasters. • Develop and agree on assessment tools; • Assess hazard risks and map infrastructure at risk of damage from natural hazards; • Assess suitable land for relocation of at risk communities; • Plan for the mobilization of resources (finance, human and material) for rehabilitation of damaged infrastructure and housing; • Conduct public education and awareness programmes to sensitise the community on structural fires and related issues. • Monitoring and evaluation of sector’s programmes. • Establish hotlines to receive information on infrastructure damage; • Hazard damage assessment mechanisms have been defined and tested and assessment teams have been trained on how to use tools appropriately;

				<ul style="list-style-type: none"> • Regularly update resource inventory (personnel, equipment and emergency supplies) • Develop an exit, or transition, strategy for the sector; • Support the resettlement of people at risk; • Liaise with CCCM on siting of relocation centres <p>Response</p> <ul style="list-style-type: none"> • Liaise with the Camp coordination and Camp Management Sector on siting of relocation camps; • Rapid disaster needs assessment; • Disaster damage assessment; • Restore access to health facilities, schools and markets; • Provide infrastructure for power, water supplies and temporary bridges where required; <p>Recovery</p> <ul style="list-style-type: none"> • Develop a recovery framework for the sector using the damage assessment findings; • Support rehabilitation of damaged homes and public infrastructure; • Provide technical advice on the rehabilitation of critical infrastructure (telecommunication, electricity, water and sewage reticulation); • Support the construction of flood and fire resistant housing; • Establish coordination mechanisms for partners involved in disaster recovery; • Promote build back better during rehabilitation of damaged infrastructure and housing; • Prioritize the reconstruction of damaged homes for the most vulnerable;
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Infrastructure Development and Housing Sector Results	
Sector Commitment	Indicator/ Benchmark
Leadership is established for environmental hazard sector	<ul style="list-style-type: none"> • Standard building codes, sound engineering and construction of public infrastructure are enforced; • Disaster risk assessments are integrated in the construction industry • Mechanisms of resilience and adaptations in areas traditionally disaster prone areas are developed and implemented.
Leadership in ensuring smooth functioning of the sector	The sector lead in collaboration with the co-lead will identify and ensure the participation of key ministries and other development partners in the sector
Ensuring continuity in environmental hazard management sector even during disaster response	All sector members, with facilitation of sector leads shall actively participate within their areas of expertise in ensuring that hazards related to public infrastructure and housing are prioritised even during disaster response.
Development and Implementation of a sectoral Plan	MWT and MRLGHRD shall ensure the development and implementation of a national sectoral plan for DRM with the participation of all sector members and in alignment with the National Policy and NDRMP
Rollout Sector activities at regional and local levels	The ministries and agencies concerned with infrastructure development and housing environmental hazards will ensure that national plans are also rolled out at regional and local levels.

4.3 Attention to priority cross-cutting issues

Each Sector should ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. environment, gender, HIV/AIDS and poverty reduction) and contribute to the development of appropriate strategies to address these issues.

4.4 Roles of Individuals, families and communities

Individuals, families and the community as a whole play a role in determining how well communities are safeguarded from hazards and the degree of resilience of communities. Households have principal responsibility for safeguarding their property and assets against risks from natural and technological hazards through risk identification, mitigation measures and adequate property and contents insurance where insurance for the risks they face is available and reasonably affordable.

4.5 Review of Plan

According to Appendix XII (Key Performance 4) disaster risk management plans must be reviewed every three (3) years or after a significant event.

4.5.1 Post disaster Review

Within three months after each natural disaster OPM-DDRM in collaboration with all sectors will carry out a post disaster review. The review includes disaster prevention, preparedness of public and private sector, the emergency operation, recovery and rehabilitation. The review will formulate specific recommendations for revision of disaster plans and other actions to improve the performance in future natural disasters. The report and recommendations will be submitted to NDRMC. NDRMC will consider the recommendations and direct further action.

For the purpose of the report NDRMC has free access to all information it deems necessary to review the disaster and its response, including financial information. In preparation of the report, OPM-DDRM will consult all relevant parties, including the affected population.

PART II

5 National Emergency Management Operational Procedures

The Emergency Management Operational Procedures (EMOP) provide a management structure and system for conducting on-site operations. It is applicable to small-scale operational activities as well as major mobilizations. EMOP, provide command centre and operational staff with a standardized operational structure and is activated via the disaster risk management structures (NDRMC, RDRMC, CDRMC, LADRMS and SDRMC).

This document shall be reviewed regularly. Suggestions and recommendations shall be forwarded to:

Director Disaster Risk Management

P.O. Box 11479

Klein Windhoek

Windhoek

Namibia

Telephone: 264 61 273 550

E-mail: dem@opm.gov.na

Hazard watch hotlines

The telephone numbers below will connect callers to relevant national and regional officials to report concerns about any potential emergency situation. Anyone suspecting an emergency situation should use the numbers to obtain advice and assistance.

Emergency number	911
Directorate Disaster Risk Management	+264 61 273 550
CRO Caprivi RC	+264 66 252 650
CRO Kavango RC	+264 66 266 000
CRO Ohangwena RC	+264 65 263 012
CRO Oshikoto RC	+264 65 244 800
CRO Oshana RC	+264 65 220 441
CRO Omusati RC	+264 65 251 019
CRO Kunene RC	+264 65 273 950
CRO Erongo RC	+264 64 410 5700
CRO Otjozondjupa RC	+264 67 303 702
CRO Omaheke RC	+264 62 566 500
CRO Khomas RC	+264 61 2924 300
CRO Hardap RC	+264 63 245 800
CRO Karas RC	+264 63 221 900

5.1 Introduction

Efficient and effective emergency management is grounded on principles of none duplication of efforts and resources, clear understanding of roles and responsibilities of each player in the emergency situations as well as timely implementation of appropriate interventions to save life, property and environment. Disaster relief should be timely and responsive enough to make the interventions as effective as possible while keeping disaster risk management plans robust enough for them to be responsive to changing characteristics of given hazards. This document, the Emergency Management Operation Procedures (EMOP) spells out some key activities that need to be undertaken during emergency response.

EMOP are the foundation of any crisis management plan. These are a set of standard procedures that operationalise the disaster response and/or contingency plans when responding to, and dealing with, a range of emergencies that may impact on Namibia.

EMOP specify the way in which individuals or sectors will carry out their functions and provide a standard procedure for response as well as individual emergency procedures for the various sectors at the operational level. The EMOP have been developed in terms of Section 8.4.2 of the National Disaster Risk Management Policy (2009).

