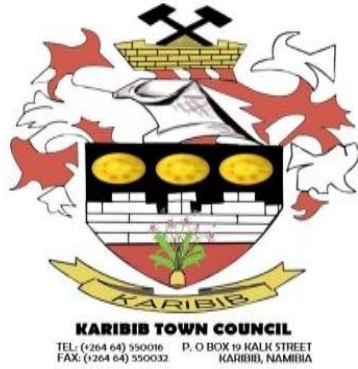




KARIBIB TOWN COUNCIL

DISASTER RISK MANAGEMENT PLAN



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**KARIBIB DISASTER RISK MANAGEMENT STANDARD OPERATING PROCEDURES
2020/2025**

Foreword

Karibib as a town is very central to the corridor since all the corridor meets in Karibib i.e. Trans - Kalahari corridor, Trans-Cunene corrido and Walvis Bay Ndola Lubumbashi corridor. Karibib Town is prone to common hazards, ranging from possible floods, motor vehicle accidents, droughts, earthquakes, shack fires, animal and human diseases with potential for disaster in the town. The Town Council has laid a foundation for a holistic approach in disaster risk management systems as defined in the Disaster Risk Management Act No. 10 of 2012 and its Regulations. This legal framework effectively directs the implementation of Local Authority Disaster Risk committee with its primary aim in Reduction activities, namely, prevention and mitigation, preparedness, response and recovery.

The Disaster Risk Management Framework recognizes the need to apply human based right approach to humanitarian assistance in times of emergency, granting continued life support with dignity to all disaster affected individuals/families and communities.

The document is developed by the office of the Mayor as the Chairperson of the Karibib Disaster Risk Management Committee in consultation with the Karibib Town Council management through provision outlined by the Disaster Risk Management Act 10, 2012 and Regulations. The document outlines standard operating procedures, integrating the context specificity of Karibib Town Council, and provides practical understanding of its application.

The Standard Operation Procedures (SOP's) has been developed to serve as a guiding tool for stakeholders, partners in the immediate response phase where assistance is been provided based on scope of the emergency it may also be used during preparedness phase of an emergency when prepositioning and planning is critical. These provide concise execution of emergency response actions that address all hazards in Karibib Town and ensure that all concerned institutions, government departments and other stakeholders know the precise measures required at each stage of the emergency/ disaster.

Effective implementation of this guideline will result in enhancing coordination and harmonizing multi sectorial approaches to assist effected communities/ households or individuals with the aim to make a difference to lives of people affected by disaster.

Cllr Tiitus Nabot
Mayor of Karibib Town Council

Acronyms

AAR	After Action Report
CDRMC	Constituency Disaster Risk Management Committee
CEO	Chief Executive Officer
ERU	Emergency Response Unit
EOC	Emergency Operational Centre
ERTs	Emergency Response Teams
LADPMC	Local Authorities Disaster Risk Management Committee
MOHSS	Ministry of Health and Social Services
MOSS	Ministry of Safety and Security
RC	Regional Council
RDRMC	Regional Disaster Risk Management Committee
SOPs	Standard Operating Procedures
WASH	Water Supply, Sanitation and Hygiene
KERU	Karibib Disaster Response Unit

Disaster Risk Management Standard Operating Procedures

1. Introduction

The Disaster Risk Management Act No. 10 of 2012, provides for an integrated and coordinated risk management approach that focuses on preventing, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery.

Section 28 (1),(2) of the Disaster Risk Management ACT 10 of 2012 requires that every Local Authority Council must develop and implement, in the Local Authority area for which it is established, a disaster risk management programme consisting of - a disaster risk management plan as required by section 29, training programs and exercises for staff members, employees and other persons with respect to the provision of necessary services and the procedures to be followed in disaster response and recovery activities, public education on risks to public safety and on disaster preparedness, response, recovery, and any other element required for disaster management programs as maybe prescribed.

In developing a disaster risk management program, every Local Authority council must identify and assess the various hazards and risks to public safety that could give rise to disasters and identify the facilities and other elements of the infrastructure within its jurisdiction that are at risk of being affected by disasters.

These standard operating procedures (SOPs) have been developed in line with the above legal provision. Further, the implementation of the SOPs shall be in compliance with the code of practice in disaster risk management as provided in section 17(1), (2), (3), (4), (5), and (6) as well section 18 (1) and (2) of the Disaster Risk Management Regulations-Government gazette of the Republic of Namibia No.5380 of 2013. The SOPs 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.

The SOPs are a prescribed set of steps or rules to be followed routinely when certain defined emergencies or disasters occur. The SOPs are a tool to operationalize the Disaster Risk Management Act and its Regulations, and the Local Authority Disaster Risk Management Plan.

