REPUBLIC OF RWANDA



MINISTRY IN CHARGE OF EMERGENCY MANAGEMENT
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NATIONAL GUIDELINES FOR DISASTER EMERGENCY RESPONSE AND RECOVERY

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LIST OF ACRONYMS

BBB	Building Back Better
DCS	Disaster Communication System
DIDIMAC	District Disaster Management Committees
ENA:	Early Need Assessment
HC:	Health Center
HP:	Health Post
MINEMA:	Ministry in charge of Emergency Management
MINAGRI:	Ministry of Agriculture and Animal Resources
MINALOC:	Ministry of Local Government
MINECOFIN:	Ministry of Finance and Economic Planning
MINEDUC:	Ministry of Education
MININFRA:	Ministry of Infrastructure
MoD:	Ministry of Defense
MoE:	Ministry of Environment
MoH:	Ministry of Health
MoU:	Memorandum of Understanding
NADIMAC	National Disaster Management Committee
NADIMATEC:	National Disaster Management Technical Committee
NDMP:	National Disaster Management Policy
NDRMP	National Disaster Risk Management Plan
NGO	Non-Governmental Organizations
NPDM:	National Platform for Disaster Management
NFIs	Non-Food Items
PDNA	Post Disaster Needs Assessment
PSF:	Private Sector Federation
RAB:	Rwanda Agriculture Board
RBC:	Rwanda Biomedical Center
RDF:	Rwanda Defence Forces
REG:	Rwanda Energy Group
REMA:	Rwanda Environment Management Authority
RHA:	Rwanda Housing Authority
RNP:	Rwanda National Police
RWFA:	Rwanda Water and Forest Authority
RRC:	Rwanda Red Cross
RSB:	Rwanda Standard Board
RTDA:	Rwanda Transport Development Agency
SAR:	Search and Recue
SEDIMAC	Sector Disaster Management Committee
UNDRR	United Nations Office for Disaster Risk Reduction
UNOCHA:	United Nations Office for Coordination of Humanitarian Affairs
WASAC:	Water and Sanitation Corporation
WASH:	Water Sanitation and Hygiene
WMO:	World Meteorological Organization

INTRODUCTION

Rwanda, like many other countries in the world, faces increasing levels of disaster risks and is exposed to a wide range of weather, geological and man-made hazards including floods, landslides, severe storms, drought, fires, lightning and thunderstorms, earthquakes, volcanic eruptions that can trigger widespread of other related risks and devastations. Rwanda is also prone to human epidemics, animal and plant diseases that require preparedness and intervention mechanisms. Similarly, our shared borders with four neighbor countries present both natural and human-induced cross-boundary risks, as well as humanitarian assistance obligations in times of emergency.

All the Disasters that Rwanda is prone to, have affected human, environment, properties, and infrastructures in different occasions and during response and recovery processes the same challenges and gaps have been recorded and all converged to necessity to improve coordination mechanisms by determining clearly all functions of disaster response and recovery and related roles and responsibilities.

Thus, the Ministry in charge of Emergency Management (MINEMA) has proposed a new tool that should guide strategic decision making and technical interventions to perform effective disaster response and recovery.

The disaster emergency response and recovery guidelines will allow MINEMA and stakeholders to improve coordination, partnership and to achieve better the objective of effectively provide assistance to disaster victims with a view to avoid duplications and overlaps and to ensure that no one is left behind.

KEY DEFINITIONS

Hazard: A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

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

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

Response: The provisions 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.

Coping capacity: The ability of people, organizations and systems, to use available skills and resources, to face and manage adverse conditions, emergencies or disasters.

Building codes: A set of ordinances or regulations and associated standards intended to control aspects of the design, construction, materials, alteration and occupancy of structures that are necessary to ensure human safety and welfare, including resistance to collapse and damage.

Emergency management: The organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.

Recovery: Returning the community to normal life. eg: Short and Long term measures to return in normal life of the affected population or to get a sustainable recovery measures, (Reconstruction and rehabilitation of the destroyed infrastructure and a sets).

Rehabilitation: actions taken in the aftermath of a disaster to enable basic services to resume functioning assist victims' self-help efforts to repair dwellings and community facilities, and to facilitate the revival of economic activities (including agriculture).

Reconstruction: permanent construction or replacement of severely damaged physical structures, the full restoration of all services and local infrastructure, and the revitalization of the economy (including agriculture).

Building Back Better: signifies an ideal reconstruction and recovery process that delivers resilient, sustainable, and efficient recovery solutions to disaster-affected communities.

I. CATEGORIZATION OF DISASTERS LEVELS

I.1. Introduction

Disaster categorization provides a structured approach to managing emergencies by defining the severity of the impact and the necessary response levels. It enhances clarity around resource allocation, improves coordination, informs public safety measures, ensures legal and administrative readiness, supports impact assessment and evaluation, and facilitates cooperation, collaboration and coordination at community, regional, national and international levels. This systematic approach is crucial for effective response and recovery.

In essence, the categorization of disasters serves as a foundation for activating a range of legal and administrative processes designed to manage and mitigate the impact of disasterevents. It ensures that the severity of the disaster is matched with an appropriate level of response and resources, while also providing a framework for accountability and future preparedness.

The rationale behind categorizing disasters is to provide a structured approach for managing and responding to emergencies based on their severity, impact, and required resources. In summary, disaster categorization is a critical tool for ensuring a well-organized, effective, and scalable response to emergencies, ultimately saving lives and reducing damage.

I.2. Categorization of Disaster Impact

I.2.1. Description of hazards

According to the Law N°41/2015 of 29/08/2015, relating to disaster management, disasters considered under this guideline are those caused by following hazards:

Floods
Landslides
Strong winds
Thunderstorms
Hailstorms
Drought
Earthquake
Volcanic eruption
Fires and Explosions
Other hazards[1] categories are managed under different framework

[1] Epidemics, Chemical, Biological, Radiological.

I.2.2. Categorization of disaster levels

While disaster categorization can be done by type, magnitude and others, the one concerned by these guidelines refer exclusively to the impact. Basing on the 2016 Law relating to disaster management, the categorization of disaster impact is provided in four levels as follows:

a. Level I:

A level one disaster is the one that occurs in one given Administrative Sector and for which community and local capacity can handle and overcome the impact with few potential support from the District level. Following are criteria for disaster impact to be categorized at Level 1:

Characteristics:

A disaster incident shall be categorized as a Level 1 impact if one or more of the following situation is recorded:

- Direct impact to 1-50 households: destruction of properties and productive assets, evacuation and displacement,
- Evacuation: 1-100 households
- Indirect Impact: Access to basic services (Health, Education, transport, WASH), environment effects
    a. 1-10% % of the Sector population:
- Deaths: 1-4 people. Burial can be done at community level
- Injuries: 1-20. Treatment can be done at Sector Health Center(s) and health posts with few potential referrals at District hospital(s) and beyond
- Impact on community infrastructure:
    a. Community ECD,
    b. Small access roads or ways connecting villages and cells,
    c. Health posts,
    d. Community water fountains,
    e. Community markets,
    f. Village and Cells level offices
- Required budget to overcome the direct impact triggered by one qualifying incident not exceeding 5 million Frw.