5.2 Objective

The objective of the emergency management operations procedures is to provide guidelines for effective and timely response to threats or impacts of natural and man-induced hazards.

5.3 Purpose of the Emergency Management Operational Procedures (EMOP)

Provide the guidance and operational procedures required to eliminate or reduce the adverse effects of disasters, to save lives, protect livelihoods and minimize damage to assets and to mitigate emergencies.

The EMOP provide the responsibilities that shall be performed by the institutions involved in responding to emergencies.

These procedures are to be used in conjunction with **Section 8.4.2** of the National Disaster Risk Management Policy (2009) and the National Disaster Risk Management Plan (2011).

5.4 Who will use the EMOP

The EMOP is intended for Government departments, Regional Councils, Municipalities, non state disaster risk management stakeholders: development partners, Civil Society Organizations and communities in responding to emergency situations.

5.5 When will EMOP be used

EMOP shall be used in the event of any emergency, disaster or significant event where life, livelihoods, property and environment are under threat from natural and man-induced hazards. This plan shall be in effect at such time as or when:

- An emergency or a disaster occurs or is imminent;

- The NDRMC requests appropriate OMA to perform emergency operations in response to a hazard/incident that has the potential for becoming an emergency or disaster with adverse effects;
- An emergency or disaster is declared by the Head of State

5.6 Scope of EMOP

The EMOP will cover any situation where response needs are sufficiently large scale that significant assistance and resources are required and where multi-sectoral response is needed including those specified in Annex 1 below.

5.7 Emergency operations

The National Disaster Risk Management System (NDRMS) envisions four operational modes: readiness, crisis, emergency and recovery modes (see Table 11 below). The Emergency Operations Centres will be responsible for signaling the need to, and managing the shift from one operational mode to another, depending on conditions.

Table 11: Emergency Operational Modes

Mode	Focus	Key activities
Readiness Mode	Preparedness	Sectors are preparing for the worst case scenario through; <ul style="list-style-type: none"> • Contingency planning • Identifying and training critical staff; pre-positioning critical supplies; making necessary arrangements with local authorities, partners and servicing contractors; reviewing safety and security procedures and • Monitoring triggers for worst case scenario
Crisis Mode	Crisis management, humanitarian response and operational continuity	This is the warning phase characterized by those actions taken upon receipt of an internal or external warning of an impending emergency. Activities are directed by the chairperson of the NDRMC at national level or chairperson of the RDRMC at Regional level. Activities include: <ul style="list-style-type: none"> • Assessing trigger level to activate response plan; • Convening meetings of NDRMC, RDRMC, • Verifying disasters alerts. • Monitoring crisis and ensuring preparations are in place for evacuation of at risk communities.
Emergency mode	Continuation of critical functions, and lifesaving assistance	The mode is characterized by actions to respond to an emergency after trigger thresholds have been surpassed. This is the emergency response mode in which the effects of disasters will be realized if no action is taken. Activities in the mode are: <ul style="list-style-type: none"> • Activation of the NDRMP plan; • Conducting rapid needs assessments; • Search and rescue; • Evacuate people at risk; • Provision of humanitarian assistance; • Declaration of national state of emergency/disaster if situation escalates beyond capacity of GRN to address; • Launching appeals document where necessary; • Early recovery.
Recovery mode	Recovery and rehabilitation	This is the recovery phase that requires the following actions: <ul style="list-style-type: none"> • Deactivation of the emergency operations; • Continuous monitoring of situation; • Conducting damage and loss assessments; • Prioritising recovery actions; • Preparation of early recovery frameworks; • Mobilising resources (financial, human and material) for recovery;

		<ul style="list-style-type: none"> • Initiating recovery and rehabilitation of key installations (public services) • Restoration livelihoods.
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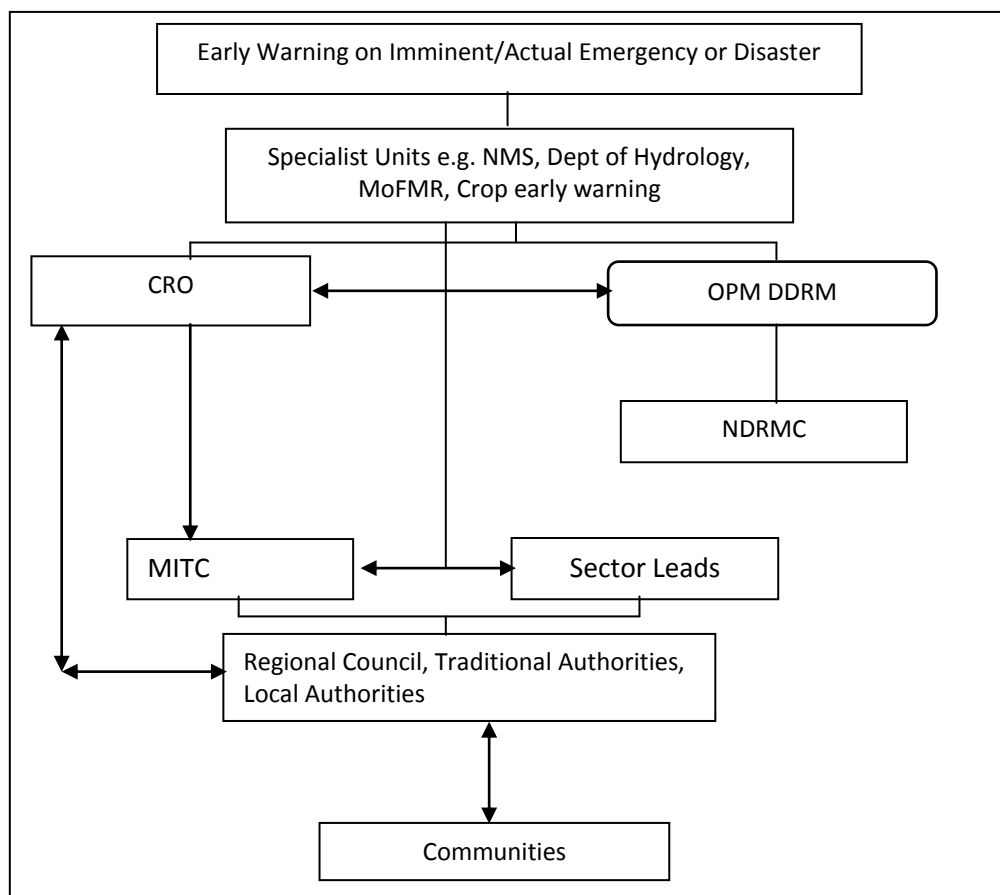
5.8 Inter-sector and sector coordination

Through all the modes, inter-sector and multi-sectoral coordination will continue to be provided by the NDRMC and RDRMC through sector leads at both national and regional levels.

