

**REPUBLIC OF KENYA**



**Office of the President**

**Ministry of Interior and Coordination of National Government  
&  
National Disaster Management Unit (NDMU)**

**SUMMARIZED VERSION  
OF  
NATIONAL EMERGENCY RESPONSE PLAN  
&  
STANDARD OPERATING PROCEDURES (SOPs)**

**JUNE, 2014**

## EXECUTIVE SUMMARY

The National Disaster Management Unit was established by a Presidential Directive communicated through letter Ref. No. CAB/NSC/14/2/32 dated 8<sup>th</sup> August, 2013 as an effective and competent disaster management unit with an established command structure, budget and Standard Operating Procedures (SOPs) based on best practices. The plan recognizes the existence of other national and contingency plans. Overall, the plan is anchored in the medium term plan phase two of vision 2030 where it promotes safety, security and protecting Kenyan assets from adverse impacts of hazards and disasters.

The plan is aligned to the strategic objectives of the Ministry of Interior and Coordination of National Government and protects social, economic and political pillars of our country. This Emergency Response Plan and SOPs provide a clear leadership, command, control and coordinated approach to disaster mitigation, prevention, preparedness, response and recovery. The SOPs referred to in this document will provide a strategic, operational and tactical guide for National Disaster Management Unit, government agencies and private partners during emergency incidents in the country.

This Plan and SOPs have been prepared by Ministry of Interior and Coordination of National Government- National Disaster Management Unit (NDMU) in consultation with Government Ministries, International non Governmental organizations, UN Agencies and other stakeholders.

The approval of this Emergency Response Plan and SOPs as national working documents authorize the National Disaster Management Unit (NDMU) to implement strategies and activities therein with other government agencies while collaborating with other stakeholders.

The Plan is recommended for approval as a National working document.

Signed

Date

Hon. Joseph Ole Lenku

Cabinet Secretary

Ministry of Interior and Coordination of National Government

## **ACKNOWLEDGEMENT**

This is to appreciate the support of the Ministry of Interior and Coordination of National Government particularly the Inspector General, National Police Service, the Deputy Inspector Generals and the Director National Disaster Operation Centre for providing an enabling environment and resources for the stakeholders workshop and a retreat to develop the Standard Operating Procedures (SOPs) and the National Emergency Response Plan.

Special thanks go to all participants for their tireless efforts and immense contribution. Particularly representatives from line ministries, government agencies and authorities, Kenyatta National Hospital, Kenya Red Cross, UN-OCHA and other organizations that participated in the process.

Finally, the Editorial team: Henry K. Barmao, Nelson Munyi, George Onyango, Pius Masai Mwachi, Lamech Maragia, Dr Edward Kiema, Ben Nakitare, Eric Misoka, Milka Chepkurui, Daniel Mutinda, Thomas Benjamin Shamalla, Peter Odhiambo Odwar and Doris Wangare Nganga are hereby acknowledged for their tireless efforts in making the Emergency Response Plan and SOPs a success.

There is great hope that the plan and SOPs developed will be useful in providing strategic, operational and tactical guidelines in management of emergencies/ disasters in Kenya. We will commit to ensure diligence and accountability to the authorities and to the public while delivering the critical services.



**(LEVIN K. MWANDI), EBS, OGW, HSC, DCP**

**DIRECTOR**

**NATIONAL DISASTER MANAGEMENT UNIT**

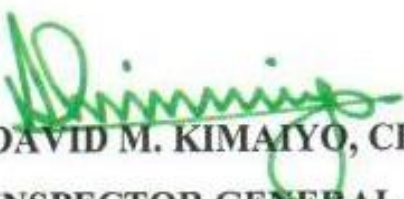
## **FOREWORD**

Emergency planning provides strategies for disaster management with focus on effective preparedness, response to disasters and emergencies. In the past, Kenya has experienced many hazardous and emergency events that have led to loss of lives, displacement of people and property destruction. This plan builds on our past experience with new initiatives aligned with technological advancements. It sets out standardized functions of various actors on how to handle the hazards and disasters. It is linked to and anchored on the national plans, strategies, processes and systems. Planning at national, regional and local levels is thus critical to save lives, protect livelihoods and strengthen recovery from disasters and emergencies.

Planning eliminates conflicts amongst emergency responders and creates clear leadership of command, control and coordination based on best practices when disaster strikes, and have the systems and tools to respond fast. It entails reviewing our procedures and working out where the gaps are, so that we can be ready when we are needed most. Mitigating the effect of the most recent emergencies has presented the government with an opportunity to relook its level of preparedness to handle future calamities.

This plan will ensure that the country is well prepared to respond to emergencies /disasters. It will be replicated in all areas of the country and domesticated on the basis of unique scenarios to foster restoration of communities and the functioning of society once the disastrous events are experienced, however since promulgation of the current constitution, there is need to review existing policies and plans in emergency/disaster management to align to the two levels of government in order to have a unified approach to emergency/disaster management.

Indeed, this emergency plan and SOPs are anchored on the existing National Response Plan. Implementation of this plan will ensure Kenyans life safeguarded, properties secured and our environment is protected.



DAVID M. KIMAIYO, CBS  
INSPECTOR GENERAL  
NATIONAL POLICE SERVICE

## **PREFACE**

A disaster-emergency condition generates extensive damage and destruction to life or property. These events may lead to overwhelming social and physical disruption of functioning of society or community and overwhelms the resources of the affected community or country to provide a timely and effective response to meet the needs of the situation. The emergency aspect of such an event requires immediate attention to alleviate threats to life, pain, distress, anxiety and the destruction to the environment.

This Plan gives appropriate guidelines for management of disasters. It is expected that Counties and sub Counties will use the plan to develop and implement their own hazard specific plans and train the relevant personnel.

The plan was developed through a consultative process among the stakeholders drawn from the, UN agencies, I/NGOs, World Vision, the Kenya Red Cross and other stakeholders.

It recognizes the lead role of the Government of Kenya coordinating disaster preparedness and response. The plan seeks to build upon, streamlining and strengthening the already existing coordination structures in Kenya. It recognizes the use of internationally recognized tools and procedures in disaster response. The plan builds upon the Humanitarian Code of Conduct and Charter and the Sphere Standards. The plan aims to strengthen disaster preparedness for effective response at all levels and thus contributing to the implementation of the Hyogo Framework for Action that seeks to build the resilience of nations and communities to disasters.

It shall be revised accordingly with lessons learnt and good practices documented. Simulation exercises shall be conducted to test the plan where necessary to prove the plan's effectiveness.

The Ministry of Interior and Coordination of National Government, National Disaster Management Unit (NDMU) acknowledges the technical support of United Nations agencies, Kenya Red Cross Society, World Vision and other partners in the development of this plan.