The SOPs summarizes the requirements contained in these documents into a format that can be used by all stakeholders at all levels in their work environment during emergency operations.

The important ingredients of effective response system are to integrate stakeholder arrangements, forecasting, early warning and reliable communication systems, rapid evacuation/ quick response to threatened communities or individuals, quick deployment of response teams, coordination and combined efforts among stakeholders of all sectors.

The SOPs require specific actions to be taken by relevant stakeholders in a comprehensive manner coordinated by the Karibib Disaster Risk Management Committee at all levels. These SOPs will be reviewed as situations evolve and operational requirements develops.

1.1. Objectives

The objective of the Standard Operating Procedures (SOPs) is to provide brief guidance and strengthen local capacity for Disaster Risk Management responsiveness.

1.2. Purpose of the SOPs

To provide standard guidelines that ensure all divisions within Karibib, government departments, community and other stakeholders know the precise measures required at each stage of the emergency/disaster response processes and to ensure that all actions are closely and continuously coordinated.

1.3 Applicability of the SOPs

These SOPs shall apply to all Town Council departments, government departments and all stakeholders be it NGO's business communities that will form part of the Local Authority Disaster Risk Management Committee. The duration of application of the SOPs will be determined by the chairperson of Karibib Disaster Risk Management Committee, and applicability will cease when the call centre head declares the disaster over.

1.4 Targets

Disaster Management being a multi-agency function, the SOPs are intended for the Local Authority Disaster Committee comprising of all Local Authority departments, Business communities, NGOs, Namibian Police, Security agencies, Ministry of Health, community groups, RDRMC and CDRMC, government departments, Regional Councils, Development Partners, Faith Base Organizations, Civil Society Organizations, the private sector and all disaster responders that will provide emergency support functions in their relevant spheres at all levels.

1.5 Scope of SOPs

The SOPs will cover guidance in harmonising approaches to emergency/disaster rapid needs information, management systems, resources mobilization, emergency preparedness and response coordination, communication and recovery guided by minimum humanitarian standards relevant in Namibia. The SOPs addresses disaster management function for which the Local Authority Disaster Risk Management Committee has primary coordination responsibility e.g. emergency shelter due to floods, house or shack fire, establishment of Emergency Response Unit (ERU), disaster needs and damage and loss assessment. However, the instructions contained in these procedures should not be regarded as exhaustive of all the actions that might be considered necessary. All divisions within the municipality, government departments, Organizations, and other relevant stakeholders are required to prepare in depth SOPs in conjunction with this SOPs. These SOPs do not replace sectorial or departmental emergency operating procedures but are complementary.

2. The Karibib Emergency Response Unit (KERU)

The centre is envisaged to take full responsibility during emergency response operations for liaison with relevant stakeholders involved in the response such as command, operations, planning, logistics and finance/ administration. EOC's personnel shall be responsible for bringing up, following-up and liaising with the head of the EOC pertaining to their sector specific issues relating to the situation, as shown in table 2 below.

The Local Authority Disaster Risk Management envisions four operational modes:

Level 1: Readiness

Level 2: Crisis

Level 3: Emergency

Level 4: Recovery

Activation of the SOPs shall be through the office of the Mayor supported by the head of Emergency Response Unit at the local Authority level. The ERU will be responsible for signalling the need to, and managing the shift from one operational mode to another, depending on conditions.

2.1 Function of Emergency Response Unit

- Provide for overall command, control and coordination of response to a local disaster
- Gather, collate and disseminate information
- Serve as point of contact for the media through the Public relations officer
- Prepare and disseminate situational reports
- Facilitate the damage and needs assessment process
- Maintain effective communication and information systems
- Coordinate all stakeholder, NGO, private donor assistance
- Manage the logistics of the immediate and medium-term relief supplies

The ERU is to be furnished with reliable communication connections, back-up power, water, and storage for relief items and other necessary equipment for effective disaster management. A regular inventory of the centre should be carried out.

Karibib Town Council is responsible for the setting up and ongoing maintenance of the ERU to ensure that it can be effectively utilized when required. Therefore, a budget item for the ERU maintenance and exercises should be included in the Town Council's annual budget.

When an emergency/disaster, or significant event has occurred warranting activation of the SOPs, the KDRMC shall convene crisis committee meetings at local authority level. The level of the ERU activation will depend on the nature and scope of the threat to the affected area. The ERU shall serve as an administrative capacity to control personnel, emergency facilities, equipment, supplies, information management and communications and provide coordination and logistic support for emergency operations/response, deployments and humanitarian assistance.

2.2 Scope of ERU

The Emergency Response Unit covers the functions of all emergency response at local authority level, and primary responsibility of the head of ERU is for coordinating disaster response, set-up of Emergency Response Teams (ERTs) and contact details of members.