5.9 Notification

Figure 4 shows the channel of communication in the event of imminent or actual emergency or disaster. The CRO, CEO and the specialist units responsible for monitoring early warning signs have the mandate to inform the OPM and stakeholders on any situation that warrants the response of the national disaster risk management system. The notification form shown in Annex 4 below should be used to alert national level of early warning information on imminent or actual emergency in the crisis mode.

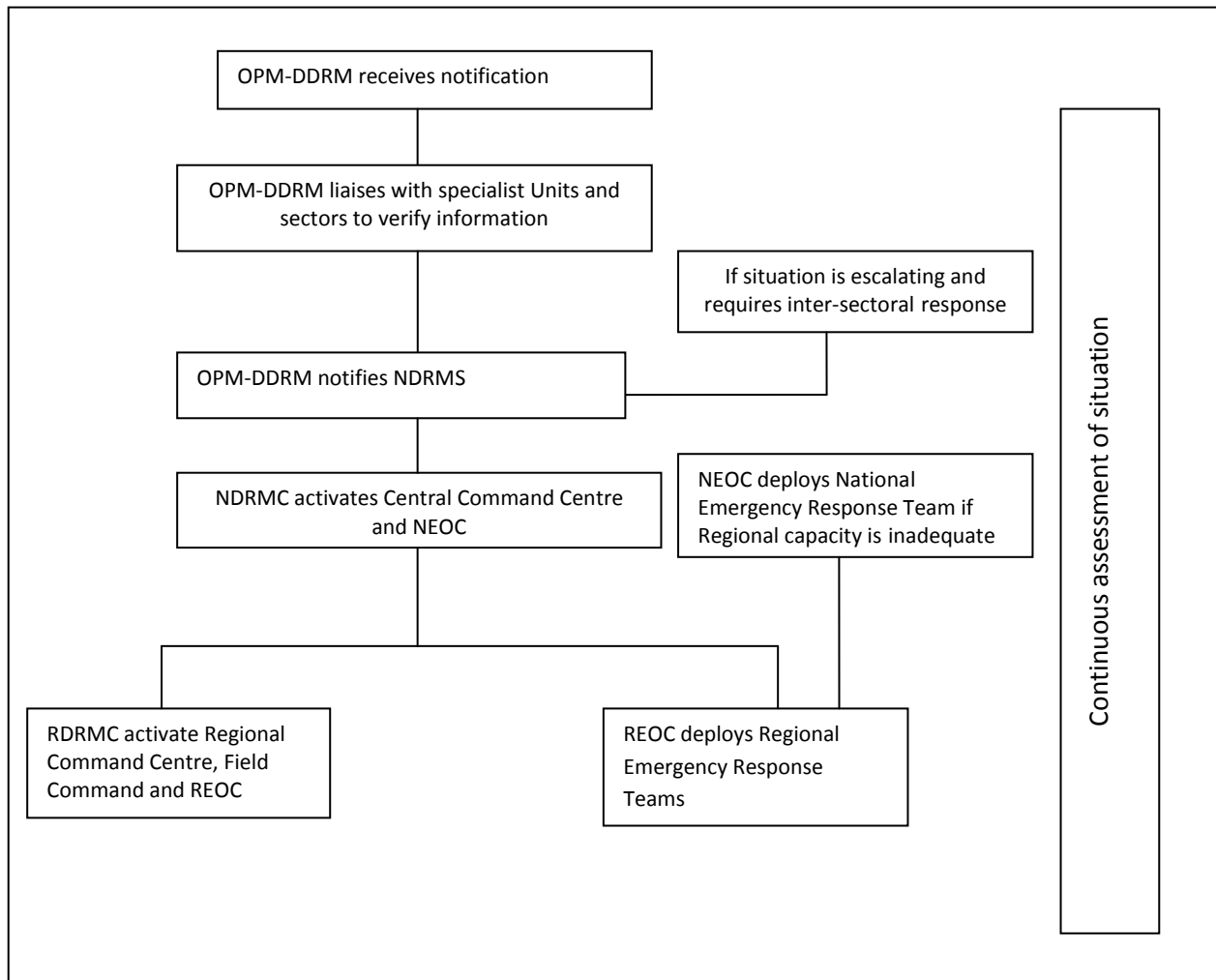
Figure 4: Channels of communication for Early Warning Information



Upon indication of an imminent or actual emergency/disaster, the Specialist Units (Namibia Meteorological Services, Department of Hydrology, Crop Early Warning, MoFMR etc), Chief Regional Officer (CRO), Municipal Chief Executive Officer (CEO) or any authorized person, shall notify the Directorate Disaster Risk Management Office (DDRM). The DDRM can also obtain information about

any situation by other sources and verify its credibility with the Specialist Units, CROs, CEOs. Depending on the nature, magnitude and severity of the emergency/disaster, the DDRM shall notify the NDRMC as well as critical players/key personnel of agencies whose assistance will be required to coordinate the emergency response.