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## **LIST OF ACRONYMS**

|       |                                       |
|-------|---------------------------------------|
| AA    | Assembly Area                         |
| AAR   | Africa Air Rescue                     |
| ALO   | Administration and Logistic Officer   |
| AMREF | African Medical Research Foundation   |
| AU    | African Union                         |
| CBOs  | Community Based Organizations         |
| CDC   | Centre for Disease Control            |
| CDO   | Chief Disaster Officer                |
| CSOs  | Civil Society Organizations           |
| DANA  | Damage Assessment and Needs Analysis  |
| DDAR  | Disaster Damage Assessment Report     |
| DOC   | Disaster Operations Officer           |
| DRM   | Disaster Risk Management              |
| DRR   | Disaster Risk Reduction               |
| DSCC  | Disaster Site Co-ordination Committee |
| DSSMO | Disaster Site Senior Medical Officer  |
| DSSO  | Disaster Site Security Officer        |
| EAC   | East African Community                |
| EAS   | Emergency Alert System                |
| EMS   | Emergency Medical Service             |
| EOC   | Emergency Operations Centre           |
| FAO   | Food and Agriculture Organization     |
| FBOs  | Faith Based Organizations             |
| GIS   | Geographical Information Systems      |
| HFA   | Hyogo Framework for Action 2005-2015  |

|         |  |
|---------|--|
| HME     | Heavy Mechanical Equipment                                       |
| ICRC:   | International Committee of the Red Cross                         |
| IFRC:   | International Federation of Red Cross and Red Crescent Societies |
| IGAD    | Inter-Governmental Agency for Development                        |
| JIC     | Joint Information Centre   |
| JOC     | Joint Operations Centre  |
| KAA     | Kenya Airports Authority   |
| KEBS    | Kenya Bureau of Standards  |
| KEMRI   | Kenya Medical Research Institute                                 |
| KFSM    | Kenya Food Security Meeting                                      |
| KFSSG   | Kenya Food Security Steering Group                               |
| KPA     | Kenya Ports Authority  |
| KPC     | Kenya Pipeline Company   |
| KWS     | Kenya Wildlife Service   |
| MCI     | Mass Casualty Incident   |
| MoAL&F  | Ministry of Agriculture, Livestock and Fisheries                 |
| MoH     | Ministry of Health   |
| MoLH&UD | Ministry of Lands, Housing & Urban Development                   |
| MoEW&NR | Ministry of Environment, Water and Natural Resources             |
| MoICNG  | Ministry of Interior and Coordination of National Government     |
| NADA    | Needs Analysis and Damage Assessment                             |
| NDCC    | National Disaster Coordination Committee                         |
| NDEC    | National Disaster Executive Committee                            |
| NDERP   | National Disaster Emergency Response Plan                        |
| NDMF    | National Disaster Management Fund                                |
| NDMU    | National Disaster Management Unit                                |

|         |  |
|---------|--|
| NDSOP   | National Disaster Standard Operating Procedures          |
| NGOs    | Non-governmental Organizations                           |
| OP      | Office of the President                                  |
| MDEP    | Ministry of Devolution and Planning                      |
| PDAR    | Post Disaster Action Report                              |
| PMLO    | Protocol Media Liaison Officer                           |
| RSC     | Response Support Centre                                  |
| SAR     | Search and Rescue  |
| SITREP  | Situation Report   |
| SOPs    | Standard Operating Procedures                            |
| UN-OCHA | UN - Office for the Coordination of Humanitarian Affairs |
| UN      | United Nations   |
| UNDP    | United Nations Development Programme                     |
| UNHCR   | United Nations High Commission for Refugees              |
| UNICEF  | United Nations Children's Fund                           |
| UN-ISDR | UN- International Strategy for Disaster Reduction        |
| VAM     | Vulnerability Analysis and Mapping                       |
| WESCORD | Water, Environment and Sanitation Coordination           |
| WFP     | World Food Programme                                     |
| WHO     | World Health Organization                                |

## **PREAMBLE**

Kenya's disaster profile is dominated by droughts, fires, floods, technological accidents, diseases and epidemics that disrupt people's livelihoods, destroy the infrastructure, divert planned use of resources, interrupt economic activities and retard development. In the pursuit of effective and timely response to disasters, the Government through the Ministry Of Interior And Coordination Of National Government and National Disaster Management Unit has formulated this National Disaster Response Plan.

This plan seeks to advance the activities that fall under Priority Area Number Five of the Hyogo Framework for Action 2005-2015, which seeks, to "building the resilience of nations and communities to disasters" by strengthening disaster preparedness for effective response at all levels.

This plan serves to confirm the arrangements in Kenya to effectively address disaster response issues in order to lessen the impact of the disasters once they occur.

The responsibility for the implementation of the plan is that of the Ministry Of Interior and Coordination of National Government in conjunction with National Disaster Management Unit. There will be an established system providing operational concepts and procedures associated with day-to-day operational response to emergencies by respective departments when disaster strikes. This will contain hazard specific and departmental or thematic contingency plans and emergency procedures in the event of a disaster, providing for:–

The allocation of responsibilities to the various role players and coordination in the carrying out of those responsibilities;

Effective early warning linked to early response and relief;

Early recovery linked to longer-term development after disaster.

## **CHAPTER 1**

This chapter deals with the introduction, vision, mission, core values, objectives, functions, aims and scope of the plan and standard operating procedures.

### **1.1. INTRODUCTION**

Kenya has experienced many hazardous and emergency events that have led to loss of lives, displacement of people and property destruction. In an effort to strengthen and coordinate disaster management in the country, the National Disaster Management Unit was established by a Presidential Decree communicated on 8<sup>th</sup> August, 2013 as an effective and competent disaster management unit with an established command structure, budget and Standard Operating Procedures (SOPs) based on best practices.

#### **1.1.1 Vision**

To be the leading emergency and disaster management unit in Kenya

#### **1.1.2 Mission**

To effectively prepare for and respond to disasters and emergencies, manage recovery and mitigation efforts in Kenya in collaboration with other stakeholders in order to save lives, minimize loss of property and to protect the environment.

#### **1.1.3 Core values**

1. Pro-activeness;
2. Effectiveness;
3. Professionalism;
4. Integrity;
5. Teamwork;
6. Impartiality; and
7. Innovativeness;

#### **1.1.4 Objective**

To administer a comprehensive emergency/disaster programme in collaboration with stakeholders in order to save lives, protect property and safeguard development gains;

#### **1.1.5 Functions**

The National Disaster Management Unit is charged with the following functions:

1. Overall leadership, coordination, control, monitoring, response management of the disaster effort.
2. Mobilization of resources and foster collaboration and partnership with other agencies on disaster risk management
3. Planning and budgeting
4. Training and capacity development of personnel
5. Facilitating Research on different aspects/trends of disaster management issues
6. Monitoring and Evaluation of DRR, Programs and activities
7. Liaison with line ministries on national response efforts on private companies' equipment hiring and compensation

#### **1.1.6 Aim**

The Aim of this Plan is to establish an understanding of the structure and operating procedures for addressing all aspects of disaster preparedness and response in Kenya. This plan seeks to ensure that disaster preparedness for response is carried in a coordinated and collaborative manner, ensuring the greatest protection of life, property, health and environment.

