

NEMA – NATIONAL DISASTER RESPONSE PLAN

NATIONAL DISASTER RESPONSE PLAN

I. INTRODUCTION

Experience from history has demonstrated the value of contingency planning to meet the exigencies of disasters. Although no abstract plans are ever likely to match specific circumstances that suddenly confront disaster managers, such plans provide a vital starting point. Without them, panic and paralysis may set in, if disaster strikes. In such a situation, the first stage in the management of a disaster – that of giving outline direction and guidance within a tight time frame can easily be slowed down. Meanwhile, the crisis escalates and may become increasingly difficult and expensive, in terms of lives and money to resolve.

The Federal Government of Nigeria has not until now had a contingency plan for coping with disasters. However, several of it's agencies have contingency plans and Standard Operating Procedures (SOP) for dealing with specific emergencies. The same applies to Non-Governmental organizations (NGOs), including business concerns.

This first attempt at developing a National Disaster Response Plan (NDRP) for the country has been made under the auspices of the National Emergency Management Agency (NEMA), which was established in March 1999.

A. Purpose

The National Disaster Response Plan (NDRP) establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance, to address the consequences of any major disaster or emergency declared by the President of the Federal Republic of Nigeria. The NDRP:

1. Sets forth fundamental policies, planning assumptions, a concept of operations, response and recovery actions, and Federal agency and private sector responsibilities;
2. Describes the array of Federal response, recovery, and mitigation resources available to augment State and local efforts to save lives; protect public health, safety, and property;

3. Organizes the forms of Federal response assistance that a State is most likely to require under 13 Support Service Areas (SSAs); each of which has a designated primary agency;
4. Spells out the process and methodology for implementing and managing Federal recovery and mitigation programmes and support/technical services;
5. Addresses linkages to other Federal emergency operations plans developed for specific incidents;
6. Provides a focus for interagency and intergovernmental emergency preparedness, planning, training, exercising, coordination, and information exchange; and
7. Serves as the foundation for the development of detailed supplemental plans and procedures to implement Federal response and recovery activities rapidly and efficiently.

B. Scope

1. The NDRP concepts apply to a major disaster or emergency which includes a natural catastrophe; fire, flood, or explosion, regardless of cause; or any other occasion or instance for which the President determines that Federal assistance is needed to supplement State and local efforts and capabilities. Throughout the NDRP, any reference to a disaster, major disaster, or emergency generally implies a presidentially declared major disaster or emergency.
2. The NDRP covers the full range of complex and constantly changing requirements following a disaster: saving lives, protecting property, and meeting basic human needs (response); restoring the disaster-affected area (recovery); and reducing vulnerability to future disasters (mitigation). The NDRP does not specifically address long-term reconstruction and redevelopment.
3. The NDRP applies to all Federal departments and independent agencies that may be tasked to provide assistance in a major disaster or emergency. Additionally, the Nigerian Red Cross Society functions as a Federal agency in coordinating the use of Federal mass care resources, in a presidentially declared disaster or emergency. For purposes of the NDRP, any reference to Federal agencies with respect to their

responsibilities and activities in responding to a disaster, generally means Federal departments and agencies, as well as the Nigerian Red Cross Society.

4. Under the NDRP, a State means any State of the Federal Republic of Nigeria and the Federal Capital Territory.
5. Federal agencies acknowledge the importance of an interagency/intergovernmental/community partnership to improve access to disaster assistance. Although a State Governor must request a Presidential disaster declaration on behalf of a community, agencies subsequently can work directly with the community, within existing structures and resources, to tailor disaster programmes to its unique needs.

C. National Disaster Response Framework

1. The combined emergency management authorities, policies, procedures, and resources of local, State, and Federal Governments as well as voluntary disaster relief organizations, the private sector, and international sources constitute a national disaster response framework for providing assistance, following a major disaster or emergency.
2. Within this framework, the Federal Government can provide personnel, equipment, supplies, facilities, and managerial, technical, and advisory services in support of State and local disaster assistance efforts. Various Federal statutory authorities and policies establish the basis for providing these resources.
3. Under the National Emergency Management Agency (Establishment) Act as amended, NEMA has been delegated the primary responsibility for coordinating Federal emergency preparedness, planning, management, and disaster assistance functions. NEMA also has been delegated the responsibility for establishing Federal disaster assistance policy. In this stewardship role, NEMA has the lead in developing and maintaining the NDRP.

4. The NDRP describes the structure for organizing, coordinating, and mobilizing Federal resources to augment State and local response efforts. The NDRP may also be used in conjunction with Federal agency emergency operations' plans, developed under other statutory authorities, as well as Memorandum of Understanding (MoUs) amongst the various Federal agencies and private organizations.
5. The NDRP is implemented through zonal supplements developed by NEMA and other Federal agency zonal offices describing specific actions, operating locations, and relationships to address the unique requirements of the zonal and States within the zone. From time to time, an operation's supplement to the NDRP may be issued to address specific events that merit advanced planning.
6. The NDRP is further implemented through various operating manuals, field operations' guides, and job aids detailing specific agency actions to be taken.
7. States, along with their local jurisdictions, have their own emergency operation's plans describing who will do what, when, and with what resources. In addition, many voluntary, private, and international organizations have emergency or contingency plans.
8. While the NDRP focuses primarily on operational planning specific to an incident, other forms of planning also are critical to ensuring effective disaster operations. Pre-incident planning at all levels of Government is used to identify operating facilities and resources that might be needed in response and recovery. Action planning, conducted throughout a disaster, establishes priorities with tactical objectives for the next operational period. Contingency planning assists in targeting a specific issue or event arising during the course of a disaster and presents alternative actions to respond to the situation. Strategic planning is used to identify long-term issues such as impact of forecasts, and problems such as permanent housing for displaced disaster victims. It can also serve as a blueprint for rebuilding after a disaster.

D. Organization of the NDRP

1. The **Basic Plan** presents the policies and concept of operations that guide how the Federal Government will assist disaster-stricken States and Local Governments. It also summarizes Federal planning assumptions, response and recovery actions, and responsibilities.
2. **Support Services Areas Section** describes the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in the implementation of key response functions that supplement State and local activities. SSAs include Transport, Communications, Public Works and Engineering, Firefighting, Information and Planning, Mass Care, Resource Support, Health and Medical Services, Search and Rescue, Hazardous Materials, Food, Energy and Military/Police Support.
3. The **Recovery Function Section** describes the policies, planning considerations, and concept of operations that guide the provision of assistance to help disaster victims and affected communities return to normal life and minimize the risk of future damage. Assistance is categorized by delivery system - either to individuals, families, and businesses or to States and Local Governments. (Note: A separate document describing mitigation as a concept and a programme is being developed.)