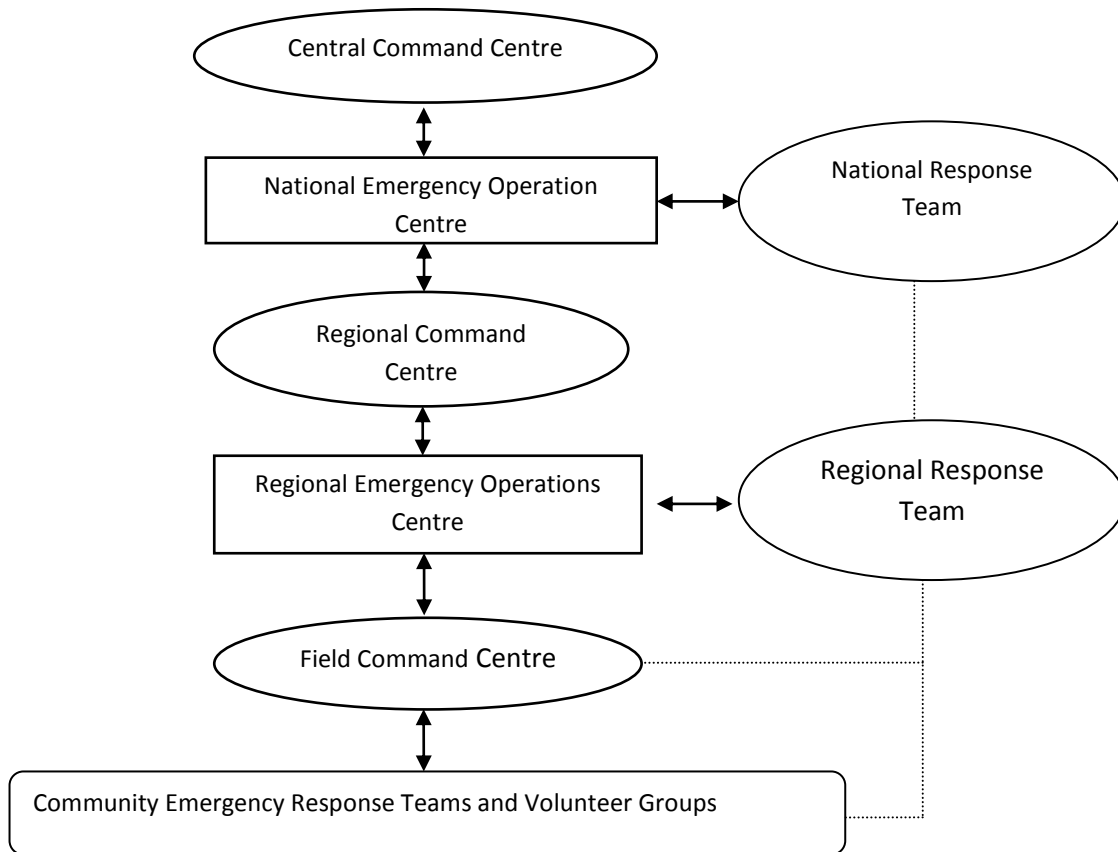
Figure 5: Actions taken on receipt of notification



5.10 Activation of Joint Operation Teams

In terms of sub-section 8.4.2.2 of section 8.4.2 of the National Disaster Risk Management Policy when a state of national emergency has been declared or a significant event has occurred, the NDRMC shall establish Joint Operations Teams (JOT) to serve in an administrative capacity to control funds, personnel, facilities, equipment, and communications and to provide and coordinate logistical support for exercises, deployments and humanitarian assistance. JOT in Namibia comprise of three command levels (Central Command, Regional Command and Field Command). **Figure 6** below shows the chain of command and information flow from the Community Emergency Response Teams to the Central Command to which Emergency Operation Centres (EOCs) at national and regional levels have been added to facilitate information flow. **Table 12** shows the composition and responsibilities of the JOT and EOCs.

Figure 6: Flow of command and information during emergency operations



The National and Regional level actors (NDRMC, DDRM, RDRMC and Sector Leads at both national and regional levels among others) should act quickly to determine the impact of the emergency and the need for resources. They should identify, mobilise and deploy resources to support response activities in the affected area. To facilitate coordinated response, National and Regional Emergency Response Teams as described in subsection 4.1.1 of Section 4.1 the National Disaster Risk Management Plan shall be deployed as soon as possible to incident areas.

Table 12: Joint Operation Teams, Composition and Responsibilities

Joint operation teams	Membership	Responsibilities
Central Command Team	Secretary to Cabinet as chair, Permanent Secretaries for MoD, MoHSS, MSS, OPM, MRLGHRD, MAWF, MET, MWT any other PS or specialist units as the Secretary to Cabinet may decide.	Provide a unified, centrally authorized emergency organization through facilitating joint planning, allocation of resources, command and control of emergency operations, reporting to the President and the Cabinet.
National Emergency Operational Centre	Located in Windhoek in the OPM-DDRM and comprising of the Director DDRM as chair, sector leads for EWPA, FSL, CCCM, CLWHM-NFI & ES, Protection, WASH, EH TH, IDH, Education and H&N and an Information Management Unit (IMU).	Centre to coordinate the emergency operations, receipt and processing of information including early warning from the regional and field command teams, submit emergency information and updates to Central Command and sectors, prepare media briefs, press statements and compiling periodic situation reports. Deploying personnel, equipment, supplies and finances according to needs identified by regional command teams.
National Emergency Response Team	Team Coordinator, Logistician, Public health (Epidemiologist), Food and Nutrition, Shelter, Environmental	Providing back stopping/back up support to Regional Emergency Response Teams as the situation on the ground demands.

	Health, Water supply, Protection and GIS specialists.	
Regional Command Team	Chief Regional Officer as chair, CEO of Local Authorities, Regional Commander of MoD, Regional Commander of Police, Head of Govt; Garage, Head of Public Works, an Information Management Unit (IMU) and any other members the Regional Governor may decide to include.	Responsible for coordinating regional emergency operations, receipt and processing of information from field command teams, sharing information with stakeholders at regional level and submitting periodic situation reports to NEOC. Provide logistical and administrative support to operational staff
Regional Emergency Operational Centre	Located in the Regional capital and comprising of the Director appointed by the CROs chair, sector leads for EWPAA, FSL, CCCM, LWHM-NFI & ES, Protection, WASH, EH & TH, ID&H, Education and H&N and an Information Management Unit (IMU).	Centre to coordinate the emergency operations, receipt and processing of information including early warning from the field command teams, submit emergency information and updates to Regional Command and sectors, compiling periodic situation reports. Deploy of personnel, equipment, supplies and finances according needs identified by field command teams.
Regional Emergency Response Team	Team Coordinator, Logistician, Public health, Food and Nutrition, Shelter, Environmental Health, Water supply, Protection and GIS specialists	First responders who will conduct rapid and continuous assessments on the ground, and identify gaps in coping strategies and keep the REOC informed.
Field Command Team	Located in affected areas and comprising of the Regional DRM Coordinator as chair, MoHSS, MoE, Rural Water Supply, NCRS, MSS, MGECW, MoD any other persons as the CRO in liaison with regional sector leads may decide.	Conducting search and rescue, emergency health care, triage, field disaster damage and needs assessments, provision of humanitarian assistance guided by assessment findings, register affected people, and compiling and submitting updates on situation to regional command team and communities.
Community Emergency Response Teams	Community based teams that act as first responders and comprising of the headmen, trained community emergency teams and volunteers	Provide initial response capacity at community levels and drafted into the Field Command teams to assist in provision of humanitarian assistance

5.11 Emergency response

Figure 6 below shows the step by step chronological procedures taken for all activities intended to save lives, protect property and environment under threats from hazards.