2.2.1 Emergency Response Unit Set-Up

- Office Space: The ERU should be sized to handle the maximum anticipated staff that would be called in the event of a disaster.
- Access: The ERU must be accessible to enable 24/7 operations.

- **Security:** The ERU must be easily secured against intrusion. Access to the ERU should be limited to authorised personnel and staffed with security personnel during event. A record of those entering the ERU should be kept by security personnel at the entrance.
- **Communications and information Management Systems:** It is critical that the ERU have adequate communications equipment that is accessible to all personnel. The communications and information management systems for all ERU must be deployed with due consideration to the redundancy of those systems. Information security needs to be given consideration as part of the planning process.
- **Computers:** A combination of desktop and laptop computers should be available at the EOC in addition to those which may be brought by members of the EOC staff. Equally important is adequate network capability (data jacks) or secured wireless capabilities.
- **Television Sets & Radios:** An adequate number of television and radios should be provided to monitor news media, gather incident information and press releases.
- **Display capability:** EOC design should consider display capability including status boards, maps, charts and video display systems.
- **Radio/ Communication Room:** EOC design should consider a communications/ radio room adjacent to the Operations Room sized to accommodate the maximum staff expected including space for radios, Radios with frequencies to communicate with field personnel including Police, Fire and Emergency, technical department etc. Radio tower to support radio communication may be remotely located in the event a primary communication system fails.
- **Drinking Water:** Adequate supply of drinking water should be on site, especially a back-up supply e.g. bottled water for use by EOC personnel and victim's.
- **Toilets:** Adequate toilet facilities should be provided for the EOC staff. Consider portable facilities if the building lifelines (water, sewer are damaged or inoperable).
- **Continuity of power and water supply:** interruption of domestic water and energy supply needs to be factored as part of the planning process. In order to ensure its continued operation in the middle of the incident/response. An emergency electrical power generator should be provided which is large enough to power the EOC and all facilities (radios, computer systems, etc.), and is permanently wired with automatic start and transfer. An additional transfer switch should be considered, so that additional generators can be plugged into the system. Consider fuel supply for generators.

Table 1:

Level of Emergency Operation Centres	Membership	Responsibilities
Local Authority EOC/ERU	Authorised Officer to be appointed as the head by the Chairperson of the local authority and sectors representatives must depend on the type and nature of the disaster as per commendation by LADPMC-	Centre to coordinate the emergency operations, receipt and processing of information including early warnings, submit emergency information and updates to NDRMC, RDRMC and sectors, compiling periodic situation reports. Deployment of personnel, equipment, supplies and finances according to needs as identified.

2.3 Primary Responsibility of the heads of Emergency Operational Centres (EOCs)/Emergency Response Unit (ERU) for coordinating disaster response

- Overall emergency policy and coordination
- Keep the EOC/ERU operational
- Public Information and media relations
- Agency liaison officer

- Risk management procedures
- Monitoring and evaluate the work of all EOC members

2.4 Emergency Response Teams

As per the Minimum Preparedness Action (MPAs) the LAEOC should establish emergency response teams (ERTs) to be deployed to areas impacted by the Emergency/disasters. The ERTs should be organized:

(i) to ensure the safety of responders and affected persons,

(ii) to facilitate the maximum efficiency of flow and sanitation and, shelter among others. The response teams shall comprise of technical personnel with capacity in handling emergency operations. Such teams may comprise of the following expertise depending on the type of emergency/ disaster; Medical practitioners and nursing staff, paramedics, ambulance crew. Environmental health staff, fire officers, law enforcement officer, epidemiologist, sub aqua unit/divers, water and sanitation experts, road engineers, veterinarians, educationists, town planners, social workers and statistician etc.

2.5 Standard operating Procedures for Emergency Activation for operation

The procedures below shall 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. At the recommendation of the local authority disaster risk committee meeting in liaison with the CDRMC or RDRMC, the Secretary to the constituency disaster risk management committee shall cause the preparation of a memorandum justifying the need to activate the RDRMC's SOPs for level 3 mode in the required level, using the existing communication channels. The memorandum for Level 3 mode activation will be addressed to the Prime Minister by the Governor of the region.