Information sharing and Communication for a Level I disaster category is done by the Sector Disaster Management Committee under direct Supervision of the District Disaster Management Committee.

b. Level II:

A disaster which occurs in more than 1 administrative sector of same Districts and for which the District and capacity available with the District partners can handle and overcome the impact with few potential support from the National Level. Following are criteria for disaster impact to be categorized at Level 2

Characteristics:

A disaster incident shall be categorized as a Level 2 impact if one or more of the following situation is recorded:

- Direct impact: destruction of properties and productive assets, evacuation and displacement;
    a. 50-200 households
    b. Evacuation: 100-1000 households;
- Indirect Impact: Access to basic services (Health, Education, transport, WASH), environment effects
    a. 10-40% of the total Sector population;
    b. 5-10% of the District population:
- Deaths: 5-20 people. Burial can be supported by the District and its partners
- Injuries: 20-100. Treatment can be done at the District Hospital (s), Health Centers and private clinics
- Impact on District level infrastructure:
    a. Non boarding Schools,
    b. District roads class 1,
    c. Any road connecting essential facilities as well as Sectors within the District,
    d. Health Centers,
    e. Any infrastructure managed by the district: WASH and energy facilities, Sector and District offices)
- Required budget to overcome the direct impact (emergency response and initial rehabilitation) for each incident meeting one or several thresholds mentioned above not exceeding 200 million Frw

Information sharing and Communication for a Level II disaster category is done by the District Disaster Management Committee under direct Supervision of the National Disaster Management Committee.

c. Level III:

A disaster which occurs in one district or several for which the capacities at National Institutions and Partners at National Level are required to handle and overcome the impact with few potential support from outside. Following are criteria for disaster impact to be categorized at Level 3.

- Direct impact: destruction of properties and productive assets
    a. 200-10,000 households;
    b. Evacuation: 1000-100,000 households;
- Indirect Impact: Access to basic services (Health, Education, transport, WASH), environmental effects
    a. 40-80% of the Sector population;
    b. 10-50% of the total District population;
    c. 3-20% of the Rwanda total population

Deaths: 20-1000 people. Burial can be managed and supported by national institutions

- Injuries: 100-5000: Treatment can be done at the District, Provincial and Referral Hospitals as well as private clinics and polyclinics;
- Impact on National Level infrastructure:
    a. Schools,
    b. District roads class 2 and National roads,
    c. Any road connecting Districts (National roads and District roads class 1),
    d. Hospitals,
    e. Any infrastructure managed a CoK and National level (WASH facilities, energy, offices),
- Required budget to overcome the direct impact (emergency response and initial rehabilitation) for each incident meeting one or several thresholds mentioned above not exceeding 10 billion Frw.

Information sharing and Communication for a Level III disaster category is done by the National Disaster Management Committee under direct Supervision of the Office of the Prime Minister.

d. Level IV:

A disaster which impact is beyond the highlighted Country's means. This category involves catastrophic incidents with national or international impact.

Information sharing and Communication for a Level IV disaster category is done by the National Disaster Management Committee under direct Supervision of the Office of the Prime Minister.

Note: For all the 4 categories, Public facilities such as hotels, restaurants, churches, stadiums, markets etc are considered using the number of people affected and required interventions including dealing with insurances.

II. EMERGENCY RESPONSE

Emergency Response Guidelines are essential for effectively managing and mitigating the impacts of emergencies, whether they be natural disasters, accidents, or other crises. These guidelines ensure a structured and efficient approach to safeguard people, property, and the environment.

Disaster emergency response is an important phase of the post disaster management phases as it aims to save lives from threats caused by hazard combined to unmitigated risks, vulnerability and exposure.

Disaster response is the sum of efforts and actions of all interveners including affected communities to minimize the effects of the disaster. These actions commence with the warning of an oncoming threatening event or with the event itself if it occurs without warning. These efforts and actions can only be effective and efficient through mutual understanding based on good communication and agreed collaboration between MINEMA and stakeholders.

2.1.Aim of emergency response

The aim of emergency response is to provide immediate assistance that will address broad consequences of a disaster occurrence. It is about prioritizing actions to maintain life, improve health, and to support the morale of the affected population. Such assistance may range from providing support/aid, such as assisting affected people with transportation, temporary shelter, food, Non Food Items (bed items, kitchen set, sanitary and hygienic items and other special needs) and funeral assistance. It also may involve initial repairs to damaged infrastructure.

The focus in the response phase is on meeting the basic needs of the people until more permanent and sustainable solutions can be found. During a disaster, humanitarian agencies are often called upon to deal with immediate response and recovery. To be able to respond effectively, these agencies must have experienced leaders, trained personnel, adequate transportation and logistic support, appropriate communications, and guidelines for working in emergencies. If the necessary preparations have not been made, the humanitarian agencies will not be able to meet the immediate needs of the people.

The overall aims of Emergency response are:

To ensure the survival of the maximum possible number of victims, keeping them in the best possible health in the circumstances.

To re-establish self-sufficiency and essential services as quickly as possible for all population groups, with special attention to those whose needs are greatest: The most vulnerable and underprivileged.

To repair or replace damaged infrastructure and regenerate viable economic activities

2.1.1. Warning

a. Description

Warning refers to information concerning the nature of the danger and imminent disaster threats. It indicates a hazardous situation which, if not avoided, could result in death or serious injury. Warnings must be rapidly disseminated to government officials, institutions and the population at large in the areas at immediate risk so that appropriate actions may be taken, namely, either to evacuate or secure property and prevent further damage.

The primary goal of these services is to reduce loss of life, mitigate damage, and help individuals and communities prepare for and respond to disasters more effectively. Disaster warning services are an essential part of Early Warning Systems (EWS)**,** which help communities take protective actions before a disaster strikes.

The warning could be disseminated via radio, television, the written press and telephone system.

b. Roles and Responsibilities and Institution

LEVEL 1 & 2				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Once signs of an imminent threat areidentified and or confirmed	Provide accurate weather information	Meteo Rwanda	-Real time sharing of whether updates through media, DCS,	-DIDIMAC/SEDIMAC to receive accurate warning forecasting from RMA -To receive warning messages from Government
	Provide updates on rivers' levels	RWB		DIDIMAC/SEDIMAC: - To alert concerned population -Evacuate families near rivers -Monitoring the level of water and inform decision makers
	Collect data and	DIDIMAC, SEDIMAC	-Conduct physical assessment	**DIDIMAC/SEDIMAC:**

	information on imminent risk			-To identify assessment team considering sector to be affected -To conduct risk assessment -Report on the findings to relevant authorities - To regularly update data and report regularly
	Risk communication, disseminate warning information	DIDIMAC and SEDIMACs	-Communicate to cell and villages leaders and communities	DIDIMAC/ SEDIMAC -To disseminate them to the concerned local communities - To make sure all local population received the message
LEVEL 3				
WHEN	**ROLES**	**LEVEL 3**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Once signs of an imminent threat are identified and or confirmed	Provide accurate weather information	Meteo Rwanda	-Real time sharing of whether updates through media, DCS,	MINEMA and line ministries: -To receive accurate warning forecasting from RMA -To prepare warning messages and disseminate to concerned institutions and general public
	Provide updates on rivers' levels	RWB		Rwanda Water Board -To alert concerned population, -MINEMA and MINALOC work closely and give guidance to district for evacuation -MoE and RWB to provide regular updates on water levels for decision making, -Make sure all concerned local people are timely updated,
	Collect data and information on imminent risk	**MINEMA,** NADIMATEC NPDM	-Conduct physical assessment, officially share report, organize meetings and workshops	MINEMA/NADIMAC -To identify assessment team considering sector to be affected -To work closely with Districts -To conduct risk assessment -Report on the findings to relevant authorities -To organize meetings and workshop to share findings - To regularly update data and report regularly to relevant authorities