### **1.1.7 Scope of the Plan**

1. The Plan is the operating instructions for Ministry of Interior and Coordination of National Government, National Disaster Management Unit - government departments and other stakeholders.
2. The Plan addresses both natural and man-made hazards to which the country is exposed to and builds upon the existence of departmental and hazard specific disaster response and contingency plans.
3. The Plan addresses disaster-management functions for which Ministry Of Interior and Coordination of National Government and NDMU has primary coordination responsibility e.g. Relief, Shelters, County / Sub County Emergency Operation Centre, Damage Assessment and Needs Analysis.

## **1.2 CONCEPT OF OPERATION**

NDMU will adapt an Incident Command System whereby there will be defined leadership for management of disaster events in the country. For incidences at national facilities, the national agencies will participate in the coordination and response. It is envisaged that NDMU will open county offices to monitor and coordinate response to emergencies and disasters. In case of incidents at the county level the county commissioner will coordinate response events.

### **1.2.1 Roles of the Principal Secretary**

The Principal Secretary, Ministry Of Interior and Coordination of National Government is authorized to mobilize any portion of this Plan to reduce against, or respond to and recover from the effects of disasters, emergencies or the imminent threat of a disaster emergency.



### **1.2.2 Roles of NDMU Director**

The Director of NDMU shall:

1. Provide overall leadership of NDMU.
2. Coordinate and collaborate with other stakeholders in management of all emergencies and disasters in Kenya.
3. Oversee the administrative functions of the Unit such as personnel, procurement, preparing and reviewing of plans and SOPs, welfare of staff, operations, logistics and maintenance of machines and equipment.
4. Mobilize resources for effective functioning of the unit and effective response to emergencies and disasters.
5. To coordinate capacity building of key sectors and strengthening key sectors on DRR
6. To coordinate management of disaster information systems, research and communication strategy.
7. Develop guidelines on DRR policies and programs
8. Promote and facilitate research on disaster risks hazards vulnerability trends in the country.
9. Monitor and evaluate disaster risk reduction programs
10. To establish and maintain liaison with other government departments, private sector, county governments, international & voluntary organisations, and foreign missions on disaster management,

### **1.2.3 Planning Assumptions**

1. A disaster or emergency may occur with little or no warning and may cause a large number of casualties with widespread damage and disruption.
2. NDOC will recognize and complement services that NDMU will be able to

offer

3. Government Agencies, Humanitarian organizations, I/NGOs, CBOs/CSOs, FBOs, Volunteers and the private sector may need to respond on short notice to provide timely and effective assistance to the State.
4. Government agencies and other collaborating stakeholders will support the overall Concept of Operations of the SOP and will carry out their functional responsibilities.
5. All Government agencies, critical facilities and other collaborating stakeholders shall have developed general disaster/emergency and contingency plans. These organizations will implement preparedness, mitigation, response and recovery activities and exercises in order to maintain the overall national response capability.
6. No single disaster event will completely devastate the country rendering it uninhabitable.
7. The Principal Secretary, Ministry Of Interior and Coordination of National Government will mobilize resources.

#### **1.2.4 Planning Considerations**

The following basic considerations will apply when planning for disaster response:

1. Institutional framework on disaster response.
2. Disaster emergency contingency fund.
3. Existing disaster emergency response capacity in major cities and towns.
4. Inter ministerial / department mutual support agreements.
5. National early warnings mechanism.
6. Evacuation plans and procedures available.
7. Emergency Medical Services (EMS) and Healthcare.
8. Community training and awareness.

9. Maintenance of law and order.
- 10.External assistance on request.

### **1.2.5 Amendments to the Plan**

Proposals for amendment or additions to this plan should be made by contacting:

**The Director,**

National Disaster Management Unit (NDMU) Vigilance House 3<sup>rd</sup> Floor  
P.O.Box 30083 - 00100 Nairobi, Kenya

**Telephone**

General: +254 02 2211445, 210053 Operations: +254 02 2212386

Fax: +254 02 2210077, 2250649

E-Mail:

The workability of this plan will be reviewed once after two years through conducting of drills (simulation exercises) among the stakeholders

### **1.3 Disaster Risk Assessment In Kenya**

Disaster risk assessment can be accessed via this link; *desinventar8081* or *desinventar.net*

## **CHAPTER 2:**

This chapter deals with strategic / operational objectives and recognizes Incident Command System (ICS).

### **2.1 Strategic Objectives**

1. To make Disaster Risk Reduction/Management a priority through harmonization of Disaster Management Units in the country.
2. To identify, assess and monitor the Disaster Risks taking into account scientific, technical and Technological applications in addressing all phases of Disaster Risk Management and enhancing early warning.
3. To use knowledge, innovation and education to build a culture of safety and resilience at all levels by monitoring, coordination, mobilization, networking with all. This will lead to a higher level of advocacy and awareness.
4. To reduce the underlying factors by acquiring the necessary skills, knowledge and equipment to address all known forecasted disaster effects to reduce their impacts by looking into their causes and dealing with it appropriately.
5. To strengthen disaster preparedness for effective and efficient response at all levels by ensuring response units have what it takes. This is to be done both at the national and county levels with involvement of all stakeholders and mainstreaming in all sectors of the economy.
6. To enable both the national and County governments have policies, plans, Standard Operating Procedure (SOPs) and contingency plans.
7. To carry out audit of all disaster management units by carrying out annual reviews, evaluations and validation.

### **2.2 Operational Objectives**

1. In the event of a major disaster or protracted emergency, this plan shall give guidance in the tasking of responsible/lead agencies in the implementation of the following operational objectives.
2. To collaborate and coordinate response to the disaster among all the stakeholders.
3. To provide food security and good nutrition to affected populations in times of disaster.
4. To promote hygiene, Water Supply, and proper Sanitation.
5. To provide Adequate Health Services and ensure Health Systems Infrastructure is adequate.
6. To avail Shelter and planned Settlements as well as Non-Food items to displaced populations following disaster.

## **CHAPTER 3:**

This chapter deals with SOPs for NDMU and other in general.

### **3.1 National Disaster Management Unit**

The National Disaster Management Unit (NDMU) was established by a Presidential Directive issued on the 8<sup>th</sup> August, 2013 as an effective and competent disaster management unit with an established command structure, budget and Standard Operating Procedures (SOPs).