Rapid assessment should be conducted within the first 72 hours of receiving information on a disasters situation. It should identify the problems, their sources and consequences that assist to determine whether response strategies should mounted. Rapid assessments should be conducted as an inter-sectoral exercise involving a mix of specialists and generalists. **Annex 5** below shows a rapid field assessment form to guide the type of information that should be collected. A rapid field assessment should be followed by detailed and continuous assessments that provide more detailed information and updated information on disaster situation. In trying to understand critical needs, resources, and constraints for displaced population, disaster managers generally need both quantifying and qualifying information about the emergency situation.

Figure 7: Emergency Management Operations Matrix

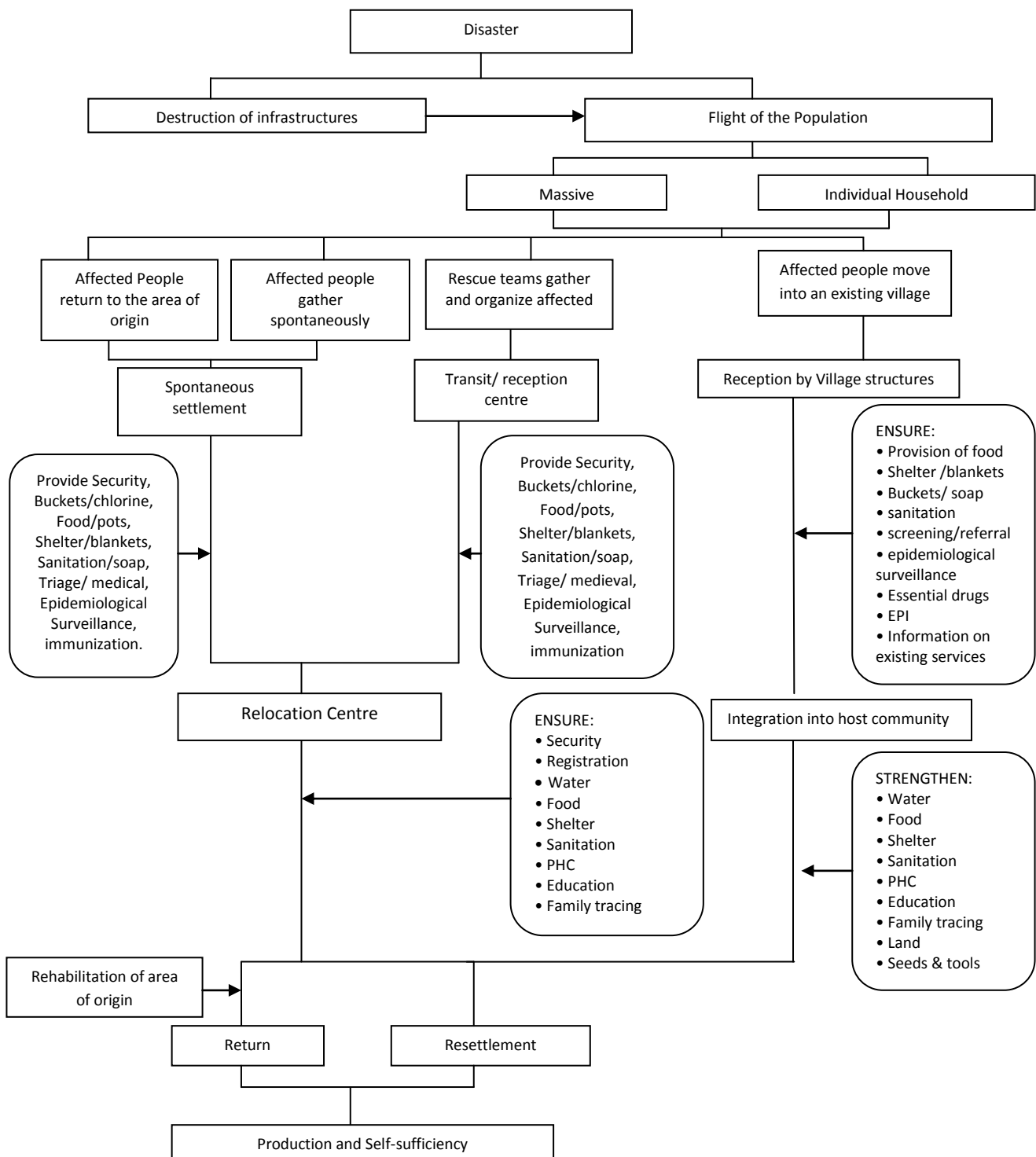
Actions	Responsible authority /sectors	Contact persons
Within 24 hours		
Notify the OPM on the imminent or actual emergency	Regional Council/Local Authority	CRO/CEO
Notify chairperson of NDRMC and Sector leads to initiate the appropriate response procedures for the specified emergency.	OPM	Director DDRM
Verify the emergency information	OPM and sector leads	Director DDRM
Activate the National Emergency Operations Centre (NEOC) ensuring staffing and maintenance requirement on a 24-hours response capacity at the NEOC.	NDRMC	Secretary to Cabinet
Activate the Regional Emergency Operations Centre (REOC) ensuring staffing and maintenance requirement on a 24-hours response capacity at the REOC	Regional Councils	CRO
Issues early warning information through public media and regional council structures for community action;	National and Regional EWPAA sector in liaison with CRO/CEO and specialists units	EWPAA Sector lead
Activate the Regional Emergency Response Teams	Regional Command Centre	CRO
Initiate and coordinate search and rescue and evacuation, first aid and emergency health services for those in need of medical services	Regional CLWHM-NFI-ES and Health and Nutrition Sectors	CRO
Provide security for evacuated properties and displaced persons.	Protection sector	Protection sector lead
Within 48 hours		
Mobilise and provide personnel, equipments, safety and security and materials to assist affected areas according to identified needs.	Central Command centre in liaison with NEOC and REOC	Chairperson of NDRMC
Schedule inter-sector and sectoral meetings to share information on the emergency situation	NEOC	Director DDRM
Deploy a inter-sectoral rapid needs assessment team. Refer to Annex 5 for Rapid Needs assessment template.	REOC	CRO/CEO
Deploy inter-sector rapid needs assessment mission to affected areas if regions have no capacity. Refer to Annex 5 for Rapid Needs assessment template.	NEOC	Director DDRM in liaison with CRO
Mobilize and support community emergency response teams	REOC	CRO/CEO
Deploy additional emergency response personnel if situation is escalating	NEOC and REOC	Director DDRM and CRO/CEO
Conduct regular media briefings and issue press releases.	Regional EWPAA in liaison with National EWPAA	
Provide emergency assistance to displaced people as shown in Figure 6 below	Regional CCCM sector in liaison with National CCCM	CRO/CEO
Actions	Responsible authority /sectors	Contact persons
Within 72 hours		
Undertake preliminary surveys and impact assessments of stricken areas. This includes arrangements for aerial surveys by employing military aircrafts, chartered aircrafts or seeking external assistance with the help of the NDRMC.	CLWHM-NFI-ES in liaison with all sectors	OPM
Establish mobile or static health services for the affected communities	Health and Nutrition Sector	Health and Nutrition Sector Lead
Scale up emergency response and provision of emergency assistance as demand increases	All sectors	CCCM sector lead
Register affected people (disaggregate by age, gender)	CWHM-NFI-ES Sector	CCCM Sector Lead
Register displaced in relocation centres (disaggregate by age, gender)	CCCM sector	CCCM sector lead
Regulate and oversee the movement of persons and goods to and from and within the disaster affected areas;	Protection sector	Chief Regional Officer
Present rapid assessment results to the NDRMC	NEOC	Director DDRM
Conduct regular media briefings and issue press releases.	National EWPAA sector in liaison with Regional EWPAA sector	REOC