II. SITUATION

A. Geographic Setting

1. Area.

The NDRP covers the land area of Nigeria, which is 923, 768 sq.km, together with the Exclusive Economic Zone (EEZ), which extends to 200 nautical miles, off the coast of the country.

2. Geology, Relief and Drainage.

Nigeria is made up of two groups of rocks: ancient Basement Complex igneous and metamorphic rocks on the one hand and sedimentary rocks on the other. The Basement Complex rocks include Granites, gneisses, schist and quartzite and form five upland areas, namely, the North Central Plateau, the Western Uplands, the Mandara

Mountains, the Adamawa Highlands and the Oban Hills. These upland areas are generally over 300m above sea level (a.s.l.) and stand above 900m in the Jos Plateau, the Mandara Mountains, the Alantika Mountains, the Mambilla Plateau, the Obudu Plateau and the Oban Hills. Extinct volcanoes are to be found on the Jos Plateau and on the basaltic Biu Plateau while lava flows occur in various parts of the Benue valley.

Between and around the upland areas are sedimentary basins characterized by sandstones, shales, limestones, mudstones, clays and sands. These sedimentary rocks form plains and scarp lands, namely, the Sokoto Plains, the Niger-Benue Trough, the Chad Plains, the Coastal Plains of South Western Nigeria, the Plains and Scarp lands of South Eastern Nigeria and the Niger Delta. Particularly noteworthy, are the Coastal Plains of South Western Nigeria, which experienced mild earth tremors in 1988; the Niger Delta, where oil spills are associated with petroleum exploitation, which could also trigger off earth tremors; and the Plains and Scarp lands of South Eastern Nigeria, in which certain geological formations are highly susceptible to catastrophic gully erosion.

The North Central Plateau forms a major hydrological Centre, with rivers flowing North Eastwards to Lake Chad, Westwards and Southwards to the River Niger and southwards to the River Benue. The Western Uplands form a major watershed, with rivers draining Northwards to join the Niger and Southwards into the Atlantic Ocean. The Adamawa Highlands drain into the Benue, while the Obudu Plateau and the Oban Hills are drained by the Cross River into the Atlantic.

3. Climate

Nigeria has a tropical climate with distinct wet and dry seasons. However, the duration and intensity of the wet season decreases from nine months or more along the coast to about three months in the extreme North. The wet and dry seasons are associated respectively with the prevalence of the moist tropical maritime air mass from the Atlantic and the dry, dusty continental air mass from the Sahara Desert respectively. The boundary zone between these two air masses (the Inter-Tropical Discontinuity (ITD)) moves slowly Northwards as from about February, reaching beyond Nigeria's Northern boundary in August. As from September, it moves relatively rapidly Southwards back to the coastal belt. The sequence of weather types, experienced at a particular location in the course of a year, is determined primarily by the location of that place relative to the fluctuating surface position of the ITD.

Mean annual rainfall decreases from between 2400mm and 3200mm along the coast to between 520mm and 650mm along the northern boundary, with the Jos Plateau producing an orographic effect, which raises the annual total, significantly above the figures to the East and West of it.

The wet season is usually ushered in by frequent thunderstorms, which are often highly destructive of houses, power lines and telephone lines. The heavy rains of July, August and September often produce disastrous floods in the Niger Delta and the coastal belt and in the flood plains of major rivers such as the Niger, the Benue, the Gongola, Hadeja and the Jamare River Basin.

During the dry season, the dust haze associated with the tropical continental air mass is a major aviation hazard.

Temperature distribution in the country is varied, with the hottest month being February in the Southern States, March in the Central States and April in the far Northern States. The highest mean monthly maximum temperatures are 33°C in February, 37°C in March and 40°C in April. It is in these hot, dry months that overcrowded living conditions promote epidemics of cerebrospinal meningitis in Northern areas.

From time to time, the rain fails and there is a drought especially in the North, with associated crop and livestock losses and human suffering. Scientists have suggested that there is a 30-year drought cycle in the region. The last severe drought occurred in 1970 – 1973.

4. Vegetation

Nigeria's main vegetation belts are the Coastal Forest and Mangrove, the Tropical Rain Forest, the Forest –Savanna Mosaic, the Guinea Savanna, the Montane, the Sudan Savanna and the Sahel Savanna.

The Coastal Forest and Mangrove belt is a zone of freshwater swamp forests and mangrove forests, while the Tropical Rain Forest belt is an area where the original forest cover has been converted, through exploitation and other human pressures, into secondary forest, plantations (cocoa, oil palm, rubber), oil palm bush and arable farmland.

The Forest-Savanna Mosaic is a transition zone between the Forest belt and the Savanna belt. Originally covered by dry forest vegetation, the area now carries secondary forest with Savanna patches in the wetter areas and Savanna with secondary forest patches in the drier areas. There is also arable farmland.

Further North, the vegetation is essentially Savanna in which there is a ground layer of grass with or without a layer of trees. The grass becomes shorter and lighter as one moves Northwards. It is subject to annual burning, with some of the wild fires spreading into villages where houses have grass-thatch roofs and creating disaster situations. The Jos Plateau and the Mambilla Plateau are covered by Montane vegetation, which is characterized by grass with few trees, a reflection of centuries of human activities, which have led to the total or near-total removal of the tree cover.

This section of the NDRP provides a summary of Nigeria’s population; the major hazards the different states are vulnerable to; and several planning assumptions that were considered in the planning process.

B. Vulnerability Analysis (Demographics)

As of July 1999, Nigeria’s population was estimated to be 113,828,587. The breakdown of the vulnerability of both male and female to hazards is shown in table 1 below.

TABLE 1: COMPARISM BETWEEN MALE AND FEMALE VULNERABILITY TO HAZARDS.

Age of Structure	Percentage	Male	Female
0 – 14 years	45%	25,613,974	25,397,199
15 – 64 years	52%	30,272,539	29,197,611
65 years - above	3%	1,678,732	1,668,565

The comparism above shows that male population decreases with age, as against female population.

C. Hazard Analysis

Nigeria is vulnerable to hazards, which are grouped as natural or man-made disasters. The natural disasters in question and the areas where they are most likely to occur are shown below:

Natural Disaster

1. Flooding

The primary causes of flooding are ocean surge, tropical rains and blocked drainages in urban areas. Flooding is endemic in the coastal zone, in the flood plains of many of our rivers and in many urban areas. Nigeria's coastal belt is low lying and is subject to flooding as a result of heavy rainfalls and ocean surge. An estimated 25 million people or 28% of Nigeria's population live in the coastal zone and are at risk from flooding. The areas that receive severe flooding impact include the coastal areas of Lagos, Ondo, Delta, Bayelsa, Rivers, Akwa Ibom and Cross River States.