### **3.2 Legal And Legislative Framework**

The Constitution of Kenya, 2010 has entrenched Disaster Management in the Schedule 4 Functions outlining roles for National and County Governments.

National disaster risk management will be undertaken as provided for under the following:

- .1 Kenya National Disaster Response Plan 2009;
- .2 The National Police Service Act, 2011;
- .3 The Kenya Red Cross Act
- .4 National Disaster Risk Reduction Strategy for Kenya 2006 -2016
- .5 The Environmental Management and Conservation Act ;
- .6 Occupational Safety and Health Act, 2007; and
- .7 Other provisions under Kenyan law.

Some of the ratified and domesticated international treaties relating to disaster management include:

- .1 The United Nations (UN) Framework Convention for Climate Change and the Kyoto Protocol;
- .2 The UN Convention for Combating Desertification; and

.3 Hyogo Framework of Action, 2005;

### **3.3 Standard Operating Procedures (Sops)**

These procedures and processes are to be used for coordination of effective and efficient disaster risk management of national emergencies to minimize loss of life, property destruction and protection of the environment. They are to be read as a guide and in conjunction with the laws, regulations and procedures governing disaster and emergency response agencies.

### **3.4 Institutional Phylosophy**

They will provide leadership, coordination, command and control of disaster management;

Liaise with other stakeholders/key agencies on national disaster efforts;

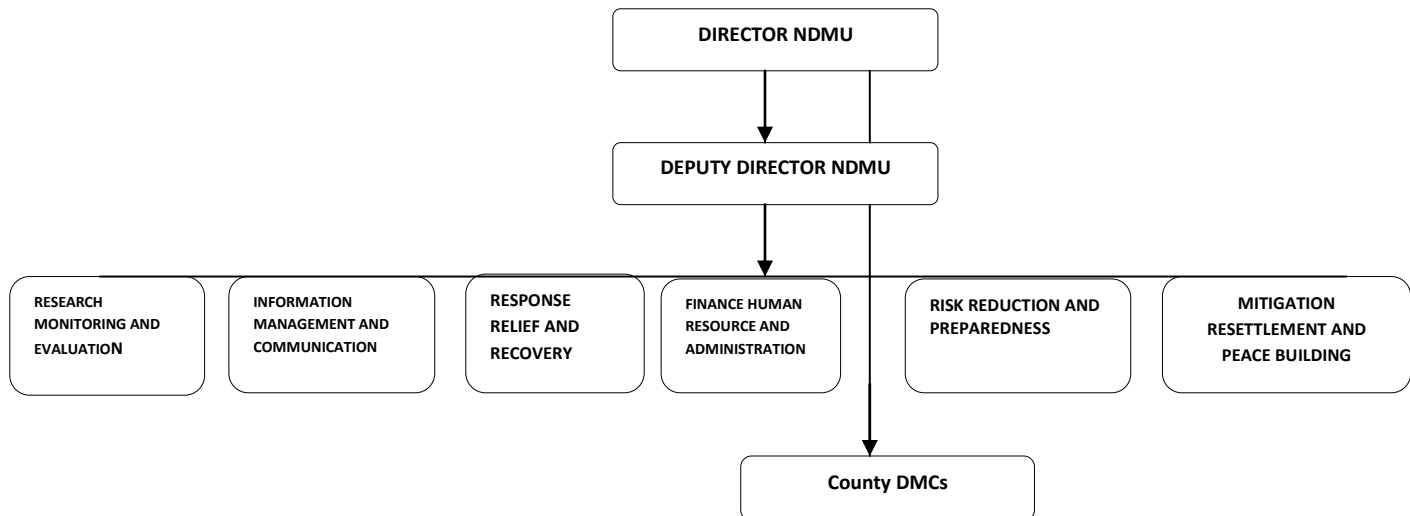
1. Hire or procure equipment;
2. Mobilize resources;
3. Plan, budget for and implement disaster management programmes;
4. Undertake research and documentation;
5. Undertake capacity building in collaboration with other stakeholders;
6. Monitor and evaluate disaster management initiatives, strategies and programs;
7. Liaise with other relevant agencies regarding early warning information gathering and dissemination; and
8. To manage, supervise and Audit county disaster offices;

### **3.5 Institutional Structures**

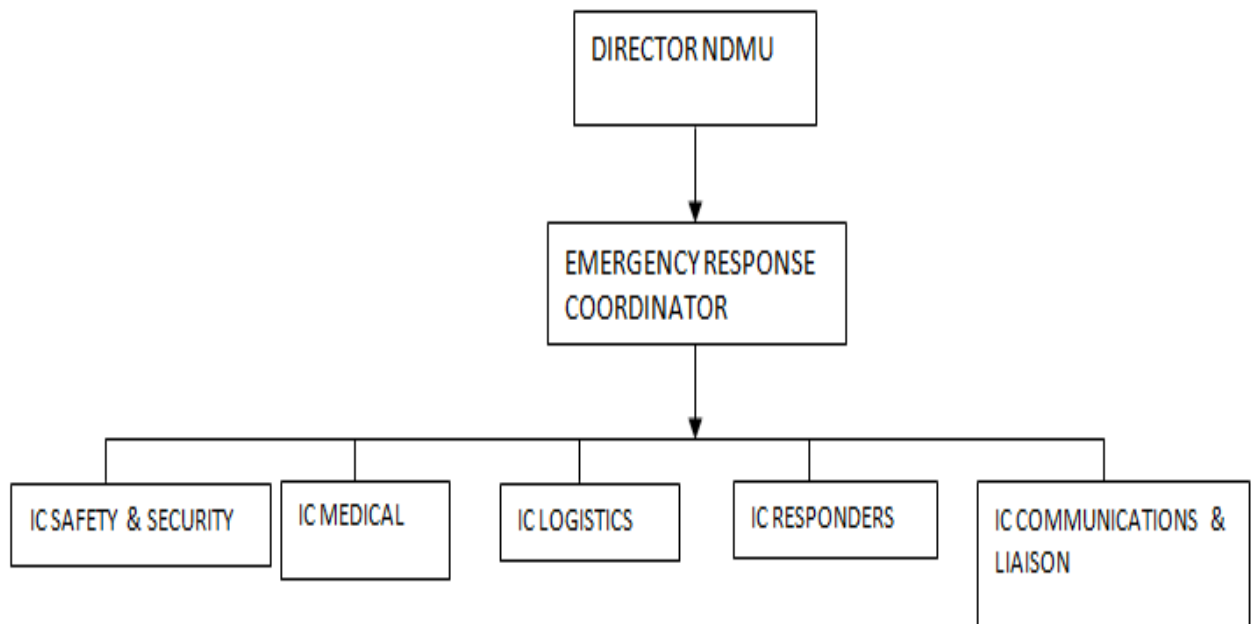
The institution will have various management and operational structures. The management structure will give an outline organization of the National Disaster Management Unit. The operational structure outlines the operation command and control structure.