	leads	
Provide emergency assistance to displaced people as shown in Figure 7 below	Regional CCCM sector in liaison with National CCCM	CRO
Develop an inter-sectoral plan of action	OPM DDRM in liaison with Sector leads	Director DDRM
During First Two Weeks		
Revise the response plans and confirm roles and responsibilities.	All sectors	Director DDRM and CRO
Continue to conduct needs assessments and review action plans at the national and regional levels.	Regional EOC, sectors with support from National EOC and sectors	REOC
Scale up further emergency response based on continuing needs assessments	Regional EOC, sectors with support from National EOC and sectors	REOC
Consolidate information on who is doing what where (3Ws), analyse gaps and flow of assistance.	Regional EOC, sectors with support from National EOC and sectors	REOC
Plan interventions for next three months.	Regional EOC, sectors with support from National EOC and sectors	REOC
Conduct regular media briefings and issue press releases.	National EWPAA sector in liaison with Regional EWPAA sector	REOC
Conduct detailed damage and loss assessments	Regional ID&H sector in liaison with National ID&H sector	REOC
Develop framework for early recovery	Regional ID&H sector in liaison with National ID&H sector	REOC
Update situation reports and submit to NDRMC	National EWPAA sector in liaison with Regional EWPAA sector	REOC
After 12 weeks or when emergency situation has improved		
Stand down of the disaster plan if emergency situation has improved	NDRMC in liaison with OPM-DDRM and sectors	NDRMC
Conduct lessons learned	OPM-DDRM	Director DDRM
Review EMOP	OPM-DDRM in liaison with sector leads	OPM-DDRM
Compile regional and national reports on the disaster situation for submission to the NDRMC and stakeholders.	OPM-DDRM/RDRMC in liaison with sector leads	OPM-DDRM
Conduct a financial analysis for emergency operations and include financial report in national and regional reports	OPM-DDRM/RDRMC in liaison with sector leads	
Develop recovery framework	OPM-DDRM/CRO/CEO in liaison with sector leads	OPM-DDRM/CRO/CEO

5.12 Internally displaced

People maybe obliged to flee or to leave their homes or places of habitual residence as a result of or in order to avoid the effects of natural or human induced hazards. Displacement maybe massive or individual households and displaced people may return to their areas of origin, gather spontaneously, may require assistance for organized relocation or may move in to settle with relatives and integrate into host population. In all cases, the emergency assistance should be extended to the displaced people including the hosting population. Efforts should be made to strengthen service deliveries in areas where the displaced have spontaneously relocated as shown in Figure 8 below.

Figure 8: Internally Displaced Populations, Flows, Occasions and Priorities for Assistance



Stand down of Disaster Risk Management Plan

The chairperson of the NDRMC may issue a notification cancellation to indicate that no further action is required either because the anticipated emergency/disaster did not occur or that the actual incident has been controlled. When a national state of emergency has been declared, the end of the emergency period should be announced through the recommended channels.

ANNEXES

Annex 1: Hazard Risks and Disaster Scenarios

Risk Level	Hazard	Disaster scenario
Level 0: Pre-disaster phase	All hazards	No emergency/disaster has occurred and no alert or warning has been issued. This is the pre-disaster which denotes normal times which are expected to be utilised for close monitoring, documentation, prevention, mitigation and preparatory activities. This is the planning stage where plans at all levels from community to the national level shall be put in place. Training on search and rescue, rehearsals, evaluation and inventory updating for response activities will be carried out during this time.
Level 1: Specifies disasters that can be managed at the regional level, however, the national level will remain in readiness to provide assistance if needed.	All hazards	An event announced as a regional or local disaster in terms of Sub-section 8.4.5.1.5 of Section 8.4.2.1 of the National Disaster Risk Management Policy (2009). An event announced as a local or regional disaster may at any time be reclassified by NDRMC if the magnitude and severity or potential magnitude and severity of the disaster is greater or lesser than the initial assessment.
Level 2: Specifies disaster situations that may require assistance and active participation of the by central government, and the mobilisation of resources at the national level.	Flood event	150,000-200,000 people are affected and 2,500-10,000 have been displaced. National and Regional level structures have capacity to deal with the situation without external assistance.
	Drought	Up to 6 regions have been affected and there are adequate national strategic food stocks and financial resources to import any food deficits within the SADC region and to provide incentives for farmers to de-stock. Water supplies are not so critical as to be life threatening and there is capacity for Government to provide water for livestock and for domestic use.
	Pandemics and epidemics:	H1N1; Cholera, Meningococcal Infection, Haemorrhagic fevers, Malaria have affected 2-3 regions and the national and regional levels have capacity to deal with the epidemics without external assistance.
	Pest infestations	Army worm, Quelia birds; locust infestation have occurred as secondary hazards following flood and droughts. The infestations can however be dealt with existing national and regional resources and the situations contained within a short time.
	Industrial accidents	An event involving hazardous or toxic substances, oil spills and environmental pollution has affected a built up area villages etc; or the coastline with potential to harm the local community but the national and regional levels have capacity to deal with the situation without external assistance.
	Veldt and Forest fires and domestic fires	Isolated fire outbreaks occur in three regions and the regional councils have capacity to control the fire outbreaks using their own resources and national level is on standby to provide additional resources. Domestic fire that affect 2,500 people
	Extreme weather conditions	Extreme winter conditions (sub-zero temperatures) or above-normal temperatures that result in livestock losses and minimal human deaths. Conditions are limited to at most 2 regions and there capacity to control and manage the situation at national and regional levels. .