Many of the country's larger rivers have flood plains, which are subject to flooding during the rainy season. These include the Rivers Niger, Benue, Cross River, Katsina and Imo. Nigerian towns are generally characterized by poor drainage and are therefore subject to flooding. Particularly affected are such towns as Lagos, Ibadan, Aba, Calabar, Maiduguri and Port Harcourt.

2. Coastal Erosion

Long stretches of Nigeria's 835-km coastline are subject to erosion, which often makes it necessary for villages to relocate. The most notorious case of coastal erosion is that of Victoria Beach, popularly known as Bar Beach in Lagos, where huge investments in buildings and infrastructures are now at risk from this menace.

3. Gully Erosion

Catastrophic gully erosion with associated landslides is a major plague in many parts of Anambra, Cross River, Akwa Ibom, Imo, Benue, Abia, Enugu, Ekiti, Kogi, Edo and Plateau states, as well as elsewhere in the country.

4. Drought

The major areas that usually receive very severe drought impact are areas within the Sudan/Sahel belt. These include areas North of Latitude 11⁰ N comprising of Borno, Yobe, Adamawa, Taraba, Sokoto, Bauchi, Katsina, Kano, Gombe, Kebbi and Zamfara States.

It should be noted that major drought episodes occurred in Nigeria in the periods 1882 – 1916, 1942 – 1945 and 1971 – 1973. Whereas areas lying above the 11⁰ 30' N are prone to drought, areas south of 9⁰N hardly suffer drought events. The people in the frontline impact zone are always mostly affected.

5. Wildfire:
All States of the Federation are at risk from this. The Sudan, Guinea and Derived Savanna belts and the drier parts of the Rain Forest belt are particularly susceptible.
6. Sand Storm: All States within the Sudan-Sahel belt are vulnerable. The states include: Borno, Yobe, Adamawa, Taraba, Sokoto, Bauchi, Kastina, Kano, Gombe, Kebbi and Zamfara States.
7. Thunder Storm and Wind Storm: All States of the Federation are vulnerable to this hazard. The extent of the damage will however depend on the strength of the thunderstorm or windstorm.
8. Pest invasion: All States of the Federation are vulnerable. Damage is particularly done to agricultural land. Agriculture accounts for 35% of GDP and half of the labour force. Agricultural crops include cocoa, peanuts, palm oil, rubber, corn, rice, sorghum, millet, cassava, yam, etc. These crops are distributed in different parts of Nigeria and every region is vulnerable to the effects of pests or diseases infection.
9. Volcanic Eruption and Associated Activities: Adamawa State and Taraba State are most susceptible to this hazard.

Man-made Disasters.

1. Civil Disturbances: Riots and Demonstrations

Emergency Management attention to civil disturbances, such as riots and violent demonstration is growing. Civil disturbances are a serious issue in Nigeria and afflict virtually all the States of the Federation. The country is particularly vulnerable due to its multi-cultural and religious pluralism. Civil disturbances result in spontaneous mass immigration, which increase the need for law enforcement, detention and mass care which can be monitored.

Although they can occur at anytime, they are often preceded by period of increased tension. Civil disturbances are usually the responsibility of the police, paramilitary and armed forces. However, other emergency response services become involved due to the requirement for mass care.

2. Civil Disturbances: General Counter-Measures.

1. Firm application of law and order, regulations and requirements.
2. Imposition of special emergency measures and regulations (e.g. curfews, security checks).
3. Positive information programme aimed at maintaining majority public support for the Government.

3. Civil Disturbances: Problem Areas

1. Overloading resource organization (e.g. medical authorities, welfare agencies).
2. Difficulties of integrating “Peace time” resource organizations (non-combatant nature) with “military type” operations that is necessary to deal with violent civil unrest.

Other man – made disasters, which may occur in any part of the country, include: -

- i) Dam failure
- ii) Mine pit collapse
- iii) Building collapse
- iv) Oil spillage
- v) Maritime disasters
- vi) Air accidents
- vii) Bomb blast
- viii) Civil strife
- ix) Road accidents
- x) Train accidents
- xi) Fire accidents
- xii) Hazardous Material Spillage /Dangerous Cargo

D. Planning Assumptions

1. A major disaster or emergency will cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.

2. The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possible triggering of secondary events, such as fires and floods.
3. The large number of casualties, heavy damage to buildings and basic infrastructure, and disruption of essential public services will overwhelm the capabilities of the State and its Local Governments to meet the needs of the situation, and the President will declare a major disaster or emergency.
4. Federal agencies will be required to respond on short notice to provide timely and effective assistance.
5. The degree of Federal involvement will be related to the severity and magnitude of the event as well as the State and local requirement for external support. The most devastating disasters may require the full range of Federal response and recovery assistance. Less damaging disasters may require only partial Federal response and recovery assistance. Some disasters may require only Federal recovery assistance.

E. Levels of Disaster

Provisions should be made to ensure that the nation is prepared for minor, major and catastrophic disasters.

1. Minor Disaster: Any disaster that is likely to be within the response capabilities of Local Government and results in only minimal need for State or Federal assistance. Operationally, this definition translates into a level I or level II activation.
2. Major Disaster: Any disaster that will likely exceed local capabilities and require a broad range of State and Federal assistance. Operationally, this definition translates into a level III or level IV activation. NEMA will be notified, and potential federal assistance will be predominantly recovery-oriented.
3. Catastrophic Disaster: Any disaster that will require massive State and Federal assistance, including immediate military involvement. Potential Federal assistance will involve response as well as recovery measures. Operationally, this translates into a level V state activation. NEMA will be notified and pre-deployed.

III. CONCEPT OF OPERATIONS

A. General

1. Local and State responders handle most disasters and emergencies. The Federal Government is called upon to provide supplemental assistance when the consequences of a disaster exceed local and State capabilities. If required, the Federal Government can mobilize an array of resources to support State and local efforts. Various emergency teams, support personnel, specialized equipment, operating facilities, assistance programmes, and access to private sector resources constitute the overall Federal disaster operations' system. The NDRP describes the major components of the system, as well as the structure for coordinating Federal response and recovery actions necessary to address State-identified requirements and priorities.

2. The NDRP employs a multi-agency operational structure that uses the principles of the Incident Command System (ICS), based on a model adopted by the fire and rescue community. ICS can be used in any size or level of disaster to control response personnel, facilities, and equipment. ICS principles include use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designated facilities, and comprehensive resource management. The basic functional modules of ICS (e.g., operations, logistics) can be expanded or contracted to meet requirements as an event progresses.