	Disseminate warning information	**MINEMA**, MINALOC, DIDIMAC	-Communicate to District and sector leaders and to general public	-MINEMA with other institutions disseminate warning messages for decision making, - Make sure all local population received the message
LEVEL 4				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Once signs of an imminent threat are identified and or confirmed	Provide accurate weather information	WMO Meteo Rwanda	-Real time sharing of whether updates through media, DCS,	MINEMA and line ministries: -To receive accurate warning forecasting from RMA -To prepare warning messages and disseminate to concerned institutions and general public
	Provide updates on rivers' levels	RWB		Rwanda Water Board -To alert concerned population, -MINEMA and MINALOC work closely and give guidance to district for evacuation -MoE and RWB to provide regular updates on water levels for decision making, -Make sure all concerned local people are timely updated,
	Collect data and information on imminent risk	**MINEMA,** NADIMATEC NPDM	-Conduct physical assessment, officially share report, organize meetings and workshops	MINEMA/NADIMAC -To identify assessment team considering sector to be affected -To work closely with Districts -To conduct risk assessment -Report on the findings to relevant authorities -To organize meetings and workshop to share findings - To regularly update data and report regularly to relevant authorities
	Risk communication, disseminate warning information	**MINEMA**, MINALOC, DIDIMAC	-Communicate to District, sector leaders and to general public	-MINEMA with other institutions disseminate warning messages for decision making, - Make sure all local population received the message

2.1.2. Response Planning

a. Description

As indicated above, contingency plans are developed in normal circumstances by considering the factors of risk: hazard, vulnerability, exposure and the capacity to cope. When there is signs and information on an imminent risk to materialize, referring to the contingency plan, new information like the magnitude of the hazard, potential number of people to be affected, localization of the threat, available resources, it is necessary to quickly develop a response plan that determine how the intervention will be conducted.

b. Roles and Responsibilities and Institution

WHEN	ROLES	RESPONSIBLE	KEY ACTIONS	GUIDELINES/ PROCEDURE
LEVEL 1&2				
Once signs of an imminent threat are identified and or confirmed	Prepare hazard specific contingency plan	DIDIMAC SEDIMAC	-Harmonize risk status, set response planning assumption, -Assign roles and responsibilities. -Identify resource gaps	-Review and update the contingency plan, -To equip strategic stores or work with DJAF, -To put in place responders team/ volunteers - To train of first responders team and volunteers -To assign/adjust roles and responsibilities -Inventory and map available resources - Budgeting for the response -To coordinate response planning session -To disseminate the response plan to the concerned stakeholders for interventions -To identify resources gap and mobilize resources,
	Prepare imminent risk response plan, Test and update capabilities	DIDIMAC SEDIMAC	-Adjust roles and responsibilities -Inventory and map resources -Conduct community awareness, workshop with local and opinion leaders,	-To develop response plan for imminent risk, -To assign/adjust roles and responsibilities -Conduct community awareness,

			-Meeting to discuss resilience measures	
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
LEVEL 3				
Once signs of an imminent threat are identified and or confirmed	Prepare hazard specific contingency plan	MINEMA NADIMAC NPDM	-Harmonize risk status, set response planning assumption, assign roles and responsibilities	-Coordinate the reactivation of contingency and preparedness plans -Identification of potential emergency scenarios and assess their likelihood and impact. -Develop specific response plans for different types of emergencies, outlining action for staff and emergency teams. -Regularly conduct emergency drills to prepare personnel for potential crises and update them on protocols -Adjust roles and responsibilities -Assign roles and responsibilities -Inventory and map available resources -Disseminate the response plan to the concerned stakeholders for interventions -Budgeting for response, -Equip strategic stores or work with line ministries and partners -To put in place responders team/ volunteers - To train of first responders team and volunteers
	Prepare imminent risk response plan, Test and update capabilities	MINEMA NPDM NADIMAC	-Adjust roles and responsibilities -Inventory and map resources, Organize simulation exercises	MINEMA with NPDM To review and update response plan for imminent risk, -To assign/adjust roles and responsibilities -Conduct community awareness, -Coordinate response planning session, -Ensure availability of emergency kits, first aid supplies, fire extinguishers and other necessary resources.

				-Train emergency response teams responsible for specific duties such as evacuation, medical aid, and communication. -Regularly run simulations of potential risk scenarios to test the system's effectiveness and response time.
WHEN	**ROLES**		**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
LEVEL 4				
Once signs of an imminent threat are identified and or confirmed	Prepare hazard specific contingency plan	MINEMA UNDRR NPDM	-Harmonize risk status, set response planning assumption, assign roles and responsibilities	-Coordinate the reactivation of contingency and preparedness plans -Inventory and map available resources -Budgeting for response,
	Prepare imminent risk response plan, Test and update capabilities	MINEMA NADIMAC NPDM	-Adjust roles and responsibilities -Inventory and map resources, Organize simulation exercises	To review and update response plan for imminent risk, -To assign/adjust roles and responsibilities -Conduct community awareness, -Coordinate response planning session, -Regularly run simulations of potential risk scenarios to test the system's effectiveness and response time.

2.1.3. Search, Rescue and Evacuation

a. Description

Search and Rescue (SAR) is a critical component of emergency response aimed at locating, assisting, and rescuing individuals affected by large-scale disasters such as earthquakes, floods, hurricanes, landslides, and man-made disasters like building collapses or industrial accidents.

Search and rescue (SAR) is the process of identifying the location of disaster victims that may be trapped or isolated and bringing them to safety and medical attention. In the aftermath of storms and floods, SAR usually includes locating stranded flood victims, who may be threatened by rising water, and either bringing them to safety or providing them with food and first aid until they can be evacuated or returned to their homes. In the aftermath of earthquakes, SAR normally focuses on locating people who are trapped and/ or injured in collapsed buildings.

Evacuation involves the relocation of a population from zones at risk of an imminent disaster to a safer location. The primary concern is the protection of life of the community and immediate treatment of those who may be injured. The evacuation process includes:

Phases of evacuation operations includes:

Assign trained personnel (floor wardens) to guide and assist others during evacuations, ensuring orderly movement to safety.