	Environmental pollution	Sewage and industrial effluent, marine litter, petroleum spills and dumped radioactive substances or pollution of coastline by hazardous substance spills at sea causing isolated injury to marine and aquatic animals and the spread of chemicals to the environment leading to limited ecological damage along the coastline, beaches and natural environment. Pollution needs clean up and recovery that the regions and at national levels have capacity for.
Level 3: Large-scale disaster situation declared as state of national emergency according to the Namibian Constitution and in accordance with Sub-section 8.4.2.1.1 of Section 8.4.2.1 of the National Disaster Risk Management Policy (2009).	Drought	Drought situation so protracted (dry spells in two rainfall seasons) affecting both the country and the SADC regions in which all the 13 regions of the country are affected. The event results in total crop losses, widespread loss of livestock and pasturage, drinking water and food reserves are stretched way beyond the means of most rural communities. National strategic food reserves are low requiring importation of cereals from outside the SADC region,
	Floods	Flood disaster affects 8 regions of the country affecting 250,000 or more people and displacing between 30-50,000 people; damage to crop fields leading to reduced crop yields in turn causing food insecurity, rise in food prices and loss of income; damage to public infrastructure resulting in reduced access to essential services; significant livestock losses due to drowning, starvation and livestock diseases; damage to schools and disruption of learning for 200,000 learners; damage and loss of business for small and medium enterprises; damage to critical infrastructure (water and sewage treatment as well as primary water sources) with potential for diarrhoeal disease outbreaks
	Environmental hazards - Veldt and forest fire outbreaks, Environmental degradation, environmental pollution	<p>Widespread destruction of environment by wild fires in 9 regions of the country, leading to destruction of forest products, pasture and extensive air pollution.</p> <p>Sewage and industrial effluent, marine litter, petroleum spills and dumped radioactive substances or pollution of coastline by hazardous substance spills at sea causing injury to marine and aquatic animals and the spread of chemicals to the environment leading to ecological damage along the coastline, beaches and natural environment. Pollution needs extensive clean up and recovery that requires external expertise;</p> <p>Mining activities not well handled, leading to massive environmental costs in terms of land conversion and degradation, habitat alteration and water and air pollution. Mining and industrial activities have potential risk for chemical pollution of fresh surface water and underground water from mine dumps (breaching of mine dumps) or other industrial accidents leading to contamination of water and air pollution. Environmental pollution require engagement of specialist organizations that may not be available in the country.</p> <p>Transportation accidents include aircraft crashes, train derailments, overturned trucks and multiple multiple vehicle accidents in which 10 or more people are involved.</p>
	Livestock disease - Anthrax, LSD, Foot and Mouth Disease,	<p>The major impacts of livestock disease outbreaks in 6 regions with potential to spread to all the regions;</p> <p>High number loss of livestock</p> <p>Suspension of sale of livestock and livestock products in 6 regions;</p> <p>Massive vaccinations campaigns required</p>
	Human disease outbreaks	<p>H1N1 affecting 3 regions simultaneously with risk to spreading to all the 13 regions;</p> <p>Cholera outbreak affecting 6 regions with potential to spread to all the regions;</p> <p>Meningococcal Meningitis in 6 regions with potential to spread to all the regions;</p> <p>Haemorrhagic fever (Mayburg, Cong Cremean Fever, Ebola) reported in 3 regions of the country with potential to spread to all regions;</p> <p>Malaria outbreak affecting 6 regions.</p>

Annex 2: Generic Terms of Reference for Sector Leads

1. Ensure inclusion of key partners for the sector, respecting their respective mandates and programme priorities
2. Ensure appropriate coordination with all sector partners;
3. Secure commitments from sector partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the sectoral group, with clearly defined focal points for specific issues where necessary;
4. Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
5. Ensure effective links with other sectoral groups;
6. Represent the interests of the sectoral group in discussions with the NDRMC and other stakeholders on prioritization, resource mobilization and advocacy;
7. Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights); contribute to the development of appropriate strategies to address these issues; ensure gender-sensitive programming and promote gender equality; ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;
8. Ensure adequate contingency planning and preparedness for new emergencies;
9. Ensure predictable action within the sectoral group for the following:
 - a. Identification of gaps;
 - b. Developing/updating agreed response strategies and action plans for the sector and ensuring that these are adequately reflected in overall country strategies, such as the Common Humanitarian Action Plan (CHAP);
 - c. Drawing lessons learned from past activities and revising strategies accordingly;
 - d. Developing an exit, or transition, strategy for the sectoral group.
10. Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations.
11. Ensure adequate monitoring mechanisms are in place to review impact of the sectoral working group and progress against implementation plans;
12. Ensure adequate reporting and effective information sharing;
13. Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels.
14. Promote/support training of staff and capacity building of partners;
15. Sector leads are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the NDRMC in their resource mobilization efforts in this regard.

Annex 3: Directory of National Sector Leads and Co leads

Sector	Lead and Co- lead	Designation	Telephone	E-mail address	Physical address
1. EWPAAs	Sector Lead				
	Co-lead				
2. Education	Sector Lead				
	Co-lead				
3. FSL	Sector Lead				
	Co-lead				
4. Health and Nutrition	Sector Lead				
	Co-lead				
5. Protection	Sector Lead				
	Co-lead				
6. WASH	Sector Lead				
	Co-lead				
7. CCCM	Sector Lead				
	Co-lead				
8. Environmental and Technical Hazards	Sector Lead				
	Co-lead				
9. Infrastructure Development and Housing	Sector Lead				
	Co-lead				
10. Coordination Logistics and Warehouse Management, Non Food Items and Emergency Shelter	Sector Lead	Director Disaster Risk Management	+264 61 273 550	dem@opm.gov	
	Co-lead				

Annex 4: Incident Notification Format

For Regional Disaster Risk Management Committee

Report from

To: OPM - DDRM

Type of incident:

Constituency.....

Village.....

Date

Approximate time.....