Consistent with ICS principles, the NDRP can be partially or fully implemented, in anticipation of a significant event or in response to an actual event. Selective implementation through the activation of one or more of the system's components, allows maximum flexibility in meeting the unique operational requirements of the situation and interacting with differing State systems and capabilities.

B. Concurrent Implementation of Other Federal Emergency Plans

1. An incident involving hazardous substances, weapons of mass destruction, or other lethal agents or materials may require a response under another Federal emergency operations plan (National Contingency Plan, Federal Radiological Emergency Response Plan, etc.). These plans delineate measures

necessary to handle or contain released materials and keep the public properly informed and protected.

2. Several of these plans designate a Lead Federal Agency (LFA) to coordinate the Federal response. The form of emergency determines the LFA. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA, in order to obtain an initial assessment of the situation, develop an action plan, and monitor and update operational priorities. The LFA ensures that each agency exercises its concurrent and distinct authorities and supports the LFA in carrying out relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.
3. If the incident also involves concurrent implementation of the NDRP, the LFA and NEMA coordinate to the maximum extent practicable to ensure effective, unified Federal actions, consistent with their distinct authorities and responsibilities. Direct NEMA support to an LFA is limited to NEMA's own authorities, resources, and expertise as an individual agency.

C. Integration of Response, Recovery, and Mitigation Actions

1. Following a disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. However, initial recovery planning should commence simultaneously in tandem with response operations. Actual recovery operations will be initiated commensurate with State priorities and based on availability of resources immediately required for response operations.
2. In recognition that certain response and recovery activities may be conducted concurrently, coordination at all levels is essential to ensure consistent Federal actions throughout the period of the disaster.
3. Mitigation opportunities should be actively considered for the entire period of disaster operations. Decisions made during response and recovery operations can either enhance or hinder subsequent mitigation activities. The urgency to rebuild as soon as possible must be weighed against the longer-term goal of reducing future risk and lessening possible impacts should another disaster occur.

D. Organizational Relationships

1. National Emergency Management Agency

Under the Establishment Act of 1999, as amended, the National Emergency Management Agency (NEMA) serves as the primary coordinating agency for disaster response and recovery activities. To carry out this interagency role, NEMA executes a wide range of administrative, programmatic, and specialized tasks. Initial tasks include notification, activation, mobilization, deployment, staffing, and facility setup. NEMA processes the Governor's request for disaster assistance, coordinates Federal operations under a disaster declaration, and appoints a Federal Coordinating Officer (FCO) for each declared State. In continuing operations, NEMA provides support for logistics management; communications and information technology; financial management; community relations, public information, and other outreach; and information collection, analysis, and dissemination.

2. Support Service Areas (SSA)

- a. The NDRP employs a functional approach that groups under 13 SSAs the forms of direct Federal assistance that a State is most likely to require (e.g., mass care, health and medical services), as well as the kinds of Federal operations support necessary to sustain Federal response actions (e.g., Transport, communications). SSAs are expected to support one another in carrying out their respective missions.
- b. Each SSA is headed by a primary agency designated on the basis of its authorities, resources, and capabilities in the particular functional area. Other agencies have been designated as supporting agencies for one or more SSAs, based on their resources and capabilities to support the functional area(s).
- c. Federal response assistance required under the NDRP is provided using some or all of the SSAs as necessary. NEMA will issue a mission assignment to task a primary agency for necessary work to be performed on a reimbursable basis. The primary agency may in turn task supporting agencies if necessary. Specific SSAs missions, organizational relationships, response actions, and primary and

support agency responsibilities are described in the SSAs section to the NDRP. In cases where required assistance is outside the scope of an SSA, NEMA may directly task any Federal agency to bring its resources to bear on the disaster operation.

- d. Requests for assistance from local jurisdictions are channeled to the State Coordinating Officer (SCO) through the designated State agencies, in accordance with the State emergency operations' plan and then to the FCO or designee for consideration. Based on State-identified response requirements and FCO or designee approval, SSAs coordinate with their complementary State agencies or, if directed, with local agencies to provide the assistance required. Federal fire, rescue, and emergency medical responders arriving on scene are integrated into the local ICS structure.

Below is the list of the Support Service Areas:

1. Transportation.
2. Communication.
3. Public Works and Engineering.
4. Fire Fighting.
5. Information and Planning.
6. Mass care.
7. Resource Support.
8. Health and Medical Services.
9. Search and Rescue.
10. Hazardous Materials.
11. Food and Water.
12. Energy.
13. Military Support.

In the event of a disaster, the organization or one of the organizations assigned the primary responsibility shall be designated the agency for a particular function. The other agencies assigned primary responsibility for the function as well as the agencies assigned secondary responsibilities, shall provide support based on their authority, resources and capabilities.

TABLE 2. ASSIGNMENT OF DISASTER-RELATED RESPONSIBILITIES

ORGANIZATION	PRIMARY RESPONSIBILITIES	SECONDARY RESPONSIBILITIES
NEMA	6, 7,8,11	9,10
Ministry of Transport	1	4,5,7,10,13
Nigerian Immigration Service		1,13
Nigerian Army	1,9,13	2,3,4,6,7,8,11
Nigerian Air Force	1,9,13	2,3,4,7,8
Nigerian Navy	1,9,13	2,3,4,7,8
Nigeria Police	1,9,13	3,4,6,7,8
Nigerian Ports Authority		1
NSCDC (Civil Defence)		5,6,7,9,13
Nigerian Maritime Authority	1	
Federal Road Safety Corps	9	1,4,8,13
Nigerian Railway Corporation	10	1
Ministry of Works and Housing	3	1,4,6
Ministry of Health	6,8,11	1,3,4,5,9,10,13
Federal Ministry of Environment	10	1,3,5,8
Ministry of Agriculture	11	1,3,5,6,7,8,10
Ministry of Communication	2	
Federal Radio Corporation of Nigeria (FRCN)		2
Nigerian Telecommunications (NITEL)		2,3
Nigerian Television Authority (NTA)		2
Ministry of Aviation		2
Federal Fire Service	4,9	3
Nigerian Red Cross Society	6	3,4,5,8,10,11,13
NEPA	12	3
NAMA	4	9
Ministry of Water Resources	11	3,4,6,10,11,12
Ministry of Information	5	
Ministry of Education		5
Ministry of Labour and Productivity		7
NAFDAC		8,11
FAAN		9
NNPC, Oil Companies	10,12	1,4,8,9,12
DPR	10	
Ministry of Power and Steel	12	
Construction Companies		1,3,4,9
NGOs		8,11
Nigeria Customs Service		13

3. **Military Support**

- a. The Defence Organization maintains significant resources (personnel, equipment, and supplies) that may be available to support the Federal response to a major disaster or emergency. The DHQ will normally provide support only when other resources are unavailable, and only if such support does not interfere with its primary mission or ability to respond to operational contingencies.