Prior to activation				
Actions	Considerations	Responsibility	Supporting partners	Approval clearance by
LADRCM activates the EOC's immediately	LADRCM Head will activate the CDRMC based on recommendations from the EOC'S crisis committee	HEAD of LADRCM to HEAD of CDRMC	LADRCM, CDRMC members or heads of organisation of the effected sector, Head of LADRCM OR Chairman of the RDRMC.	Mayor
Mobilize staffing and resources for EOC's	Organise meeting schedules.	LADRCM, CDRMC, RDRMC	CEO, CRO, DDRM,	Mayor
Provide clear and detailed TOR's and functions for EOC's	Avail TOR's and outline the functions of EOR's	Authorised Officer	RDRMC, LADRCM, CDRMC members or heads of organizations of affected sector.	Mayor
LADRCM activate EOC's within 24 hours	The members of the EOC's to be drawn from technical staff from within the LA departments.	CEO in liaison with the LADRCM.	Relevant Stakeholders. NGO'S, Community members	Mayor
Conduct Early Warning Information Management	Head LADRCM notify the CDRMC to disseminate early warning reports	LADRCM	Specialist UNITS, CEO and CRO	Mayor, Regional Councillor
LAEOC deploy rapid disaster needs assessment teams to conduct assessment within 12-24 hours	Rapid disaster needs assessment teams to comprise of technical regional or LA staff from municipal departments or government departments.	CEO in liaison with the CRO.	Representative of the Regional Councils, NGO'S, Namibia Red Cross Society	Mayor or Regional Councillor
Immediately at activation (first 24 hours)				

Disseminate information on situation during disaster	Provide situational snapshots and dashboards reports	Head of EOC'S	LADPMC, Strategic	Mayor
LADPMC, Head of EOC's with its partners initiate and co-ordinate deployment on search and rescue and evacuation, first aid and emergency health services for those in need within the first 12-24 hours.	Initial response support local actions in affected areas and is focused on life saving.	CEO, head of EOR's ALL LA department Heads.	Nampol, private sector, business communities, MOHSS. ETC	Authorized Officer
Head of EOC's to provide detailed briefing to police and military and arrange for the provision of security for the evacuated properties and displaced persons	Liaise with the uniformed force for deployment of police, securities or military where necessary for protection of properties, displaced populations and enforcement of evacuation	Authorized officer	Nampol, MOD, and security companies	Mayor

First 48 hours				
Actions	Considerations	Responsibility	Supporting partners	Approval clearance by
Establish and lead all communications between LADPMC, CDRMC, RDRMC and other stake holders /partners within 12-24 hours	Establish mechanism for information sharing, websites, email and contact lists or social media, provide meeting summaries and action points of all internal meetings (on-going)	CEO, Mayoral PRO in liaison with the head of EOR's	Media houses	Mayor
Provide more clarity on segregation of duties and responsibilities between the EOC's and partners on local, regional levels	Establish line of reporting and communication flow	Authorized Officers	LADPMC, EOC's	Mayor
Head of EOC's must establish daily updates on situation and submit reports to the Mayor	Daily briefs and information ex-change for all technical partners on key actions, quick review of evolving situation, actions of the day and update of actions taken, gaps and bottlenecks that need to be addressed.	CEO, head of EOR's	All partners involved	mayor
Co-ordinate and establish emergency response teams (ERT) at local authority levels and deploy teams to affected areas	Establish the key focal points for ERT and back - up staff that will cover the emergency/disaster.	CEO, head of EOR's in liaison with the Mayor	Stake-holders, community volunteer groups.	Mayor

Support for LADPMC, CDRMC and RDRMC preparation of preliminary sector analysis	Quality control and editing for first situation reports, disseminate information to local & regional partners and relevant stakeholders	LADPMC	PRO, Media houses	Mayor,
Assess communication capacity at EOC's and LADPMC levels	If support required, ensure communication officers are included in rapid disaster needs assessment teams	Authorized officers	stakeholders	Pro, Mayor
Conduct beneficiary registration using defined criteria for the emergency/disaster	Beneficiary registration shall be conducted at community level and relocation camps beneficiary verification should be an on-going process until the SOP's have been stood down.	Authorized Officer in liaison with CEO, Head of EOR's	Local authority Council	Mayor

3. Resources mobilization

Funding for humanitarian response during emergency or disaster shall be guided by the rules of LADPMC fund. The fund administered by the LADPMC/ finance is a resource of last resort and is contingency fund in the event of an emergency/disaster.

Procedures for accessing the fund are based on the following:

- the moneys shall be requested by the head of EOC/ERU and shall have taken measures to prevent or mitigate the effects hazard;
- The Emergency Operation Response (EOR's) has used its own resources to respond to the emergency;
- The resources of the EOR's have been exhausted and would require external support.

4. Information management

4.1 Information products

Several information products are produced to support informed decision-making. These includes the rapid needs assessments, detailed disaster needs assessment, post disaster assessment reports, daily summaries of emergency/ disaster events, response updates, after action reports and video clips on emergencies, press releases among others. All the information products shall be systematically routed to the EOR's through agreed channels of communication. The Head of the emergency response call centre coordinates with different technical units and ensures the availability of these products in the EOC's. The Authorized officer shall meet with LADPMC or RDRMC as well as lead agencies e.g. Ministry of Health and Social Services to develop reporting templates for above-mentioned reports where reporting templates are not available.

