

Steps and Guidelines for Disaster Response

The following is purposed to provide a step by step guide for the Department of Agriculture, Fisheries, Natural Resources and Cooperatives, within the Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives in response to disasters that have affected the agricultural, forestry and fisheries sector. It also serves as a protocol in the times of disaster.

1. **Collection of the standardized Assessment Forms:** All relevant officers should be aware and have in their possession copies of the assessment forms. The relevant officers include the Agricultural Extension & Advisory Services Division, Veterinary & Livestock Services Division, Agricultural Engineering Services Division, Forestry Department and Fisheries Department. If there is “No through Roads” or other constraints that make it totally impossible to get access to the Assessment Forms, get a temporary means to record preliminary damage assessment data and then later put it in the standardized Assessment Forms.
2. **Data Collection:** Immediately there is an all clear by NEMO officers should proceed to conduct preliminary assessments. Do not wait to be called by Head Office, Management or Supervisors to start the Preliminary Damage Assessment. It should be an automatic response. Collect as much information as possible so that most sections of the standardized Assessment Form can be completed. Step 1 and 2 should be an immediate response of the Agricultural Extension & Advisory Services Division, Veterinary & Livestock Services Division, Agricultural Engineering Services Division, Forestry Department and Fisheries Department.
3. **Submission of Preliminary Damage Assessments to Supervisors:** The Preliminary Damage Assessment must be submitted to respective Supervisors using the standardized Assessment Forms. The Assessment Form can be completed in soft copy and then emailed to the Supervisor. A printed copy can also be given to the Supervisor. The Assessment Forms are given to the respective Supervisors for revision before submission to Secretariat. If the damage assessment is in hard copy it can similarly be scanned, faxed or have picture taken of it with smart phone/ ipad/camera and sent to the Supervisor via What's Up service, BB Messenger or emailing. All forms should eventually be submitted to the office of the Permanent Secretary that will serve as the lead for the Secretariat.
4. **Activate Secretariat.** The Permanent Secretary, Deputy Permanent Secretary, Director of Agricultural Services, Chief Fisheries Officer, Deputy Director of Agricultural Services, Chief Extension Officer, Chief Agricultural Planning Officer, Chief Veterinary Officer,

Chief Forestry Officer and various members of the Management Committee, would form the Secretariat. The Secretariat will be led by the office of the Permanent Secretary. People from those listed in the previous statement who are close by and are available must be called to be part of the Secretariat at Head Office. The Secretariat should also include a minimum of two Data Entry Clerks. The persons calling from Head Office or Management for the damage assessment data and for information on other aspects of the disaster would be part of the Secretariat. Also, this would mean or signal that a Secretariat has been established and is working. It is important for the Secretariat to be in contact with everybody on the field collecting data. Therefore, telephone numbers of all Officers should be available.

5. **Submission of Damage Assessments to Secretariat.** The Heads of the Agricultural Extension & Advisory Services Division, Veterinary & Livestock Services Division, Agricultural Engineering Services Division, Forestry Department and Fisheries Department or the Representative of the Head must submit their Preliminary Damage Assessments using the standardized Assessment forms to the Secretariat by at least two (2) days after the all clear has been given. Once the Secretariat has been activated, all damage assessments must eventually be sent to the Secretariat.
6. **Secretariat Summarizes Data.** All data coming to the Secretariat must be summarized into individual Farmer, Fisher, Regions, District, Area/Location, Crops, Livestock, Boats, Cost of Damages/Recovery, various totals and any other evolving categories deemed relevant at the time. This activity will begin with the data from Preliminary Damage Assessments but will continue with the more in-depth data that will be collected next. The preliminary data must be used by the Secretariat to generate the Ministry's Preliminary Damage Assessment Report. The ongoing data collected next will be used to develop the Ministry's Final Comprehensive Assessment Report.
7. **Schedule of Officers Distribution and Assignment of Vehicles.** The Secretariat must ensure that the best and quickest way forward to capture all relevant data is facilitated by the provision of required resources. The Secretariat must assign Officers and vehicles to certain locations. This is done soon after the Secretariat is established and whilst the Preliminary Damage Assessment data is still being submitted to the Secretariat.
8. **Secretariat's Field Visits.** Members of the Secretariat must conduct an on-field reconnaissance to obtain a first-hand experience and to ascertain the severity of the damage. This field visit experience will also serve to give a deeper reality of what was submitted as Preliminary Damage Assessments. It may also provide verification of

preliminary data submitted. If whilst on the field any interface is made with farmers and fishers that were not captured in preliminaries then their information will be taken.

9. **Do Comprehensive Damage Assessments using the standardized Assessment Forms.**

The Agricultural Extension & Advisory Services Division, Veterinary & Livestock Services Division, Agricultural Engineering Services Division, Forestry Department and Fisheries Department must go back to the field and communities to complete the Assessment Forms. Completing the Assessment Forms involves filling the blank spaces or information left out about the farmer holdings and fishers by giving more details and putting the farmers that were not captured in the preliminary assessments. The Comprehensive Damage Assessment also involves further verification and cross checking of accuracy of data from the Preliminary Damage Assessments. The same sheet will be used for both Preliminary Damage Assessments and Comprehensive Damage Assessments.

10. **Secretariat Summarizes Incoming Comprehensive Damage Assessment Data.** It is the job of the Secretariat to start generating the final report based on data from assessments. This report would not only look at damages and its cost but monetary values for loss incurred, revenue lost and the amount needed for recovery. Drafts of the report will be done and given to various members of the Secretariat for feedback. Based on feedback and consultations a comprehensive report would be generated.