Prior to appointment of a DRU, national-level requests for military support are made through the CDS who represents the Ministry of Defence, executive agent for provision of military assistance to civil authorities. The CDS exercises national-level oversight of the DRU function.

- b. Requests for military support at the Disaster Field Office (DFO) are processed through the DRU-the military unit specifically designated to orchestrate military support. To ensure a coordinated and consistent Defence disaster response, the DRU is the single point of contact in the field for coordinating and validating the use of military resources

Specific responsibilities of the DRU (subject to modification based on the situation) include validating requirements for military support (i.e., determining if the military could and should support the request); forwarding mission assignments to the appropriate military organization(s); and assigning military liaison officers to provide technical assistance to applicable activated SSAs. The DRU, through appropriate military channels, refers problematic/contentious military support issues to the CDS. The CDS facilitates resolution of issues at the national level.

- c. Based on the type and magnitude of disaster and the anticipated level of resource involvement, the CDS may establish a Joint Task Force (JTF) or Response Task Force (RTF) to consolidate and manage supporting operational military activities. Both task forces are ad-hoc, multiservice organizations created to

provide a consequence management response to a major natural or man-made disaster or emergency. The JTF responds to major disasters such as floods. The RTF responds to events involving the use, or possible use, of chemical, biological, and/or highly explosive agents/materials. A JTF or RTF commander exercises operational control of all allocated Military assets, provides personnel, equipment, and supplies to the affected area; and provides disaster response support based on mission assignments received through the DRU. Although both commanders may supplant the DRU as the senior military representative, the DRU will continue to exercise the ERT staff function of mission assignment coordination and validation, and will act as a liaison between the ERT staff and the JTF or RTF staff.

4. Federal Law Enforcement Assistance

- a. In a disaster or emergency, each State has primary responsibility for law enforcement, using Federal and State resources. Accordingly, the NDRP makes no provision for direct Federal support of law enforcement functions in a disaster or emergency.
- b. If a State Government should experience a law enforcement emergency (including one in connection with a disaster or emergency) in which it could not provide an adequate response to protect the lives and property of citizens, the State (on behalf of itself or a local unit of Government) as expected, would submit an application in writing from the Governor to the President of the Federal Republic of Nigeria, to request emergency Federal law enforcement assistance. If the application is approved, Federal law enforcement assistance may be provided to include equipment, training, intelligence, and personnel.
- c. In the event that the local police forces are unable to adequately respond to a civil disturbance or other serious law enforcement emergency, a Governor may request for Federal Military assistance. The President will ultimately determine whether it is necessary to use the Armed Forces to respond to a law enforcement emergency.

5. Emergency Teams and Facilities

The NDRP and its operational components are designed to be flexible, in order to accommodate the response and recovery requirements specific to the disaster. In general, headquarters-level components provide support to the regional-level components that implement the on-scene operations in the field. Major components include:

I. National Emergency Coordination Centre/Mobile Emergency Response Support Operations Centre

The National Emergency Coordination Centre (NECC) serves as NEMA's official notification point of an impending or actual disaster or emergency. This facility maintains a 24-hour watch capability to monitor all sources of warning/disaster information, including other Federal agencies, NEMA zones, and the news media. The NECC reports disaster events to NEMA key officials, NEMA zones, and NDRP signatory agencies.

II. NEMA Zonal Offices.

The country has been divided into six disaster management zones. Accordingly, there are six NEMA Zonal Offices as follows:

- (a) Kaduna Zonal Office to cover the North West Zone (Sokoto, Kebbi, Katsina, Zamfara, Kano, Jigawa and Kaduna States)
- (b) Maiduguri Zonal Office to cover the North East Zone (Borno, Yobe, Adamawa, Bauchi, Taraba and Gombe States)
- (c) Jos Zonal Office to cover the Central Zone (FCT, Niger, Plateau, Kogi, Benue, kwara and Nasarawa States);
- (d) Lagos Zonal Office to cover the South West Zone (Oyo, Ogun, Ekiti, Osun, Ondo and Lagos states);

- (e) Port Harcourt to cover the South-South Zone (Akwa Ibom, Cross Rivers state, Delta, Bayelsa, Rivers and Edo States);
- (f) Enugu to cover the South East Zone (Enugu, Abia, Anambra, Imo and Ebonyi states).

These NEMA Zonal Offices serve as the eyes and ears of NEMA in their respective zones and coordinate NEMA's disaster operations therein.

III. Emergency Response Team - Advance Element (ETR-A)

The ETR-A is the initial Federal group that responds to an incident in the field. It is headed by a team leader from NEMA and is composed of NEMA programme and support staff and representatives from selected SSA's primary agencies. A part of the ETR-A deploys to the State Emergency Operations Centre (EOC) or to other locations to work directly with the State or primary agency involved in such operation, to obtain information on the impact of the event and to identify specific State requests for Federal response assistance.

IV. National Emergency Response Team (ERT-N)

In a catastrophic disaster or high-visibility incident that would demand the full capabilities of NEMA, an ERT-N may deploy to the affected area. The Director General of NEMA determines the desirability for an ERT-N deployment, coordinating the plans with the affected region and other Federal agencies. The ERT-N comprises staff from NEMA Headquarters and regional offices, as well as other Federal agencies.

V. Emergency Response Team

The ERT is the principal interagency group that supports the FCO in coordinating the overall Federal disaster operation. Located at the DFO, the ERT ensures that Federal resources are made available to meet State requirements identified by the SCO. The size and composition of the ERT can range from

NEMA regional office staff that are primarily conducting recovery operations to an interagency team having representation from all SSA's primary and support agencies undertaking full response and recovery activities.

1. **FCO Support Staff**

- a. The FCO's immediate staff can include a Deputy FCO and/or Deputy FCO for Mitigation, as well as representatives providing assistance in the following organizational or functional areas: Safety Officer, Environmental Officer, Emergency Information and Media Affairs, Legislative Affairs, and Community Relations.
- b. In addition, a Defence Coordinating Officer works closely with the FCO or designated representative in orchestrating military support.