### 3.5.1 Institutional Management Structure

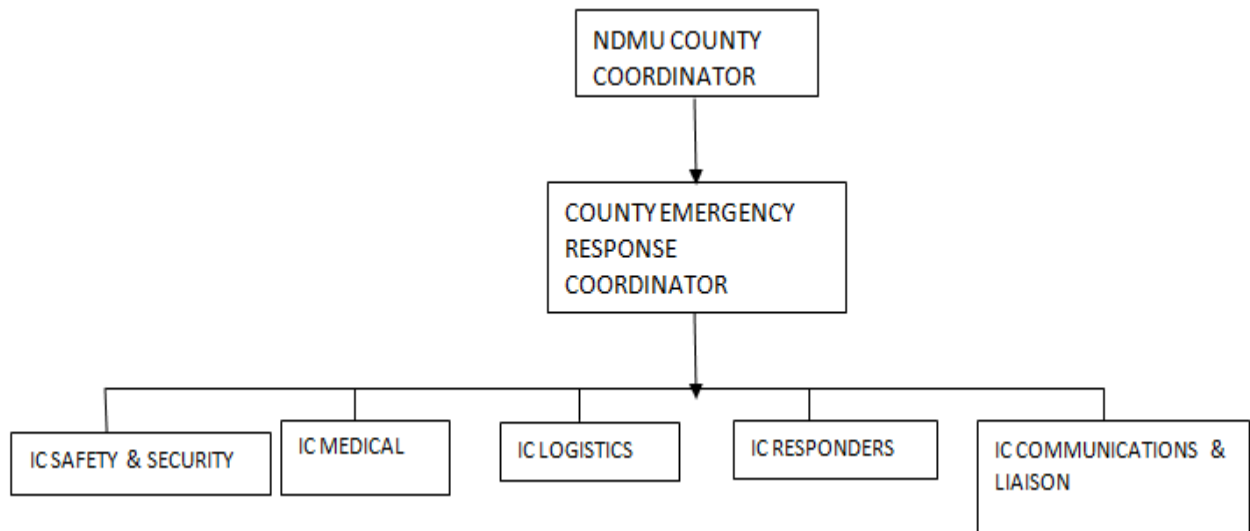
NDMU organizational structure is as shown below.



### 3.5.2 National Disaster Operations Structure:



### 3.5.3 NDMU County Disaster Operations Structure:



### 3.6 Stakeholders Mapping

NDMU will collaborate with all government ministries, UN agencies, KRCS, INGOs, NGOs, CBOs, FBOs, Communities, Private entities and foundations in Disaster Risk Management. A comprehensive list of stakeholders is annexed and will be reviewed from time to time.

### 3.7 Capacity Building

Capacity building is critical to performance and disaster management; it will equip disaster management personnel with necessary skills to save lives and reduce risks.

NDMU will collaborate with other entities to identify training needs for their staff in order to address them.

### 3.8 Equipment Requirement

To effectively and efficiently perform its mandate, NDMU will require tools, equipment, works and services as mentioned in annex L. The unit will from time to time hire/procure equipment and tools as per government approved procedures.



### **3.9 Budget**

The government through the relevant Ministries will fund the operations of the unit. The unit shall from time to time mobilize resources from stakeholders to address disaster risk management issues.

### **3.10 Approach to Disaster Management**

NDMU will manage disasters in the country before, during and after occurrence.

### **3.11 Concept of Operation**

Upon activation of this plan, the command and control of the disaster emergency will be overseen at the Coordination Centre known as the Joint Operation Centre (JOC). The Coordination will be established at the NDMU headquarters or other designated site as the disaster emergency situation may dictate.

The Director of the National Disaster Management Unit is authorized to mobilize any portion of these procedures to respond and recover from the effects of disaster emergencies or the imminent threat of a disaster emergency.

The Director of NDMU will oversee Operation of the JOC

NB: Depending on the type of disaster and level, the phases and actions may overlap at times. It will be the discretion of the Director to activate the appropriate action as the conditions and resources may dictate.

### **3.12 Levels of Operation in Disaster Response**

#### **Level 1**

Localized emergency events dealt within the regular operating mode of the protective, emergency and health services in the sub county.

#### **Level 2**

Disaster Emergency events that overwhelm the capacity of the resources in the sub county, but which do not overwhelm the capacity of the county resources to respond and recover (such zones of impact can be declared Affected Areas).

#### **Level 3**

Disaster Emergency events that requires the mobilizing of national resources to respond and recover (such an event may be designated as a national disaster). This will prompt seeking of assistance from other external partners.

## **Level 4**

A Disaster Emergency event that overwhelms the existing national response capacity, thus prompting the President to declare a national disaster to seek foreign/international assistance to support the country in the response and recovery initiatives

The response of the NDMU and other collaborating response agencies depends on the severity of the disaster emergency and the type of assistance required.

The general operating requirements for disaster risk management communication will be:

1. Timely receipt and delivery of alerts;
2. Complete and easy to understand;
3. Capability to contact systems; and
4. Common language

The factors that will govern NDMU for disaster risk management communication are:

1. Priority, Reliability and Availability;
2. Interoperability;
3. International coordination; and
4. Adoptability.

## **3.14 Media And Information Management**

### **3.14.1 Receipt and distribution of Warnings**

Warnings of a natural hazard or occurrence of a rapid onset disaster shall be issued in the first instance by the relevant early warning agency, or any other early warning system available. The information shall be passed to the Director NDMU and PS Ministry of Interior for activation of appropriate response activity as soon as possible.

Upon implementation of this plan, all public warnings will be distributed through the NDMU. Appropriate media and other channels will be used to distribute the warning to the public and concerned authorities for appropriate standby preparedness and response.

**Table 1 Contacts of Important Emergency Responders**

| <b>Name of Department</b>                    | <b>Contact Telephone Numbers</b>   |
|--|--|
| 1. NDMU                                      |  |
| 2. NPS                                       | 112/999 310462   |
| 3. NDOC                                      | 0202212386/0202151053  |
| 4. Fire Brigade                              | 2222181 999/112  |
| 5. Military (DRU)                            | 2723412  |
| 6. Kenya Metrological Services               | 3867880/5  |
| 7. Ministry of Health                        | 2717077  |
| 8. National Environment Management Authority | 318044 605522  |
| 9. Kenya Wildlife Service                    | 600800   |
| 10. Kenya Power                              | 3754000 3211000<br>Mobile:0735 333222 0735 333223<br>0722 207997 0722 207999 |
| 11. Kenya Red Cross                          | 1199/ 0203950395/ 0700395395   |
| 12. St Johns                                 | 0202210000/ 244444210000/<br>0721225255                                      |

NB: Other important emergency contact numbers are included in **Annex A**.