4.2 Information Management System

An effective information management system enhancing early detection and response to emergencies/disaster must be establish at all levels. The EOC's information management system must include data and information receipt, recording, documentation, analysis and visualization, production of different information products, displaying, and sharing of information. Receiving data and information on emergency/disaster at the EOC's in real time shall support informed decision-making and immediate

intervention. The EOC's shall serve as a central hub for reporting emergency/disaster events and coordination of information.

4.3 Documentation

It is extremely important to accurately document actions taken during emergency/disaster for tracking and monitoring the effectiveness of response activities such all documents should be properly archived for future use.

5. Humanitarian relief assistance

Humanitarian assistance shall comply with the code of conduct for disaster risk management provided for in terms of section 17 of the Disaster Risk Management Regulations. Effective humanitarian response must be based on a comprehensive, contextualized diagnosis (assessment, monitoring and evaluation) in order to analyse people's needs, vulnerabilities in each context.

The type of relief assistance shall depend on the type of emergency/disaster event and may include provision of shelter, food and non-food items, health, education, water and sanitation, psychosocial support including child protection among others.

The minimum standards below have been developed in consultation with other relevant stakeholders and should be taken to provide relief assistance to disaster affected communities.

5.1 Disaster needs assessments

Emergency/disaster response shall be preceded by rapid and detailed disaster needs assessments.

- **Rapid disaster needs assessment**

Rapid disaster needs assessment shall be conducted in the first 12-72 hours after receiving notification/warning or alerts of an emergency/disaster. The assessment shall be conducted in multi stakeholder approach using the rapid field assessment form at local levels. A rapid field assessment form (annex 1) shall be used to collect information in affected areas. In an acute crisis and for immediate response, multi-sector initial rapid assessment may be sufficient to decide whether or not immediate assistance is required. Initial rapid assessment are designed to obtain a fast and clear vision of a specific event. Follow up detailed assessments should be conducted.

- **Detailed disaster needs assessment**

Impact and in-depth assessment shall be done at local authority level in order to make practical projection of the affected target and required logistical capacity. While taking such assessments, the risk involved and capacity to respond will be taken into account.

5.2 Beneficiary registration/targeting, screening and verification

The community impacted by emergencies and disaster who qualify for humanitarian assistance requires to be registered, screened and verified.

5.2.1 Beneficiary registration and targeting

Beneficiary registration and targeting is necessary to track the different beneficiaries disaggregate by gender, age and location so as to provide timely targeted relief assistance during emergencies and disaster. This will be conducted based on target approaches and beneficiary registration.

Targeting approaches

The choice of beneficiary targeting method is linked to the programme objectives and design, the availability of data, budgets, resources and capacity of the implementing organization and its governmental and non-governmental partners.

The community-based targeting and Administrative targeting approaches shall guide the process of targeting. Community based targeting shall be conducted through established community leaders or through committees specially elected by communities.

5.2.2 Food Security and Nutrition

During disasters people have a right to humanitarian food assistance that ensures their survival and upholds their dignity, and as far as possible to prevent the erosion of their assets and builds resilience. It shall be ensured that the nutritional needs of the disaster affected communities including those most at risk are met. Food security responses shall aim to meet short-term needs, 'do no harm', reduce the need for the affected communities to adopt potentially damaging coping strategies and contribute to restoring longer-term food security. Access to food and maintenance of an adequate nutritional status are critical determinants of people's survival in a disaster.

5.2.3 Non-food items

The non-food items should be provided to meet the most personal human needs to protect them from the climate and for the maintenance of personal comfort, health, well-being, privacy and dignity. Access to basic goods and supplies will be required to enable affected populations to prepare and consume food, provide thermal comfort and meet personal hygiene.

5.2.4 Donations or any other Assistance

All donations received in kind, materials and equipment for or during a disaster or donations donated from a charitable or philanthropic organization, or stakeholders in disaster risk management to the disaster fund to facilitate disaster response must be made through the Mayor's office. All donations received for disaster purpose shall carry donation letters addressed to respective institutions with donation details along with the delivery documents. The donations received at all levels shall be communicated to the Office of the Prime Minister, in terms of quantity, quality, value and expiry dates. Donors donating for disaster purpose shall adhere to the requirements processes, procedures and policies of the specific donated items.

5.3 Water supply, sanitation and hygiene (wash)

Everyone has the right to water and sanitation as recognized in international legal instruments and the Namibian Constitution, which provides for sufficient, safe, acceptable, physically accessible water for personal and domestic uses and accessible sanitation facilities. An adequate amount of safe water is necessary to prevent death from dehydration, to reduce the risk of water-related disease and to provide for consumption, cooking and personal and domestic hygiene requirements.