2. **Operations Section**

- a. This section coordinates the delivery of Federal assistance and manages the activities of various emergency teams. Immediate support staff functions include Mission Assignment Coordination, Action Tracking, Defence Coordinating Element, and Mobile Emergency Response Support.
- b. The section is composed of four branches - Operations Support, Human Services, Infrastructure Support, and Emergency Services. The 12 SSA's, along with several recovery programme groups, are organized functionally under the branches to provide a coordinated approach and ensure seamless delivery of assistance to disaster survivors and the affected State.

3. **Information and Planning Section**

This section has two major tasks: the collection, processing, analysis, and dissemination of information about disaster operations to support planning and decision making in the field and at the headquarters' levels; and the coordination of short- and long-term planning in the field.

4. **Logistics Section**

This section plans, organizes, and directs logistics operations that include control and accountability for supplies and equipment; resource ordering; delivery of supplies, equipment, and services to the DFO and other field locations; resource tracking; facility location, setup, space management, building services, and general facility operations; Transport coordination and fleet management services; information and technology systems services; administrative services such as mail management and reproduction; and customer assistance.

5. **Administration Section**

This section is responsible for personnel functions and employee services. Personnel functions cover tracking NEMA staff and disaster deployments, obtaining local hires, arranging billeting, and processing payroll. Employee services include providing for ERT personnel health and safety, overseeing access to medical services, and ensuring security of personnel, facilities, and assets.

VI Emergency Support Team

The EST is the interagency group that provides general coordination support to the ERT-A, and ERT response activities in the field. Operating from the NEMA

Emergency Coordination Centre (NECC) in Abuja, the EST is responsible for coordinating and tracking the deployment of Initial Response Resources, DFO kits, Disaster Information Systems Clearinghouse (DISC) packages, and other responder support items to the field. The EST serves as the central source of information at the headquarters level regarding the status of ongoing and planned Federal disaster operations. The EST attempts to resolve policy issues and resource support conflicts forwarded from the ERT. Conflicts that cannot be resolved by the EST are referred to the CDRG. The EST also provides overall resource coordination for concurrent multi-State disaster response activities. SSA primary agencies send staff to the EST or opt to coordinate response support activities from their own agency EOCs.

VII. Catastrophic Disaster Response Group

The CDRG, composed of representatives from all NDRP signatory departments and agencies, operates at the national level to provide guidance and policy direction on response coordination and operational issues arising from the FCO and SSA's response activities. CDRG members are authorized to speak for their agencies at the national policy level. During a disaster, the CDRG convenes as necessary, normally at NEMA Headquarters; the EST provides any needed support.

a. Other Teams/Facilities/Capabilities

1. Additional specialized teams are ready for deployment to support disaster operations, including damage assessment teams, Disaster Medical Assistance Teams, Donations Coordination Teams, Urban Search and Rescue (US&R) task forces, US&R Incident Support Teams, and mitigation assessment teams.

2. Additional facilities support organizational deployment, including assembly points, mobilization Centres, staging areas, points of departure, and points of arrival.
3. Various other coordinating mechanisms, management tools, and information systems contribute to the overall Federal disaster operations system, including:
 - a. Time-Phased Force and Deployment List (TPFDL). A tool to manage the rapid,
 - b. systematic movement of Federal response personnel, equipment, and critical relief supplies into an affected area, in accordance with operational priorities;
 - c. Movement Coordination Centre (MCC). An element under SSA #1 that is located at NEMA Headquarters and, if necessary, in the field to coordinate the acquisition of Transport capacity and maintain visibility over validated Transport requests for assistance from inception through delivery to a mobilization centre; and
- b. Rapid Response Information System (RRIS). A system of databases and links to Internet sites providing information to Federal, State, and local emergency officials on Federal capabilities to render assistance to manage the consequences of a terrorist attack, using weapons of mass destruction. This information is directly available to designated officials in each State, the NEMA zones, and key Federal agencies via a protected Intranet site. Local

officials have access to the abbreviated Internet site and indirectly to the Intranet site, through their State counterparts. Additional information is available to the emergency response community on characteristics of weapons of mass destruction and appropriate safety measures; availability of excess or surplus Federal equipment; access to chemical, biological, training courses; and a reference library.

E. Response and Recovery Actions

Federal agencies are prepared to take a variety of actions to assist State and Local Governments in responding to and recovering from a major disaster. These actions - ranging from initial notification of a disaster to preparation of a final disaster after-action report - are summarized below. They are not necessarily in sequential order; some may be undertaken concurrently.

A. Initial Actions

1. Notification

- a. Upon indication of an imminent or actual disaster, the State notifies the NEMA Zonal office. The Zonal office then immediately notifies the NECC and NEMA Zonal staff in accordance with Zonal offices' operational plans and procedures.
- b. The NECC notifies key NEMA headquarters staff and other Federal agencies through their respective agency EOCs and/or designated individual(s). An Advisory notice is issued to provide an early warning that a possible event being monitored may result in activation. The Advisory notice is for information only and requires no formal action. An Alert notice is issued when an imminent or actual event is likely to result in activation. It puts Federal responders on notice that they need to be ready for immediate deployment. Activation directs immediate deployment to the location specified in the notice. A cancellation indicates that no further action is required or that an activation notification is being terminated.

- c. CDRG members may be notified to convene at NEMA Headquarters for an initial meeting, depending on the nature of the disaster. CDRG members alternate or remain on call to meet at any time during the disaster response.

2. **Activation**

- a. With the support of SSA's, the Zonal HQ staff initially deploys members of the ERT-A, including damage assessment personnel, to State operating facilities and disaster sites to assess the impact of the situation, collect damage information, and determine requirements. If zonal resources appear to be overwhelmed or in an event having potentially significant consequences, NEMA Headquarters may deploy an ERT-N to coordinate the initial response.
- b. Meanwhile, if directed by NEMA Headquarters, the NECC informs SSA primary agencies of EST activation and provides a time frame for each activated SSA to report to NEMA Headquarters, as part of the EST. Primary agencies are responsible for the activation of their supporting agencies if required. Agencies may activate their headquarters EOCs to provide coordination and direction to their zonal response elements in the field.
- c. NEMA indicates the extent of damage and the degree of Federal assistance required. NEMA Headquarters then forwards the Governor's request to the Presidency, along with a recommended course of action. Concurrent with a Presidential declaration of a major disaster or emergency and official appointment of an FCO, NEMA designates the degree or nature of assistance required and the provinces eligible to receive assistance.
- d. The ERT-A/ERT-N coordinates damage assessment and selection of locations for field facilities with the State. It also coordinates mission assignments for direct Federal assistance and procurement of goods and services. The ERT-A/ERT-N begins the transition to a partial or full ERT.