### **3.14.2 Managing Public Information**

The following will be done to manage public information:

1. Hold the first news conference as soon as possible after the event
2. Set media guidelines regarding accessibility to information, length of question periods, conference/briefings, site tours, etc.
3. Ensure good communications with frequent updates on the bulletin board or white board at the NDOC.
4. Ensure a messenger is available to assist the media where possible.

5. Facilitate media pooling by selecting a small number of media personnel from different media houses to represent print and electronic news personnel on the disaster site.
6. Ensure monitoring of print and electronic coverage for rumour control and awareness.
7. Ensure expert spokespersons are available for credibility
8. Ensure bilingual capabilities, as appropriate. Certain circumstances may warrant professional translation services

### **3.14.3 Information Management and Rumour Control**

Ensure the following in information management and rumour control

1. Ensure public information is accurate, timely and varied.
2. Ensure information is from authorized and authoritative sources.
3. Information should be repeated frequently in the early stages.
4. Do not attempt to completely restrict media access since this is impossible.
5. Develop a cooperative framework which includes protocols, systems and procedures e.g. for visits to worst affected “dangerous” areas.
6. Ensure a single specific focal point for media management.
7. A media “background information” sheet which is regularly updated is a useful tool.

**NOTE:** Disaster risk management communications equipment is outlined in *Annex L*.

### **3.14.4 Requests for International Assistance**

Any requests for any assistance from outside the country shall be dealt with as per the agreed procedures. Such may come from the United Nations or Bi-lateral country requests as the emergency may dictate.

The Principal Secretary, Ministry of Interior and Coordination of National Government will facilitate the accessing of contingency funds for disaster emergency response based

on the modalities to be established and agreed upon with the ministry of Devolution and Planning and National Treasury.

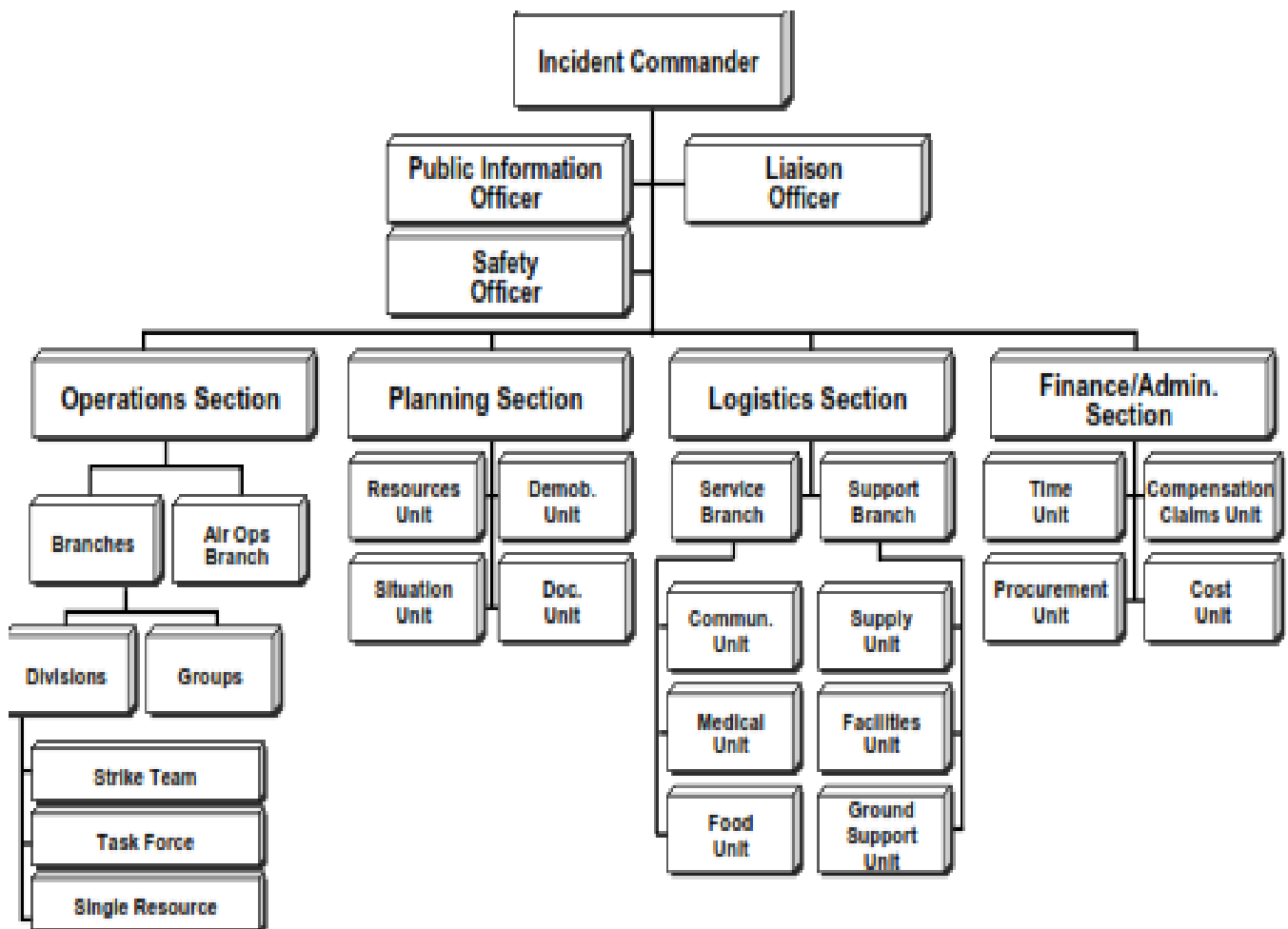
### 3.15 Incident Command System

These SOPs adopt the incident command system for a standardized on-site and off-site all hazard incident emergency response. This will enable to implement a flexible and scalable framework. The Incident Command System shall be as shown below:

#### 3.15.1 On-site Structure

The On-site structure will ensure effective and efficient command of response operations within the disaster site. The sample of this structure has been provided in the Main SOP, its organisation will depend on the magnitude and the location of the emergence/disaster.

#### 3.15.2 Incident Command Structure



## **Figure 6: On Site Emergency Response Structure**

NB: The establishment of the above points is dictated by the respective disaster emergencies. Some of the points can be combined or handled by the same person without necessarily establishing centre.