Plan for individuals requiring additional help (e.g., people with disabilities, the elderly, children) and assign specific personnel to assist them.

b. Roles and Responsibilities

WHEN	ROLES	LEVEL 1 & 2	KEY ACTIONS	GUIDELINES/ PROCEDURE
LEVEL 1 & 2				
-Once imminent risk confirmed and people at risk identified -When people are reported missing	Ensure evacuation of people under imminent risk, and those affected by various disasters	RNP (Lead) DIDIMAC SEDIMAC RDF DASSO Community	-Identify and communicate imminent risk -Identify evacuation sites, -Move vulnerable people to safer areas -Ensure safety of evacuated people -Search and rescue the trapped, missing, injured people	-Situation Awareness and Initial Assessment -To avail safer zone for evacuation - To organize search and rescue team - To avail search and rescue equipment - To organize and coordinate search and rescue operations - Reporting
LEVEL 3				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
-Once imminent risk confirmed and people at risk identified -When people are reported missing	Ensure evacuation of people under imminent risk, and those affected by various disasters	RNP (Lead) RDF NADIMAC MINALOC MINEMA MoH RED CROSS	-Identifyandcommunicate imminent risk -Identify evacuation sites, -Move vulnerable people to safer areas -Ensure safety of evacuated people -Search and rescue the trapped, missing, injured people	- To avail safer zone for evacuation - To organize search and rescue team - To avail search and rescue equipment -To organize and coordinate search and rescue operations -Mark these routes clearly and ensure they remain unobstructed. -Extrication, medical aid and evacuation.

				-Predefine safe and accessible evacuation routes for different types of emergencies. - Reporting
Within 24 hours after disaster incident	Establish and manage emergency evacuation sites	MINEMA (Lead) MINALOC, RNP, RDF, RRC	Identify evacuation site Establish the evacuation site and required needs including facilities, personnel and relief items Evacuation of affected people	Identify available government land or land that can be expropriate close to affected communities Design the evacuation site Construction of evacuation site facilities The National Command post to run the evacuation site Call and task government partners in response interventions
LEVEL 4				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
-Once imminent risk confirmed and people at risk identified -When people are reported missing	Ensure evacuation of people under imminent risk, and those affected by various disasters	RNP (Lead) RDF NADIMAC MINALOC MINEMA MoH UNOCHA	-Identify and communicate imminent risk -Identify evacuation sites, -Move vulnerable people to safer areas -Ensure safety of evacuated people -Search and rescue the trapped, missing, injured people	-To avail safer zone for evacuation -To organize search and rescue team -To avail search and rescue equipment -To organize and coordinate search and rescue operations -Quick searches to find survivors in easily accessible areas, systematic search, Medical triage, providing urgent care and determining who need evacuation. -Designate safe assembly points outside the danger area where evacuees can gather for headcounts and further instructions. -Reporting
Within 24 hours after disaster incident	Establish and manage emergency	MINEMA (Lead) MINALOC, RNP, RDF, RRC	Identify evacuation site Establish the evacuation site and required needs including facilities, personnel and relief items	Identify available government land or land that can be expropriate close to affected communities Design the evacuation site Construction of evacuation site facilities

	evacuation sites		Evacuation of affected people	The National Command post to run the evacuation site Call and task government partners in response interventions

2.1.4. Emergency Relief

a. Description

When a disaster has occurred response and relief have to take place immediately; there can be no delays. It is therefore important to have contingency plans in place.

Relief is the provision on a humanitarian basis of material aid and emergency assistance (i.e. medical care) necessary to save and preserve human lives. It also enables families to meet their basic needs for medical and health care, shelter, sanitary and hygiene, clothing, water, food (including the means to prepare food), bed related items, psychosocial support and other special needs. Relief supplies or services are typically provided, free of charge, in the days and weeks immediately following a sudden disaster.

b. Roles and Responsibilities

LEVEL 1 & 2				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Within 24 hours after disaster incident	Conduct damage and need assessment	DIDIMAC (Lead: District Mayor for Level 2) SEDIMAC (Lead: Sector Executive Secretary for Level 1) Community Volunteers	-Identify damages and losses -Collect and share information and data on damages and losses, affected people, affected basic infrastructure -Assess priority needs -Assess other needs -Determinemostvulnerable among affected -Quantify needs by items	-To put in place an assessment team, -To conduct rapid need assessment, -To determine priority needs for affected families and communities (including special categories) -To identify eligible households to be assisted ; -Approve the list of beneficiaries, -Submit assessment report for decision making
	Ensure damage control and initial	DIDIMAC SEDIMAC JDAF Communities	-Assess, assign risk rates and determine structure resilience -Decide on business continuity and evacuation plan	-To put signs in place for alerting people, -To set safe site for evacuation, -To arrange business continuity (schools, transport, other services)

	rehabilitation		-Undertake initial rehabilitation to limit and stop damages	-Evacuation of people and movable properties, -Put in place security control mechanism, To work closely with DJAF, -To organize community work for debris removal, and initial rehabilitation, - To prepare and submit reports
Within 72 hours	Provision of emergency medical care and psycho social support	DIDIMAC SEDIMAC Hospitals HC, HP Volunteers	-Provide first aid support -Transfer to health facility for better care	-To put in place responder's teams, -To equip first responder's teams, -Triage and transfer to the health post or health center, District Hospital and Referral Hospital - To provide first aid Medical care and psycho-social cares, - To ensure Dead bodies are buried - To provide funeral support to affected households, -To monitor and follow up the progress of the affected persons -To prepare and submit the report,
	Provision of NFIs	DIDIMAC SEDIMAC JADF	-Organize logistics -Convey the assistance to the nearest place of affected beneficiaries - Ensure distribution	-To avail identified NFIs -To organize and coordinate distribution, -To use approved lists of beneficiaries and appropriate formats, -To consider special categories needs, - Provision of NFIs timely and at nearest place, -Prepare and submit report after the distribution -Prepare and submit request (with identified needs for eligible beneficiaries and their list) for needs beyond their capacities,
	Provision of food items			-To avail food with nutritional base elements for assistance -To prepare distribution site, -To communicate to the affected people the activity -To organize and coordinate Distribution -To Distribute food items to the affected families based on family size,

				-To Consider special categories needs (children under 5 years, pregnant women, …) -To Submission of the activity report with list of assisted beneficiaries -To Prepare and submit request (with identified needs for eligible beneficiaries and their list) for needs beyond their capacities,
	Provision with Emergency shelter		-Provide emergency provisional shelter for affected people in need	- To prepare site for emergency shelter with all requirements (latrine, water and sanitation) **Note:** Affected families can be hosted in public buildings like schools, administrative buildings and churches or use of sheeting and tents -To host families in need and considering special categories needs -To organize security for the site and families hosted -To organize site coordination -To regular update on the site situation
	Provision of WASH services	DIDIMAC/ SEDIMAC DJAF	Provide WASH services and prevent epidemic risks	-To install latrines considering gender and special categories -Provision of clean water -Provision of WASH related items (soaps, water tanks, jerrycan, broom, ...) - Organize water and waste management, -Organize fumigation services in affected areas and at the site, - Put in place the team in charge of hygiene, -Awareness programs - Regular update on epidemics
LEVEL 3				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Within 24 hours after disaster incident	Conduct damage and need assessment	MINEMA through the National Emergency	-Identify damages and losses -Collect and share information and data on damages and losses, affected people, affected basic infrastructure	-To prepare and disseminate assessment formats to concerned institutions and districts - To organize assessment teams - Coordinate rapid need assessments