The extent of damage

- Population of area affected
- Spread of incident (constituency/ villages
- Approximate number of the dead
- Approximate number injured
- Approximate number under threat
- Most vulnerable (elderly, under five years old, disabled) etc
- Property damaged (list)
- Infrastructure damaged (list)
- Access routes still open (list)

Relief (assistance) being rendered

- a. Adequacy / inadequacy of relief/assistance that has been rendered (list/describe)
- b. The following assistance Has to be rendered (list)
- c. External assistance that is required in the long term (list)

As a result of the hazard/incident (name) I (CRO) of (name of region) have determined that the incident is sufficient magnitude to warrant your assistance. Please make available the following

- a. finances (amounts) for (list)
- b. materials (list)
- c. human/expertise (list, describe why required/purpose)

Coordination required

Compiled by : Designation Signature Date

Contact details

Annex 5: Rapid Field Assessment Form

1. Type of Disaster	Flood	Veldt Fire,	Forest Fire,	Human Disease outbreak	Animal Disease Outbreak	Extreme weather condition	Environmental Pollution	Transportation Accident	Pest infestation	Any other specify
2. Geographic Area	Region			Constituency/ies				Approximate # of Inhabitants		
						
3. Villages/Settlements Assessed								Approximate # of Inhabitants		
.....										
4. Persons	# injured		# dead		# missing		Remarks			
5. Homes Affected	# Minor damage		# moderate damage		# destroyed					
6. # of Families (provide % if number is not possible)	Currently known displaced evacuated		Projected likely to be displaced evacuated		Remarks					
7. How are people sheltered? Tents/ Make shift shelter/ host families/ camps, other	Describe situation									
Describe damage										
8. Status of roads/best way to access affected area										

9. Condition/acce ss as applicable:	Describe access
Rail	
Bridges	
Water facilities	
Sewage systems	
Schools	
Health facilities	
Electricity	
Telephones	
Airport	
10. Concerns for Animal health, Hazardous material, Toxic spills, Oil spills, Mines dump breaches	Describe situation
Others specify	Describe situation

Annex 6: Definitions of principles and key terms

Capacity: A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal and collective attributes such as leadership and management.

Crisis: Crisis has four defining characteristics that are "specific, unexpected, and non-routine events or series of events that create high levels of uncertainty and threat or perceived threat to a society's or organization's high priority goals."

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

Disaster Prevention: Encompasses activities designed to provide permanent protection from disasters. It includes engineering and other physical protective measures, and also legislative measures controlling land use and urban planning. (U.N. 1992, 5)

Disaster affected people/population: All people whose life or health is threatened by disaster, whether displaced or in their home area.

Disaster Risk Management: The systematic management of administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards.

Disaster risk reduction: The systematic development and application of policies, strategies and practices to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) adverse impact of hazards, within the broad context of sustainable development.

Internally Displaced persons: Persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence as a result of or in order to avoid the effects of natural or human induced hazards and who have not crossed an internationally recognized state border.

Disaster Response: A sum of decisions and actions taken during and after disaster, including immediate relief, rehabilitation, and reconstruction. (U.N. 1992, 3)

Early Warning System: The set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organisations threatened by a hazard to prepare and act appropriately and within sufficient time to reduce the possibility of harm or loss.

Emergency: "Any event requiring increased coordination or response beyond the routine in order to save lives, protect property, protect the public health and safety, or lessen or avert the threat of a disaster." (Michigan EMD 1998, 6)

Emergency Management: The entire process of planning and intervention for rescue and relief to reduce impact of emergencies as well as the response and recovery measures, to mitigate the significant social, economic and environmental consequences to communities and ultimately to the country, usually through an emergency operation center, EOC. (Disaster and Emergency Reference Center 1998)

Emergency Management Operations Procedure (EMOP): An all-hazards document that specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

Forecast: Definite statement or statistical estimate of the likely occurrence of a future event or conditions for a specific area.

Hazard: A potentially damaging physical event, phenomenon or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation;

Hazard Mapping: Hazard mapping is the process of identifying and displaying the spatial variation of hazard events or physical conditions (e.g. potential ground shaking, steep slopes, flood plains, hazardous materials sites, climate zones, etc

Hydro meteorological hazard: Process or phenomenon of atmospheric, hydrological or oceanographic nature that include tropical cyclones (also known as typhoons and hurricanes), thunderstorms, hailstorms, tornados, blizzards, heavy snowfall, avalanches, coastal storm surges, river floods including flash floods, droughts, heat waves and cold spells. Hydro meteorological conditions also can be a factor in other hazards such as landslides, wildfires, locust plagues and epidemics, and in the transport and dispersal of toxic substances and volcanic eruption material.

Land-use planning: The process undertaken by public authorities to identify, evaluate and decide on different options for the use of land, including consideration of long-term economic, social and environmental objectives and the implications for different communities and interest groups, and the subsequent formulation and promulgation of plans that describe the permitted or acceptable uses.

Livelihoods: Consist of the capabilities, assets and activities required for a means of living. Livelihood assets can comprise human capital, natural capital (including access to land), social networks and support, physical capital and equipment and financial capital.

Mitigation: Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.

Preparedness: Establishing and delineating authorities and responsibilities for emergency actions and making provisions for having the people, equipment, and facilities in place to respond when the need arises. Preparedness involves planning, training, exercising, procuring and maintaining equipment, and designating facilities for shelters and other emergency purposes. (Michigan DEM, 1998, 7)

Prevention: Is an on-going activity meant to reduce the risk of health, life, property and the environment from hazards. It is a planning approach that anticipates likely risk factors and the vulnerability of the population that contributes to reduction of future possible impact of disasters.

Recovery: The restoration and improvement, where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors. The recovery task of rehabilitation and reconstruction begins soon after the emergency phase has ended, and should be based on pre-existing strategies and policies that facilitate clear institutional responsibilities for recovery action and enable public participation. Recovery programmes, coupled with the heightened public awareness and engagement after a disaster, afford a valuable opportunity to develop and implement disaster risk reduction measures and to apply the “build back better” principle.

Resilience: The capacity of a system, community or society to resist or to change in order that it may obtain an acceptable level in function and structure. This is determined by the degree to which the social system is capable of organizing itself, and the ability to increase its capacity for learning and adaptation, including the capacity to recovery from a disaster.

Response: The provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called “disaster relief”. The division between this response stage and the subsequent recovery stage is not clear-cut. Some response actions, such as supplying temporary housing and water supplies, may extend well into the recovery stage.

Risk: The probability of harmful consequences, or expected loss (of lives, people injured, property, livelihoods, economic activity disrupted or environment damaged) resulting from interaction between natural or human-induced hazards and vulnerable/capable conditions.

Risk assessment: A process to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability /capacity that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend.

Risk management: The systematic management of administrative decisions, organization, operational skills and responsibilities to apply policies, strategies and practices for disaster risk reduction.

Vulnerability: defined as the extent to which a community, structure, service, or geographic area is likely to be damaged or disrupted by the impact of particular hazard, on account of their nature, construction and proximity to hazardous terrain or a disaster prone area.

Vulnerability Analysis: The process of estimating the degree of exposure to potential hazards that particular populations and communities will have to endure, relative to the potential negative effects that such levels of exposure will cause.