### 3.15.3 Protracted Operations

Should damage or disruption be in such an extent, that operations are to continue over a number of days, the policy of daily meetings with officers in charge of control authorities and support organizations will be implemented for the purpose of coordinating effort and establishing priorities. The safety and welfare of the officers and staff working late or away from home should be given priority as per the usual government procedures. A Response Support Centre (RSC) shall be established to ensure the welfare and safety of the responding teams. The RSC shall ensure:

1. The smooth functioning of the JOC round the clock in 3 shifts of 8 hours each
2. In extreme cases, the shifts should not last more than 12 hours
3. Key departments for staffing the centre are NDMU representative, NDOC
4. Local administration representative and Medical representative.
5. Provision of food, drinking water, resting tents, sleeping bags e.t.c.
6. Provision of security.

### 3.15.4 Emergency Response to Various Hazards

The NDMU will be responsible for overall leadership coordination and control and management of incidents.

### **3.16 Sectoral/Cluster Working Groups on Disaster Management**

These will be formed with a designated lead agency/department to work in an area of emergency management or humanitarian response in which gaps for action are identified as follows;

1. County Governor to be in charge of Level 1
2. Relevant Principal Secretary to be in charge of Level 2
3. Relevant Cabinet Secretary to be in charge of Level 3
4. President to be in charge of Level 4

The aim is to strengthen system-wide response technical capacity to respond to disaster situations by designating Sectoral Leads who are responsible for ensuring predictable and effective inter-agency and inter departmental approaches within the particular sectors or areas of activity concerned.

#### **3.16.1 Functions of the Sectoral Leads**

1. Ensure predictable action within the sectoral area for analysis of needs, addressing priorities, and identifying gaps in the thematic area;
2. Secure and follow-up on commitments from the sector area to contribute to responding to needs and filling the gaps in disaster response.
3. Ensure that activities within a sector area are carried out
4. Sustain mechanisms through which the sector area as a whole assesses its performance.
5. Up-to-date assessments of the overall needs for human, financial, and institutional capacity in disaster response.
6. Review of currently available capacities and means for their utilization as per needs.
7. Links with other sectors, including preparedness measures and long-term planning.
8. Take action to ensure that required capacities and mechanisms exist.
9. Ensure training and system development at the national, county and community levels.
10. All the Sectoral Working Groups shall be chaired by respective government ministries/departments with a lead role.

#### **3.16.2 Disaster Recovery Plans**

Recovery operations shall involve activities to restore immediate life support for victims and population affected by disaster emergency.



## **CHAPTER 4:**

This chapter deals with coordinating structures in Kenya.

### **4.1 Coordination Structures In Kenya**

#### **4.1.2 Key Forums**

#### **4.1.3 Humanitarian Services Committee**

The Humanitarian Services Committee comprising of Principal Secretaries and Chaired by the principal secretary, Ministry of Interior and Coordination of National Government shall perform the following functions:

- .1 Initiate deployment of resources
- .2 Source for the provision of non-emergency National resources and assistance
- .3 Offer general policy direction on disaster emergency response activities.

The membership shall comprise of;

- .1 Ps Ministry of Health
- .2 PS Ministry of Agriculture, livestock and fisheries
- .3 PS Ministry of Lands, housing and urban development
- .4 PS Ministry of environment water and natural resources
- .5 Other Ministries may be co-opted on need basis
- .6 Directors of NDOC and NDMU
- .7 Kenya Red Cross Society and Other Agencies on invitation
- .8 UNOCHA and other UN agencies on invitation

### **4.2 National Platform for Disaster Risk Reduction**

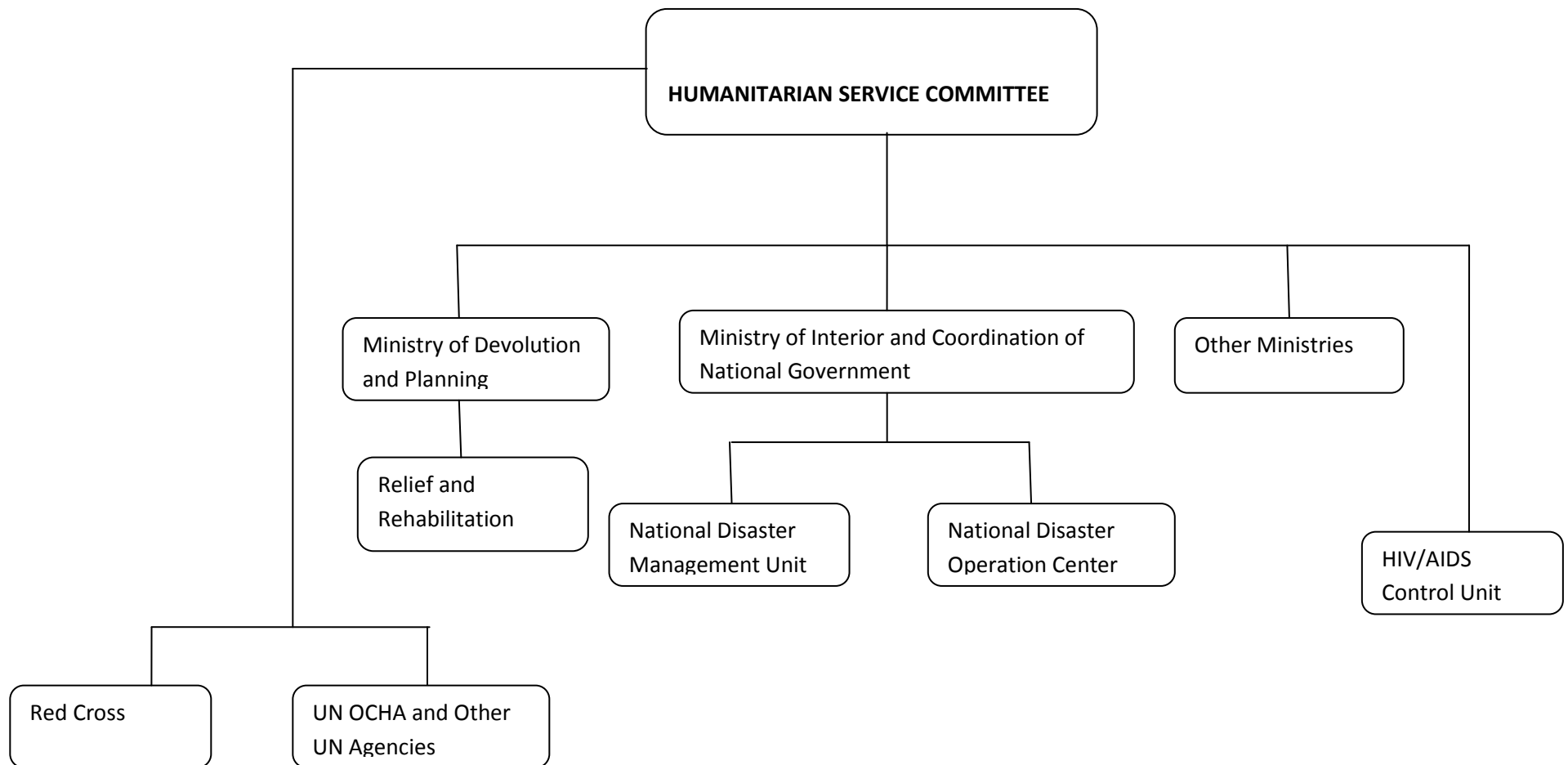
The National Platform shall:

1. Be the coordination mechanism for mainstreaming DRR into development policies, planning and programmes in line with the implementation of the Hyogo Framework for Action.
2. Aim to contribute to the establishment and the development of a comprehensive national DRR system as appropriate in Kenya.
3. Work to establish baseline information for DRR, including disaster and risk profiles, national policies, strategies, capacities, resources and programmes;
4. Identify trends, gaps, concerns and challenges and setting forth accepted priority

areas in DRR;

5. Advocate for the urgent need for developing or adopting policies and legislations for DRR;
6. Benchmark progress made in promoting DRR and its mainstreaming into development policies, planning and programmes;
7. Develop result-oriented work plans of National Platforms for DRR to coordinate the DRR activities in line with the HFA;
8. Coordinate joint efforts among members of National Platforms for DRR to reduce the vulnerability of people at relatively high risk;
9. Monitor, record and report of disaster risk reduction actions at national and community levels in line with the HFA;
10. Document lessons learned and good practices, and share the findings (including promoting twinning of National Platforms for DRR) at national, regional and international levels; and
11. Work towards better integration of DRR into national planning, policies and programmes in development and humanitarian assistance.

## Disaster Response Coordination In Kenya



### **4.3 Kenya Food Security Meeting**

KFSM is responsible for addressing food security issues, building trust, shared purpose and understanding, as well as maintaining institutional memory of the key national actors. It shall provide the mechanism to channel decisions upwards to the appropriate government bodies and donors, and is a mechanism for advising, accountability and legitimacy. The KFSM shall meet once a month, and shall be chaired by the Ministry of Agriculture fisheries and livestock.

### **4.4 Kenya Food Security Steering Group (KFSSG)**

The KFSSG shall promote, strengthen and support the multi-agency approach to drought management and food security in Kenya. The KFSSG shall:

1. Develop and implement mechanisms to coordinate the flow of drought management and food security information in the country and develop procedures to ensure appropriate dissemination and access to the information.
2. Coordinate the effective management of information and reporting sharing to ensure action planning and response coordination.
3. Develop coordinated response mechanisms to be adopted by all relevant stakeholders at both national and community levels.
4. Develop and manage a geographical targeting and distribution system for food and non-food responses to food insecurity and drought stress conditions that can be utilized by all stakeholders.
5. Provide technical advice and guidance to all relevant bodies on matters of food security and drought management as appropriate.
6. Support strengthening of sub-county Steering Groups for effective management of drought and food insecurity in the drought prone areas.

### **4.5 NDMU Responsibilities during Disasters and Emergencies**

The National Disaster Management Unit is charged with the following responsibilities during emergencies and disasters:

1. Overall leadership at the scene, coordination, control, monitoring, response management of the disaster effort.
2. Mobilization of resources and foster collaboration and partnership with other agencies on disaster risk management.
3. Shall operate a 24/7 reporting centre, where emergency operation activities/events are recorded and communicated for action.
4. Be the command centre for all communications and information relating to

response operation.

5. Liaison with line ministries on national response efforts on private companies' equipment hiring and compensation.

#### **4.6 Joint Operation Centre (JOC)**

There shall be a joint operations centre to be setup during protracted emergency situations within the disaster scene. It shall comprise of the following members:

- .1 NDMU staff, onsite liaison and subcounty / local liaison.
- .2 NDEC liaison.
- .3 County representative.
- .4 Response Agencies representatives.
- .5 NDOC representative.

#### **4.7 Roles And Responsibilities Of Government Ministries And Departments**

The Plan and SOPs has defined roles and responsibilities of government ministries, departments and stakeholders.

## CHAPTER 5

This chapter deals with Disaster/ Emergency preparedness and document annexes.

### 5.1 Disaster Preparedness

Periodically, the Ministry of Interior and National Government through NDMU in collaboration with other partners will plan and carry out exercises or drills on various scenarios as per the schedule below.

#### 5.1.2 Schedules for Organizing the Drills

- .1 There shall be at least one drill per year at the national level.
- .2 Sectoral or agency specific drills shall take place twice a year.
- .3 Lessons learnt from the drills and those from the previous and ongoing disaster incidents shall be incorporated in this plan as appropriate.
- .4 The annual drills shall be planned at National and County levels in coordination with Ministry Of Interior and Coordination of National Government and NDMU who shall provide guidance and evaluation personnel.

#### 5.1.3 Resources for Organizing the Drills

The Ministry Of Interior and Coordination of National Government and (NDMU) as well as county governments will facilitate and provide resources for the drills.

The following Annexes are attached to the main document.

|         |  |        |
|---------|--|--------|
| Annex A | Contacts Of Key Stakeholders                         | PG 165 |
| Annex B | Disaster Response Kit                                | PG 178 |
| Annex C | Fire Fighting Equipment                              | PG 184 |
| Annex D | Relevant Laws Policies And Protocols                 | PG 188 |
| Annex E | The Humanitarian Code Of Conduct                     | PG 191 |
| Annex F | Pre-Positioned Data And Analytical Aids At Ndmu      | PG 192 |
| Annex G | Guidelines To Contingency Planning Process           | PG 195 |
| Annex H | Resource List And Stationery For Emergency Operation | PG 200 |

|         |   |        |
|---------|---|--------|
|         | Center  |        |
| Annex I | Required Resourcetypes In Major Disaster Situations | PG 202 |
| Annex J | Definition Of Common Disaster Emergence Terms       | PG 203 |
| Annex K | Disaster Maps                                       | PG 212 |
| Annex L | Budget  | PG 216 |
| Annex M | Humanitarian Organisation                           | PG 220 |
| Annex N | Government Corporations,Departments And Agencies    | PG 221 |
| Annex O | List Of Participants                                | PG 222 |
| Annex P | Distribution List                                   | PG 225 |

Availability and distribution of this plan is the responsibility of the Ministry of Interior and Coordination of National Government and National Disaster Management Unit whose contact address is:

|  |  |
|--|--|
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|--|--|

Additional copies are available in the public libraries and institutions for public information. This plan is available for viewing at the National Disaster Management Unit website. (Link to be given).



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**E N D**