		Command Center) (Lead) MINALOC and affected Sectors DIDIMAC RRC	-Assess priority needs -Assess other needs -Determine most vulnerable among affected -Quantify needs by items	- To conduct joint assessment with concerned line ministries and other partners to determine damages and losses, -To determine priority needs for affected families and communities including special categories - To identify eligible households to be assisted -Analyze different assessment repots
	Ensure damage control and initial rehabilitatio n	National Emergency Command Center and NPDM	-Assess, assign risk rates and determine structure resilience -Decide on business continuity and evacuation plan -Undertake initial rehabilitation to limit and stop damages	-MINEMA and line ministries to request District to isolate danger zones; -To organize stakeholders meeting for prioritization of needs and take actions, -To prepare and implement evacuation plan, -To arrange business continuity (schools, transport and other services) -Coordinate and monitor initial rehabilitation activities
Within 72 hours	Provision of emergency medical care and psycho social support	MoH/RBC (Lead) SAMU RRC Volunteers	-Provide first aid support -Transfer to health facility for better care	-Deploy medical teams to provide first aid, treat injuries, and manage disease outbreaks. -Set up temporary clinics or medical camps, ensuring access to essential medications, vaccines, and mental health services. -Address the psychological and emotional needs of disaster survivors by offering counseling, trauma support, and activities that promote mental well-being. -To reactivate responder's team -To equip fist responder's team -To ensure the triage and transfer were well done, - To ensure the first aid , medical and psycho-social cares are well provided, -To ensure Dead bodies are buried - To provide funeral support to affected households - To monitor and follow up the progress of the affected persons,

	Provision of NFIs	MINEMA (Lead) DIDIMAC NPDM	-Organize logistics -Convey the assistance to the nearest placeof affected beneficiaries - Ensure distribution	-MINEMA to analyze and approval/disapproval the requested NFIs from District -MINEMA and NPDM to avail requested food, - To organize transport of NFIs, - To avail forms to be used for distribution -To organize and coordinate distribution and to ensure the distribution is well completed, -To consider special categories needs, -Transport of NFIs timely and at nearest place, -To work with districts in organization and distribution, -To prepare and report the activity with list of beneficiaries assisted.
	Provision of food items	MINAGRI (Lead) MINALOC MINEMA DIDIMAC NPDM		-MINEMA to analyze and approval/disapproval the requested food from District -MINEMA to request food in MINAGRI MINAGRI and NPDM to avail requested food, -To organize transport of food, -To avail forms to be used for distribution -To organize and coordinate distribution and to ensure the distribution is well completed, -To consider special categories needs, -Transport of food timely and at nearest place, -To work with districts in organization and distribution, -To prepare and report the activity with list of beneficiaries assisted. -Ensure that affected individuals have access to safe, nutritious food and clean drinking water to prevent malnutrition and waterborne diseases.
	Provision with Emergency shelter	MINEMA (Lead) MINALOC RHA NPDM	-Provide emergency provisional shelter for affected people in need	MINEMA, line ministries and NPDM -Set up temporary shelters (e.g., tents, community centers) to house displaced individuals to ensure safety and comfort. - To advise district on site preparation, - To analyze requests from district, -To work with district in setting site,

				Note: Affected families can be hosted in public buildings like schools, administrative buildings and churches or use of sheeting and tents, -To provide emergency shelter, - To coordinate and ensure the well-being the hosted families in the site, -To ensure being regularly updated on site situation, -MINEMA to regularly update NADIMAC, -Share report with NADIMAC for further decision making
	Provision of WASH services	WASAC (Lead) MINEMA MoH/RBC NPDM		-Establish sanitation facilities (e.g., portable toilets, waste disposal) to prevent the spread of diseases. -Distribute hygiene kits containing soap, sanitary products, and clean water. -Analyze districts requests and approve/disapprove, -MINEMA to make advocacy -To provide requested items -To work with district -Coordinate different partners for Provision of WASH services (clean water and waste management) -Deworming to prevent epidemics -Provide necessary to clean water -Organize fumigation services, --Provision of WASH related items (mobile toilets, bladders, soaps, water tanks, jerrycan, broom, ..) - To make sure of being regularly updated. -Share report with NADIMAC for further decision making
LEVEL 4				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Within 24 hours after disaster incident	Conduct damage and need assessment	NADIMAC (Lead) UN OCHA RRC NPDM	-Identify damages and losses -Collect and share information and data on damages and losses, affected people, affected basic infrastructure -Assess priority needs -Assess other needs	-Involve and coordinate partnerships with government agencies, NGOs, International Organization, Private sector and Local communities. -Coordinating international humanitarian response -Coordinate international humanitarian response efforts by bringing together relevant UN agencies, non-

			-Determine most vulnerable among affected -Quantify needs by items	governmental organizations (NGOs), and other humanitarian actors. -Ensures a cohesive and efficient approach to humanitarian aid by fostering collaboration and partnership among stakeholders. -To prepare and disseminate assessment formats to concerned institutions and districts - To organize assessment teams - Coordinate rapid need assessments -To conduct joint assessment with concerned line ministries and other partners to determine damages and losses, -To determine priority needs for affected families and communities including special categories -Mobilizing funding and resources for humanitarian operations - To identify eligible households to be assisted -Analyze different assessment repots
	Ensure damage control and initial rehabilitatio n	NADIMAC (Lead) UN OCHA MINALOC NPDM	-Assess, assign risk rates and determine structure resilience -Decide on business continuity and evacuation plan -Undertake initial rehabilitation to limit and stop damages	-MINEMA and line ministries to request District to isolate danger zones; -To organize stakeholders meeting for prioritization of needs and take actions, -To prepare and implement evacuation plan, -To arrange business continuity (schools, transport and other services) -Coordinate and monitor initial rehabilitation activities
Within 72 hours	Provision of emergency medical care and psycho social support	NADIMAC MoH / RBC WHO SAMU RRC Volunteers	-Provide first aid support -Transfer to health facility for better care	MINEMA coordinate the following: -To reactivate responder's team -To equip fist responder's team -To ensure the triage and transfer were well done, -To ensure the first aid, medical and psycho-social cares are well provided, -To ensure Dead bodies are buried -To provide funeral support to affected households -To monitor and follow up the progress of the affected persons,

				-To prepare and submit of the report
	Provision of NFIs	MINEMA UN OCHA NADIMAC NPDM	-Organize logistics -Convey the assistance to the nearest place of affected beneficiaries - Ensure distribution	-Analyze and approval/disapproval the requested NFIs from District -Avail requested NFIs, -To organize transport of NFIs, -To avail forms to be used for distribution -To organize and coordinate distribution and to ensure the distribution is well completed, -To consider special categories needs, -Transport of NFIs timely and at nearest place, -To work with districts in organization and distribution, -To prepare and report the activity with list of beneficiaries assisted.
	Provision of food items	MINAGRI WFP FAO MINALOC MINEMA NADIMAC NPDM		-MINEMA to analyze and approval/disapproval the requested food from District -MINEMA to request food in MINAGRI -MINAGRI and NPDM to avail requested food, -To organize transport of food, -To avail forms to be used for distribution -To organize and coordinate distribution and to ensure the distribution is well completed, -To consider special categories needs, -Transport of food timely and at nearest place, -To work with districts in organization and distribution, -To prepare and report the activity with list of beneficiaries assisted.
	Provision with Emergency shelter	MINEMA, UNOCHA NPDM	-Provide emergency provisional shelter for affected people in need	-To advise district on site preparation, -To analyze requests from district, -To work with district in setting site, **Note:** Affected families can be hosted in public buildings like schools, administrative buildings and churches or use of sheeting and tents, -To provide emergency shelter, -To coordinate and ensure the well-being the hosted families in the site, -To ensure being regularly updated on site situation,