The right to water and sanitation is inextricably related to other human rights, including the right to health, the right housing and the right to adequate food. As such, it is part of the guarantees essential for human

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survival. Therefore, states and non-states actors have responsibilities in fulfilling the right to water and sanitation.

5.3.1 Water supply

Safe drinking water might not be available particularly in natural disasters; therefore, the following measures should be undertaken by relevant stakeholders: boreholes (drilling, rehabilitation and installation), expansion of water pipe lines and provision of water tanker services to ensure that water is portable and of sufficient for both human and livestock.

Institutions involved should ensure that all people have safe and equitable access to sufficient quantity for drinking, cooking and personal and domestic hygiene, and that public water points are sufficiently close to households to enable use of the minimum water requirements.

5.3.2 Sanitation

Sanitation shall be provided in line with the requirements of the WASH sector. Temporary latrines at a ratio of 1 squatting hole per 20 people shall be provided. Latrines shall be constructed and located as to provide maximum privacy and protection. Location of pit latrine should take into account the risk of underground water pollution or contamination.

5.3.3 Hygiene

Hygiene promotion is an approach to enable affected communities to take action to prevent water, sanitation and hygiene-related disease. It shall also ensure the best use of water sanitation and hygiene facilities for effective operation and maintenance of facilities.

Sanitation services are crucial to prevent an outbreak of epidemics during disaster. It shall be ensured that disaster-affected communities have access to sufficient hygiene measures as follows:

- All affected communities of all ages shall be aware of key public health risks and are mobilised to adopt measures to prevent the deterioration in hygiene conditions and to use and maintain the facilities provided.
- Toilets shall be sited, designed, constructed and maintained in such a way as to be comfortable, hygienic and safe to use.
- Stakeholders shall ensure that people have adequate, appropriate and acceptable toilets facilities, sufficiently close to their dwellings, to allow rapid, safe and secure access at all times, day and night.
- The number of users per toilet shall not exceed 20 people to ensure a minimum level of hygiene.
- Separate toilets for women and men shall be available to reduce the risk of gender-based violence.
- Toilets shall be located not more than 50 metres from the shelters, maintaining the walking distance within a comfortable and reasonable limit.
- Lighting shall be provided as a protection measure to reducing the risk of gender base violence and other types of violence.
- Users shall have the means to wash their hands with soap or an alternative after using toilets, before eating and preparing food.
- A constant source of water shall be kept near the toilets for this purpose.

Chemical vector control measures may be carried out in moderation, in a manner ensuring that staff, the disaster affected communities and the local environment are adequately protected to avoid creating chemical resistance to the substance used.

5.4 Solid Waste management

Solid waste management is the process of handling and disposal of organic and hazardous solid waste which, if unattended appropriately, can pose public health risks to the affected communities and can have a negative impact on the environment. Such risks can arise from the breeding of flies and rodents that thrive on solid waste and the pollution of surface and groundwater sources due to leakage. Solid waste often blocks drainage channels and leads to and increase risk of flooding, resulting in environmental health problems associated with stagnant and polluted surface water.

At least 100- litter refuse container should be available per 10 households for domestic refuse not to be buried on-site. It should be ensured that all shelters have access to refuse containers which are not more than 100 meters, maintaining the walking distance within a comfortable and reasonable limit.

It should be ensured that the affected communities have an environment free from littered solid waste. Different methods for disposing of solid waste in a convenient and affective manner shall be done by responsible institutions.

5.5 Drainage

Surface water may come from household and water point waste water, leaking toilets and sewerage, rainwater or rising floodwater. The cause of health risks associated with surface water are, contamination of water supplies and the living environment, damage to toilets and dwellings, vector breeding and drowning.

A proper drainage plan, addressing storm water drainage through site planning and wastewater disposal using small-scale, on site drainage, shall be implemented to reduce potential health risks to the disaster – affected communities.

5.6 Emergency Shelter

In major disasters large numbers of people are rendered homeless. In such situations shelter becomes a critical factor for survival of the affected people in the initial stages of a disaster, shelter also becomes essential for safety and security and for protection from the adverse climate conditions.

It is important to identify as many potential sites as possible, considering and studying their characteristics and capacities. This pre-assessment and identification will inform the set-up of planned relocation sites, allowing the humanitarian actors to plan in advance. In the process of site selection, it is important to involve all the authorities that may have responsibilities in the determination of safe locations.

5.6.1 Temporary Shelter

Relocation sites shall enable the safe and secure use of accommodation and essential services by the affected communities/people. During the process of a site selection stakeholders should consider several aspects below to determine the establishment of a safe relocation site.