- e. SSAs act quickly to determine the impact of a disaster on their own capabilities and to identify, mobilize, and deploy resources to support response activities in the affected State.
- f. The EST begins interagency operations by supporting initial activation, mission assignment requirements, and zonal staff activities as needed.

B. Continuing Actions

1. Response Operations

- a. The ERT-A/ERT-N completes the transition to a full ERT by the addition of staff, including ESF representatives.
- b. Headed by the FCO and located at the DFO, the ERT assumes operational responsibility from the zonal staff for coordinating Federal disaster assistance, in support of State-identified necessities and priorities submitted by the SCO.
- c. The SSA representatives on the ERT coordinate Federal assistance, under their respective SSA missions. To the extent possible, they maintain contact with their State counterparts.
- d. At NEMA Headquarters, the EST provides financial, administrative, logistical, and operational support to the ERT as required, including coordinating the deployment of emergency teams and supplies. The CDRG convenes as required, to address policy issues such as allocation of scarce Federal resources.
- e. Early in the response, the Deputy FCO for Mitigation plays a critical role in identifying mitigation opportunities and educating disaster workers on the merits of incorporating mitigation measures, into the response and recovery actions.
- f. NEMA and supporting agencies conduct briefings for members of the National Assembly.

- g. Working with other Federal and State environmental agencies, the Environmental Officer identifies environmental and historic resources that might require consideration under the law as the response and recovery efforts are implemented.
- h. Once immediate response missions and lifesaving activities terminate, emergency teams are demobilized and the emphasis shifts from response to recovery operations. The ERT Information and Planning Section develop a demobilization plan for the ERT during response operations.

2. Recovery Operations

- a. The ERT Operations Section is the central coordination point amongst State and Federal agencies and voluntary organizations for delivering recovery assistance programmes. The Human Services and Infrastructure Support Branches of the Operations Section assess State and local recovery fundamentals at the outset of the disaster and relevant time frames for programme delivery. The branches ensure that Federal agencies that might have appropriate recovery assistance programmes are notified of the disaster and share relevant information with all involved agencies.
- b. In conjunction with the SCO, the FCO determines the need for DRCs in the disaster area. State and Federal agencies man the DRCs with knowledgeable officials who provide recovery programme information, advice, counseling, and technical assistance related to mitigation.
- c. The Human Services Branch of the ERT coordinates assistance programmes to help individuals, families, and businesses meet basic necessities and return to self-reliance. The branch also coordinates with voluntary organizations and could become involved in donations' management.
- d. The Infrastructure Support Branch of the ERT coordinates assistance programmes to aid State and Local Governments and eligible private nonprofit organizations, to repair or replace damaged public facilities.

- e. The two branches assist in identifying appropriate agency assistance programmes to meet demands, synchronizing assistance delivery, and encouraging incorporation of mitigation measures where possible. Additionally, they track overall progress of the recovery effort, particularly noting potential programme deficiencies and problem areas.
- f. The Deputy FCO for Mitigation coordinates agency assessment of mitigation programme requirements and begins to match Federal and State resources to meet those demands.

3. **Stand-Down**

When a centralized Federal coordination presence is no longer required in the affected area, the ERT implements the demobilization plan to transfer responsibilities and close out the DFO. Recovery assistance programme oversight and monitoring then shifts back to individual agencies' zonal offices or headquarters.

4. **After-Action Report**

Following a disaster, the FCO submits an after-action report through the ERT Information and Planning Section to NEMA Headquarters, detailing problems encountered and key issues affecting Federal performance. Data from these issues and targeted reviews, are analyzed and provided to appropriate NEMA management for consideration. After a particularly large or unique disaster operation, NEMA if so desired, may convene an interagency forum to identify lessons learned. Each Federal agency involved is encouraged to keep records of its activity to assist in preparing its own after-action report.

IV. RESPONSIBILITIES.

A. Authorities

1. The Establishment Act 12 of 1999, as amended, the Federal Government has vested the authority for managing disasters in Nigeria on NEMA. According to this enabling law, the Agency shall, amongst other things:
 - i) Formulate policy on all activities relating to disaster management in Nigeria and co-ordinate the plans and programmes for efficient and effective response to disasters at national level;
 - ii) Monitor the state of preparedness of all organizations or agencies which may contribute to disaster management in Nigeria;
 - iii) Collate data from relevant agencies, so as to enhance forecasting, planning and field operations of disaster management;
 - iv) Educate and inform the public on disaster prevention and control measures;
 - v) Co-ordinate and facilitate the provision of necessary resources for Search and Rescue and other forms of disaster curtailment activities in response to distress calls;
 - vi) Co-ordinate the activities of all voluntary organizations engaged in emergency relief operations in any part of the Federation;
 - vii) Receive financial and technical aid from international organizations and non-Governmental agencies, for the purpose of disaster management in Nigeria;
 - viii) Collect emergency relief supply from local and foreign sources and from international and non-Governmental agencies;

- ix) Distribute emergency relief materials to victims of natural or other disasters and assist in the rehabilitation of the victims, where necessary;
 - x) Liaise with State Emergency Management Committees, to assess and monitor, where necessary, the distribution of relief materials to disaster victims.
2. A Governor may request the President to declare an emergency on a major disaster, if an event is beyond the combined response capabilities of the State and affected Local Governments. Based upon the findings of a joint Federal-State-local Preliminary Damage Assessment (PDA) indicating the damages are of sufficient severity and magnitude to warrant assistance, the President may grant a major disaster or emergency declaration. (Note: In a particularly fast-moving or clearly devastating disaster, the PDA process may be deferred until after the declaration.)
 3. If an emergency involves an area or facility for which the Federal Government exercises exclusive or primary responsibility and authority, the President may unilaterally direct the provision of emergency assistance. The Governor of the affected State will be consulted if desirable or possible.
 4. No direct Federal assistance would be authorized prior to a Presidential declaration. However, NEMA can use limited pre-declaration initiatives through appropriate authorities to move Initial Response Resources (critical goods typically needed in the immediate aftermath of a disaster, e.g., food, water, emergency generators) and emergency teams closer to potentially affected areas. NEMA also can activate essential command and control structures to lessen or avert the effects of a disaster and to perk up the timeliness of disaster operations. Additionally, when an incident poses a threat to life and property that cannot be effectively dealt with by the State or Local Governments, NEMA may request the DRU to utilize its resources, prior to a declaration to perform any emergency work "essential for the preservation of life and property".
 5. Following a declaration, the President may direct any Federal agency to use its authorities and resources in support of State and local assistance efforts, to the extent that provision of the support does not conflict with other agency emergency missions. This authority has been further delegated to the

Director General of NEMA, the Director of Search and Rescue, and the Director of Relief and Rehabilitation of NEMA.