				-MINEMA to regularly update NADIMAC, -Share report with NADIMAC for further decision making
	Provision of WASH services	MINEMA UNOCHA MINEMA NADIMAC NPDM		-MINEMA to make advocacy -To provide requested items -To work with district -Coordinate different partners for Provision of WASH services (clean water and waste management) -Deworming to prevent epidemics -Provide necessary to clean water -Organize fumigation services, -Provision of WASH related items (mobile toilets, bladders, soaps, water tanks, jerrycan, broom, ..) - To make sure of being regularly updated. -Share report with NADIMAC for further decision making

2.1.5. Emergency Communication, Information Management and Coordination

a. Description

All of the above activities are dependent on communication. There are two aspects to communications in disasters. One is the equipment that is essential for information flow; the other is information management and the mechanism of decision making. Coordination, command and control are very important during emergency response as each individual knows their role and responsibilities and the direction of their communication. This helps avoid over-communication and disorganization during the process.

b. Roles and responsibilities

LEVEL 1 & 2				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Once information assessed and confirmed	Collect and share information	DIDIMAC SEDIMAC	-Share initial figures on damages and losses through the DCS, reports and other means of communication -Provide updates	-Through different channels of communication including media and stakeholders' meetings, the mayor or Executive secretary of sector share the information about the incident and intervention preparations (official figures and reports)
	Issue official communication	Mayor DIDIMAC spokesperson	-Inform the media -Share reports	
LEVEL 3				
WHEN	**ROLES**	**RESPONSIBLE**	**KEY ACTIONS**	**GUIDELINES/ PROCEDURE**
Once information assessed and confirmed	Collect and share information	MINEMAand OGS	- Share initial figures on damages and losses through the DCS, reports and other means of communication -Provide updates	-Establish clear, reliable communication methods to inform everyone of emergencies -Through different channels of communication including media and stakeholders' meetings, MINEMA share the information about the incident and intervention preparations (official figures and reports)

				-Develop a strategy for communicating with internal and external stakeholders, including employee, public and media. -Maintain an updated list of contacts (fire department, medical services, police) and key personnel in charge of emergency response.
	Issue official communication	MINEMA NADIMAC OGS	-Inform the media -Share official figures and reports	-To determine the spokesperson, -To organize Press Conference, -To prepare the Press Release
LEVEL 4				
When needs to assist victims and to control effects are beyond national capabilities	Declare the state of emergency	NADIMAC	Advise to the President on the declaration of emergency	-To share figures and report to relevant authorities, -To inform the general public on the situation
Once information assessed and confirmed	Collect and share information	MINEMA	- Share initial figures on damages and losses through the DCS, reports and other means of communication -Provide updates	-Through different channels of communication including media and stakeholders' meetings, MINEMA share the information about the incident and intervention preparations (official figures and reports)
	Issue official communication	MINEMA NADIMAC OGS	-Inform the media -Share official figures and reports	-To determine the spokesperson, -To organize Press Conference, -To prepare the Press Release

When needs to assist victims and to control effects are beyond national capabilities	Declare the state of emergency	NADIMAC	Advise to the President on the declaration of emergency	-To share figures and report to relevant authorities, -To inform the general public on the situation

3. GUIDELINES FOR DISASTER RECOVERY

3.1. Introduction

Disaster recovery is an integral part of disaster management. Disasters, as we all know, are catastrophic events that can seriously degrade a country's long-term potential for sustained development and cause governments to considerably modify their socio - economic priorities and programs.

Disasters also create psychological stress leading to many dysfunctional consequences. In the process, they do highlight high - risk areas where necessary actions must be taken before another disaster strikes.

Despite the frequent use of terms, recovery and rehabilitation interchangeably, disaster recovery is made by restoration, reconstruction and rehabilitation. Restoration consists of initial rehabilitation of asset damages while rehabilitation is more resilient and permanent in mid-term. Reconstruction represents long-term development that could help the affected people and communities to rebuild their lives and meet their present and future needs.

Rehabilitation and reconstruction should together lead to long-term recovery, but this may not happen unless certain measures are strictly adhered to. These measures are summarized in the principle of building back better.

3.2. Dimension of Disaster recovery

There are three types of recovery namely physical, social economic and psychological.

3.2.1. Physical recovery

Physical rehabilitation is a very important facet of recovery. It includes restoration and reconstruction of physical infrastructure such as houses, buildings, roads, bridges, communication network, water supply, electricity and so on. It comprises short –term and long - term strategies towards full recover and improvement of damaged facilities in various sectors including transport, housing, energy, agriculture, environment, trade and industry etc.

3.2.2. Social economic recovery (Productive)

Social economic recovery is also an important part of disaster recovery. The vulnerable groups such as the elderly, orphans, people with disabilities, people with low-income capacity and young children would need special social support to survive the impact of disasters. Thus, construction of infrastructure such as community centers, day-care centers, women cooperatives, and so on is a vital part of social rehabilitation especially after major disasters. Disaster affects the economy in various angles. Disaster effects can drop a household that was self-reliant before in a situation of poverty, and a poor one can become extremely poor. This is why recovery must also consider rehabilitation through the initiative to reboot the means of living of the affected communities. With

an effective socio-economic recovery, you get a sustainable and easily achieved physical and psycho social recovery.

The rehabilitation plan must have components that do not lose sight of the fact that the victims have to undergo the entire process of re-socialization and adjustments in a completely unfamiliar social environment.

3.2.3. Psychological recovery

Another crucial dimension of disaster rehabilitation is psychological rehabilitation.
Dealing with victim's psychology is a very sensitive issue and must be dealt with caution and concern. The psychological trauma of losing relatives and friends, and the scars of the shock of disaster event can take much longer to heal than the stakeholders in disaster management often presume.

Thus, counseling for stress management should form a continuous part of a disaster rehabilitation plan. Efforts should be made to focus more on psycho-therapeutic health programs, debriefing and trauma care. While implementing the disaster rehabilitation programme, tradition, values, norms, beliefs, and practices of disaster-affected people need to be kept in mind.

It is, therefore, essential that social welfare and psychological support measures be considered immediately after a disaster event so that they could be made a vital part of a rehabilitation program.

The economic, social and psychological requirements of the affected population would vary from one disaster-affected site to the other. Even within the same site, the satisfaction of one need or requirement would not result in the satisfaction of the other needs. For example, rehabilitation in terms of provision of houses for the displaced will not take away the psychological trauma of having lost the dear ones. This makes it necessary to design and implement the rehabilitation program to cope with specific aspects of the victim's lives at all the stages of disaster rehabilitation.