- Security
- Accessibility
- Topographic and soil characteristics
- Land availability; and
- Environmental concerns.

During disaster for relocation camps, a minimum usable surface area of 45 square meters for each person including household plots should be provided. The areas shall have the necessary space for roads and footpaths, external household cooking areas or communal cooking areas, educational facilities and

recreational areas, sanitation, firebreaks, administration, water storage, distribution areas, markets storage and limited kitchen gardens for individual households.

It is important to ensure that people have sufficient covered living space providing thermal comfort, fresh air and protection from the climate ensuring their privacy, safety and health and enabling essential household livelihood activities to be undertaken.

All affected individuals shall have a minimum covered floor area of 3.5 m² per person. This is used in the calculation of the number of needed tents. It is very important to keep in mind different aspects regarding cultural practices, safety and privacy.

Vector control measure shall be incorporated into the design and material used for temporary shelter to minimize health hazards, it is important to ensure that the environment where the displaced communities is placed does not expose them to disease-causing and nuisance vectors, and those vectors are kept to a reduced level where possible.

5.6.2 Health

During disaster right to health can be assured only if the communities are protected, if the professionals responsible for the health systems are well trained and committed to universal ethical principles and professional standards, if the system in which they work is designed to meet minimum standards of need, and if the state is able to establish and ensure these conditions of safety and stability.

Mechanisms for quick identification of factors affecting the health of the affected people shall be established for surveillance and reporting. Medical accessories and equipment's for each identified team will be decided in advance as per the needs. Impact/in-depth assessment of the health and nutritional status of the affected communities shall be done by experts with experience of emergencies and, if possible local knowledge.

5.6.3 Health facilities and Services

The human resources needed may depend on the context and the scope of the emergency. Ministry of Health and Social Services shall conduct assessment to determine health assistance needs of the affected communities. A key element in health provision in times of emergency is the establishment of a solid referral system. Nurses and midwives shall provide assistance to chronically ill, persons with disabilities or medical conditions, pregnant women and infants, as well medical cases that are not addressed by the community health workers. In smaller relocation sites where nurses and midwives are not permanently located, mobile outreach is necessary for the provision of health assistance. Complicated health and emergency cases are to be addressed by medical doctors. The execution of medical preparedness, response plans and deployment of medical resources shall be undertaken by the Ministry of Health and Social Services at regional and local levels who may be deployed at short notice to the disaster site.

5.6.4 Vector control

A vector is a disease- carrying agent and vector-borne disease are a major cause of sickness and health in many disaster situations. Mosquitoes are the vector responsible for malaria transmission, which is one of the leading causes of morbidity and mortality. Mosquitoes also transmit other diseases, such as yellow fever, dengue and haemorrhagic fever. Non-biting flies, such as the house fly the blow fly and the flesh fly, play an important role in the transmission of diarrhoea disease. Biting flies, bedbug and lice are a painful nuisance and, in some cases, transmit significant diseases such as typhus fever, scabies and plague. Ticks transmit relapsing fever, while human body lice transmit typhus and relapsing fever. Rats and mice can transmit diseases.

All relevant institutions shall put up control measures through variety of initiatives including appropriate site selection and provision of shelter, water supply, excreta disposal, solid waste management and drainage to prevent the spread of such diseases and affective. This shall be addressed once the disease and its vector and their interaction with the communities have been identified.

It shall be ensured that a displace communities has knowledge and the means to protect themselves from disease and nuisance vectors that are likely to cause a significant risk to health or well-being.

If there is a significant risk of malaria, the systematic and timely provision of protection measures shall be recommended, such as insecticide-treated materials, e.g. tents, curtains, bed nets and treating environments. Impregnated bed nets have the added advantage of giving some protection against body and head lice, fleas, ticks, cockroaches and bedbugs.

5.6.5 Education

During and after a disaster, food and water insecurity, malnutrition, parasitic infections, unhygienic surroundings, poverty, etc. can wreak havoc on learner's right to attend and complete school. School meals and food incentives for education personnel may be used as a distribution mechanism in an emergency.

Disaster affected community members shall actively participate in assessing, planning, implementing, monitoring and evaluating the education programmers.

A timely education assessment of the emergency situations shall be conducted in a holistic and participatory manner and all relevant stakeholders shall regularly monitor the activities of the education response and the evolving education needs of the affected community.

Ensure that educational minimum standards as per the Namibian School Manual on Emergency Preparedness and Response shall be adhered to as per table 2.