NATIONAL RECOVERY GUIDELINES

LEVEL 1 & 2					
FUNCTION	**WHEN**	**ROLES**	**RESPONSIBLE**	**Key actions**	**Procedures**
1.DAMAGE AND NEED ASSESSMENT	Within one month	Early recovery damage and need assessment	DIDIMAC SEDIMAC DJAF Community (Mayor is the Lead for Level 2 and Sector ES for level 1)	Identify basic facility recovery damages and urgent needs	-To conduct joint needs assessment -To prioritize the needs for early recovery to ensure business continuity, To prepare and submit assessment report
		Provisional rehabilitation		Ensure rehabilitation of basic critical facilities	DIDIMAC/SEDIMAC -To organize community works, -District to ensure provisional rehabilitation in their capacity is well done, -To supervise the works, -To follow up the activities, -To report of the activities
	Within three month	Post disaster need assessment	-	-	
2.RECOVERY PLANNING	Within one month for L1 and L2 and Within four months for L3 and 4	Develop a recovery and resilience plan	DIDIMAC SEDIMAC DJAF Community	-Determine recovery priority needs -Identify and map resources -Assign specific roles and responsibilities -Set an M&E framework	DIDIMAC -To organize the workshop and jointly with DJAF develop a recovery and resilient plan, To submit the plan to relevant institution, -Mobilize resources for implementation of recovery plan,
3.ENSURE RECOVERY and BBB	Recovery to be done in one month for level1, three months for level 2, Six month for level 3 and in	Agriculture sector	DIDIMAC SEDIMAC DJAF Community	-Rehabilitate irrigation and drainage systems -Provide agriculture input -Provide/replace livestock	DIDMAC/SEDIMAC to approve the list of beneficiaries, DIDIMAC/DJAF : -To distribute the support (agriculture input, seeds, agricultural materials, - To monitor and make a follow up of the use of distributed support, -To ensure the recovery is well done, -To provide livestock to

	one year for level 4.				- To provide /replace livestock, -District and DJAF to ensure the implementation of recovery plan DIDIMAC/SEDIMAC to make a report and submit to MINEMA and MINAGRI -Insurance companies to speed up the refund their clients
		Housing and settlement sector		-Mobilize community for relocation, maintenance and rehabilitation	DIDIMAC /SEDIMAC in collaboration with /DJAF -To organize meeting/workshop to mobilize private sector for relocation, -To mobilize population on relocation, maintenance and rehabilitation, -Site identification and preparation, -Plot acquisition for those to be relocated, terracing -Determine the contribution of the beneficiaries in recovery/rehabilitation DIDIMAC and SEDIMAC -To consider approved list, -Transport of the support to the nearest place, -Distribution of the support (iron sheets and other construction materials), -Dissemination of construction guidelines, -Supervise recovery works and ensure received materials are well used, -To ensure BBB principle -Regular monitoring of the rehabilitation /construction process, -Report of the distribution Report of recovery completion , -Request with list of eligible beneficiaries to MINEMA for those beyond their capacity -To ensure BBB and resilience

				-Provide construction material	
		Infrastructure	DIDIMAC SEDIMAC DJAF Community	-Ensure repair and restoration of community infrastructure	DIDIMAC/SEDIMAC: To involve DJAF in restoration of community infrastructure, To organize and conduct the community works -To engage Private Sector to repair their infrastructure -To report the restauration of community infrastructure -District to request to MININFRA for those beyond their capacity
		Environment	DIDIMAC SEDIMAC DJAF Community	-Ensure land, rivers, forests restoration and rehabilitation - Ensure maintenance of river beds and buffer area	DIDIMAC and SEDIMAC -to organize the community works for land restoration,riverprotection,forest restoration and rehabilitation, - Ensure the mainstreaming of DRRM in all development sectirs The district to involve DJAF in repairing -Report of implemented activities and request the support for those beyond their capacity
		Human social protection	DIDIMAC SEDIMAC DJAF Community	-Assess and determine the number of households likely to shift in poverty and extreme poverty due to disaster effects -Put in place special social protection program for most vulnerable (elderly, orphans, disable, families	DIDIMAC/SEDIMAC together with DJAF: -To approve the list of beneficiaries, -To follow up the implementation of social protection programs, -To take into consideration special categories

				inextreme poverty) affected by disaster impact	
		Finance, trade and industry	DIDIMAC SEDIMAC DJAF	-Assess and determine effects of disaster on business, microeconomic factors -Elaborate a strategy for recovery	DIDIMAC/SEDIMAC to coordinate the activity and work closely with private sector, -To mobilize businessmen on insurance
4.MONITOR RECOVERY ACTIVITIES	Aligned to recovery activities	Monitor recovery activities	DIDIMAC	-Elaborate a recovery M&E framework -Initiate sector BBB indicators -Monitor regularly and frequently recovery to identify inconsistency vis a vis resilience.	-DIDIMAC/ SEDIMAC to meet for setting M&E framework - To share the BBB indicators -Regular monitoring of recovery activities Report
LEVEL 3 & 4					
FUNCTION	**WHEN**	**ROLES**	**RESPONSIBLE**	**Key actions**	**Procedures**
1.DAMAGE AND NEED ASSESSMENT	Within one month	Early recovery damage and need assessment	-MINEMA (Lead) -Affected sectors Line ministries and affiliated agencies -NPDM -DIDIMAC	Identify basic facility recovery damages and urgent needs	MINEMA and NADIMAC -To conduct joint needs assessment, -To make sure damages and urgent needs are identified, prioritized and reported
		Provisional rehabilitation		Ensure rehabilitation of basic critical facilities	-MINEMA -To make advocacy **Concerned institutions/affected sectors** -To undertake the provisional recovery works and supervise the works, -to make sure of basic critical facilities are provisionally rehabilitated, -MINEMA to monitor and follow up of the recovery activities

					-Concerned institutions report to relevant institutions
	Within three month	Postdisaster need assessment		-Ensure detailed damage and loss assessment -Determine economic and human impact of disasters	MINEMA to organize and with NADIMAC and NPDM : -To conduct joint post disaster need assessment, -MINEMA to coordinate PDNA holistic activities (training of assessment team, field assessment, workshop to analyze findings, , calculation of losses and damages, budgeting and prioritization of recovery needs and compilation of the report, -MINEMA to submit it to relevant authorities
2.RECOVERY PLANNING	Within three months for L3 and 4	Develop a recovery and resilience plan		-Determine recovery priority needs -Identify and map resources -Assign specific roles and responsibilities -Set an M&E framework	MINEMA, NADIMAC and NPDM -To develop the recovery plan under MINEMA coordination, MINEMA: -To mobilize resources, and have a written report and map resources, -To share the report on roles and responsibilities in recovery -MINEMA to monitor and report the implementation of recovery plan -MINEMA to report to relevant authorities
3.ENSURE RECOVERY and BBB	Recovery to be done in Six month for level 3 and in one year for level 4.	Agriculture sector	MINAGRI (Lead) RAB NAEB DIDIMAC	-Rehabilitate irrigation and drainage systems -Provide agriculture seeds and /or input -Provide/replace livestock	MINEMA, MINAGRI and affiliated agencies and NPDM: - To ensure the implementation of recovery plan, -To resiliently rehabilitate agricultural infrastructure

					-To make sure agriculture seeds and/or input timely reached the beneficiaries on approved list, -To distribute livestock to approved list of beneficiaries, - To make advocacy to financial services to facilitate farmers in agricultural recovery, -To ensure provided support are well used, -To monitor and report the recovery activities, -To report to relevant authorities - Insurance companies to speed up the refund their clients
		Housing and settlement sector	MINALOC (Lead) MININFRA RHA MINEMA DIDIMAC	-Mobilize community for relocation, maintenance and rehabilitation -Provide construction material	-MINALOC, MINEMA and NADIMAC to mobilize communityonrelocation, maintenance and rehabilitation, -Work with district in site identification and plot acquisition, - Advocacy to financial institution to facilitate beneficiaries in loan acquisition MINEMA, MINALOC,MININFRA and RHA, to work closely in housing recovery program, MINEMA to To analyze and approve the request with list of beneficiaries from the district, If needed, conduct assessment for crosschecking, -Once the request approved, the district arrange the transportation of provided support (construction item)s or MINEMA proceeds the transfer of the recovery fund, - District to distribute the support to the beneficiaries using the same list

					-MINEMA to monitor the recovery activities, -Analyse the report and advise the District -District to provide regular progress report with support documents, -To ensure BBB and resilience -District to report the recovery completion to MINEMA MINEMA to compile reports and submit to relevant authorities.
		Infrastructure	MININFRA (Lead) RTDA REG WASAC MINEMA DIDIMAC MINEDUC	-Ensure repair and reconstruction of bridges, roads, electrical, telecommunication, WASH infrastructure, Schools and administration office	-Line Ministries and affiliated agencies to repair respectively community infrastructure, andaffiliatedagenciestorepair infrastructure -Private sector and other owners of infrastructure to repair, MINEMA and MININFRA to monitor and make follow up of repair and restoration activities, MINEMA and MININFRA to ensure the BBB and resilience
		Environment	MoE (Lead) RMB, REMA RWB RLMUA DIDIMAC	-Ensure land, rivers, forests restoration and rehabilitation - Ensure maintenance of river beds and buffer area	MoE, affiliated agencies, and other relevant institutions to provide the support in land, rivers, forest restoration and rehabilitation, MoE to ensure the repairing is done, -MINEMA and MoE to monitor and make a follow up of restoration and rehabilitation works, -To Involve partners in the sector for restoration and rehabilitation, - To report the progress and the completion of the recovery, -To ensure regular maintenance and protection of

		Human social protection	MINALOC NISR LODA MINEMA DIDIMAC	-Assess and determine the number of household likely to shift in poverty and extreme poverty due to disaster effects -Put in place special social protection program for most vulnerable (elderly, orphans, disable, families in extreme poverty) affected by disaster impact	MINALOC and MINEMA with affiliated agencies and partners to validate the number for eligible households for human social protection, - To ensure the eligible beneficiaries integrated in human social protection -Monitor the implementation of special social protection programs, - To ensure the graduation of those household integrated in human social protection, - To regularly report to relevant institution.
		Finance, Hospitality, Trade and Industry	MINECOFIN (Lead) MINICOM NISR MINEMA RDB	-Assess and determine effects of disaster on business, macroeconomic factors -Elaborate a strategy for recovery	-MINECOFIN, MINEMA and NISR together with Private Sector Federation (PSF) to coordinate the activity, -MINEMA, MINECOFINto advocate to finance institutions for affected business to be facilitated in loan acquisition for recovery, - To make sure that Insurance company speed up the refund their clients -
4.MONITOR RECOVERY ACTIVITIES	Aligned to recovery activities	Monitor recovery activities	MINEMA (Lead) MINECOFIN MINALOC NPDM	-Elaborate a recovery M&E framework -Initiate sector BBB indicators -Monitor regularly and frequently recovery to identify inconsistency vis a vis resilience.	-MINEMA to organize workshop to validate recovery M&E framework -MINEMA toshare sector BBB indicators for implementation - MINEMA to coordinate the monitoring activities related to recovery with BBB and advise the district

4. SPECIAL CONSIDERATION

a. Coordination

The Oversight

The guidance and orientation on coordination of Emergency Response and Recovery is done by the disaster management committees established by the law relating to disaster management.

- National Disaster Management Committee: The high level decision making committee of leaders that may take decisions and advise the Government on how to deal with Emergency management
- National Disaster Management Technical Committee: Senior Government technical staff from NADIMAC institutions (and affiliated agencies) to jointly assessing the risk, plan and technically advise for nation resilience
- National Platform for Disaster Management: Gathering both government partners and stakeholders from the UN agencies, International and local NGOs, Private sector and Civil society to seek for moistness in addressing risk resilience
- District Disaster Management Committees: Gathering district leadership, technical unit, security organs and district partners to plan and implement measures for district resilience.
- Sector Disaster Management Committee: To organize the communities for resilience and collaborate with above mentioned committees in resilience initiatives implementation.

The technical coordination

✓ Theoverall coordination of emergency response is the responsibility of the Ministry in charge of Emergency Management (MINEMA). This includes the general guidance, orientation of the conduct of response activity in line with the National policies and laws in the matter but also in ensuring that the nation holds control over all type of disaster emergencies through ensuring effective collaboration.

✓ The National Emergency Command Center was established to facilitate inter-government emergency coordination

✓ At District and Sector levels in case of disaster emergency, command post are established to coordinate interventions.

✓ .

Preparedness for effective response and recovery is ensured through development, updating and testing of:

- Hazard specific contingency plan: Describing risks scenarios and agree on roles and responsibilities for mitigation preparedness for response and recovery

- Sector specific preparedness plan: Institution sharing the same emergency response role defining how they will harmonize their specific interventions
- Response plan: Specific detailed intervention plans based on imminent confirmed threat
- Recovery plan: Detailed interventions based on damages and losses and aiming restoring the elements/service through ensuring resilience and building back better.
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b. Information management

It is very important to master the management of information related to the disaster imminence and occurrence especially when it comes to figures of damages and losses. It should be known who has the ability to provide the information and the updates. Unless otherwise provided, the information is released by the District mayor or his/her official representative for level 1 and 2, and the spokesperson of the Ministry in charge of Emergency Management or his/her representative for level 3 and 4. The Office of the Government Spokesperson should remain involved and consulted for any major communication. An information management detailed plan should be annexed to these guidelines.

c. Ethical Principles

During disaster emergency response, all individuals deserve to be treated with humanity, impartiality and neutrality. Every person including the vulnerable groups should be treated based on respect, compassion and tolerance regardless of the nature, origin, place and duration of the disaster. Assistance to victims should be provided on the basis of genuine needs alone, without any favoritism between or within the groups concerned. Above all, the measures taken should be done so without any discrimination and with the sole aim of protecting victims, their rights, the environment and property.

Approved by MINEMA Senior Management Meeting held on 02 September 2024.