Table 2

Categories	Standards
Learning Environment	Partnership to promote access to learning opportunities as well as inter-sectorial linkages with health, water and sanitation, food aid and shelter, to enhance security and physical, cognitive and psychological wellbeing.
Teaching and learning	Critical elements that promote effective teaching and learning: Curriculum, Training, Instruction and Assessment. Culturally, socially and linguistically relevant curricula provide formal and non-formal education, as appropriate to the particular emergency situation.
Teachers and Other Educational Personnel	Administration and managing human resources in the field of education. This includes recruitment and selection of staff, their conditions of service, supervision and support.
Education and Policy Coordination	Policy formulation and enactment, planning and implementation, and coordination.

5.6.6 Cross- cutting issues

During disaster many factors increase the risk of diseases and epidemics. These include poverty, gender-based violence, overcrowding, inadequate quantity and quality of water, poor environment and sanitary conditions, inadequate shelter and food supply. Therefore, sector response has to be quick and effective, when addressing cross-cutting issues such as.

Environment: the environment is understood as the physical, chemical and biological elements and processes that affect disaster-affected and local community's lives and livelihoods. It provides the natural resources that sustain individuals and contributes to quality of life.

Relevant authorities shall address the need to prevent over-exploitation, pollution and degradation of environment, conditions and aim to secure the life-supporting functions of the environment, reduce risk and vulnerability and seek to introduce mechanisms that foster adaptability of natural systems for self-recovery.

Gender: it cuts across other cross-cutting themes. It shall be ensured that women and men have the same entitlement to humanitarian assistance and protection, to respect for their human dignity, to acknowledge their equal human capacities. It includes the capacity to make choices to the same opportunities to act on those choices and to the same level of power and shape the outcome of their actions.

Children: special measures shall be taken to ensure that all children are protected from harm and given equitable access to basic services. Children often form the larger part of an affected community; it is crucial that their views and experiences are not only elicited during emergency assessments and planning but that they also influence humanitarian service delivery and its monitoring and evaluation.

HIV and AIDS: it is important to understand vulnerabilities and risk in a specific humanitarian context and plan an effective response especially to the most at-risk communities who often need to receive specific measures to protect themselves against neglect, discrimination and violence. People living with HIV often suffer from discrimination and stigma, therefore it shall be ensured that confidentiality must be strictly adhered to and protection made available when needed.

Psychosocial support: some of the greatest sources of vulnerability and suffering in disaster arise from the complex emotional, social, physical and spiritual effects of disaster. Many of these reactions are normal and can be overcome with time. It is essential to organize locally appropriate mental health and psychosocial support that promote self- help, coping and resilience among affected people.

Persons with disabilities and older people: disaster can cause increased incidence of impairment and subsequent disability. Humanitarian responses shall take into consideration the particular abilities, skills, resources and knowledge of individuals with different types and degrees of impairments. Special efforts shall be made to identify and reach housebound older people and households headed by older people.

5.6.7 Coordination

Active participation in coordination efforts enables coordination leaders to establish a timely, clear division of labour and responsibility, gauge the extent to which needs are being collectively met, reduce duplication and address gaps in coverage and ability. Coordinated responses, timely inter-agency assessment and information sharing reduce the burden on affected people who may be subjected to demands for the same information from a series of assessment teams.

Coordination mechanisms shall be adjusted in all differed situation to better address multifaceted short- and longer-term needs of affected communities. Strengthening the role of municipal divisions through capacity building and enhance partnerships with all relevant stakeholders including private sectors and businesses to

ensure that it's a shared responsibility through the Office of the Mayor- as head of local authority management disaster committee.

5.6.8 Transparency

All relevant stakeholders involved shall take all appropriate measure for transparency in the relief operations before, during and after disasters. Proper formats of records shall be developed at all levels to acknowledge the receipt of relief items (food or non-food) and further distribution of relief items.

5.6.9 Public Awareness

Risk communication, community engagement and social mobilization will be carried out by all institutions involved according to the approved guidelines at various approaches available at local level. Seminars, meetings and workshop shall be conducted through the disaster period. Experienced practitioners, expertise and programmer managers shall be mobilized to set up capacity building system and train staff such as partners organizations and service providers and if possible, to be translated in the local languages.

5.6.10 Information and Media Management

During the disaster situations, dissemination of accurate information through electronic and print media is very important and regular press briefings shall be made by the authorized representative at pre-designated time as single source of information from the municipality, this shall be decided by the Mayor.

Relevant information shall be provided to appropriate stakeholders rather than to all stakeholders to avoid misunderstandings. The use of local media, traditional methods of news dissemination and current technologies (mobile phone text messages and emails) shall be considered as a way of keeping local officials and recipients informed about deliveries and reinforcing transparency.

5.6.11 Monitoring and Evaluation

Monitoring and Evaluation will be done at all levels to ensure that all loose ends are tied up so that Disaster Risk Management programmers are efficient, effective and timely as per relevant institution frame work. It is important that the affected population is made aware of and provided with all necessary means to maintain and sustain the system provided.