6. The Director General of NEMA, on behalf of the President, appoints a Federal Coordinating Officer (FCO), who is responsible for coordinating the timely delivery of Federal disaster assistance to the affected State, Local Governments, and disaster victims. In many cases, the FCO also serves as the Disaster Recovery Manager (DRM). The FCO works closely with the State Coordinating Officer (SCO), appointed by the Governor to oversee disaster operations for the State, and the Governor's Authorized Representative (GAR), empowered by the Governor to execute all necessary documents for disaster assistance on behalf of the State.
7. The State must oblige to pay a share of the cost to receive certain forms of Federal assistance. In extraordinary cases, the President may choose to adjust the cost share or waive it for a specified time or period. The Presidential declaration notes any cost-share waiver, and a NEMA-State agreement is signed, further stipulating the division of costs amongst the Federal, State, and Local Governments.
8. While performing a function, a Federal agency or designated employee of a Federal agency is not liable for any claim, based upon the exercise or performance of or the failure to exercise or perform that function.
9. Response by agencies to lifesaving and life-protecting requirements under the NDRP has precedence over other Federal response activities, except where national security imperatives are determined to be of a higher priority. If a disaster or emergency affects the national security of the Federal Republic of Nigeria, appropriate national security authorities' plans, and procedures should be used.
10. The NEMA Establishment Act 12 of 1999, as amended, also establishes for each State of the Federation, a State Emergency Management Committee (SEMC) which shall:
 - (a) Notify the Agency of any natural or other disasters occurring in the State;

- (b) Respond to any disaster within the State and seek assistance from the Agency if it deems it fit in each circumstance;
 - (c) Carry out disaster management activities in the State as may, from time to time, be recommended by the Agency; and
 - (d) Be accountable to the Agency for all funds accruing to it for purposes of discharging its functions.
11. For the avoidance of doubt, the NDRP does not cover emergencies, which are threats to national security. For such emergencies, appropriate authorities' plans and procedures would be used as provided for in the Constitution of the Federal Republic of Nigeria, in the laws setting up the Nigerian Army, the Nigerian Navy, the Nigerian Air Force, the Nigeria Police, the Nigerian Security and Civil Defence Corps, the State Security Service, etc and in various other legislations.
12. In the event of a disaster, response by agencies to life-saving and life-support requirements shall take priority over all other response activities.
13. In the exercise of its functions, NEMA is, by law, empowered to demand through requisition from any organization operating in Nigeria any available equipment, facilities or personnel which may assist in a speedy and effective Search and Rescue operation and any other form of operation during a period of emergency.

1. SSA's Primary Agencies

A Federal agency designated as an SSA primary agency serves as a Federal executive agent under the FCO to accomplish the SSA mission. When an SSA is activated in response to a disaster, the primary agency for the SSA has operational responsibility for:

- 1. Orchestrating the Federal agency support within the functional area for an affected State;
- 2. Providing an appropriate level of staffing for operations at NEMA Headquarters, the DFO and DRC;
- 3. Activating and sub tasking supporting agencies;

4. Managing mission assignments and coordinating tasks with supporting agencies, as well as appropriate State agencies;
5. Supporting and keeping other SSA and organizational elements informed of SSA's operational priorities and activities;
6. Executing contracts and procuring goods and services as needed;
7. Ensuring financial and property accountability for SSA activities; and
8. Supporting planning for short- and long-term disaster operations.

2. SSA's Supporting Agencies

When an SSA is activated in response to a disaster, each supporting agency for the SSA has operational responsibility for:

- i. Supporting the SSA's primary agency when requested, by conducting operations using its authorities, cognizant expertise, capabilities, or resources;
- ii. Supporting the primary agency mission assignments;
- iii. Providing status and resource information to the primary agency;
- iv. Following established financial and material accountability procedures; and
- v. Supporting planning for short- and long-term disaster operations.

3. Recovery Agencies

In recovery operations, each Federal agency has responsibility for:

- i. Supporting the FCO in identifying needs and addressing recovery and mitigation programme implementation;
- ii. Executing agency programmes in an interagency, intergovernmental partnership environment;
- iii. Obtaining funding from the agency's own statutory sources;
- iv. Providing the appropriate level of programme staffing to meet common customer service goals and to represent the agency on the ERT;
- v. Providing status information to the FCO and SCO; and
- vi. Supporting planning for short- and long-term disaster recovery and mitigation operations.

4. Other Federal Agencies

Other Federal agencies that are not signatories to the NDRP may have authorities, expertise, capabilities, or resources that might be required to support disaster operations. These agencies may be requested to participate in Federal planning and operations activities, designate staff to serve as representatives to the CDRG, and/or provide support in the field.

B. Resource Coordination and Management

1. To the maximum extent possible, internal, local and State resources should be used as the first line of support in response to a disaster. Intra- and interstate mutual aid can provide an additional option for timely and cost-effective resource support that can be executed prior to a Presidential disaster declaration. Mutual aid can be particularly useful in a disaster that depletes the resources of an individual community or State, but does not require a Presidential declaration.
2. Once State resources and capabilities are exhausted, Federal assistance may be provided to support State operational requirements and priorities.
3. When appropriate, Federal agencies are to use their own authorities and funds to provide assistance to ameliorate damage, loss, hardship, and suffering.
4. Federal assistance takes many forms - including the direct provision of goods and services, financial assistance (through insurance, grants, loans, direct payments), and technical assistance - and can come from various sources.
 - I. Initial sources include internal Government supplies (available surplus and excess property, agency stock previously acquired from the Ecological Fund or on hand). Agencies may also acquire the required goods and supplies outside the Federal Government from the private sector and possibly no affected State and Local Governments.

- II. Resources are acquired using a standard Government procurement vehicles such as a purchase order, blanket purchase agreement, contract, or cooperative agreement. Additionally, NEMA may use a mission assignment, which is a work order issued to another Federal agency directing completion of a specific task or provision of a service in anticipation of, or in response to, a Presidential declaration of a major disaster or emergency.
 - III. An appropriate level of management oversight, protection, and accountability must be assured - from acquisition through final disposition - for all federally provided property brought to, used at, loaned by, or acquired at a disaster site.
- 5. Federal agencies may coordinate with voluntary organizations that provide a wide variety of disaster relief goods and services. Donations often play an important role in supplying or meeting with disaster victims' essential requirements.
 - 6. Additionally, Federal agencies are encouraged to take advantage of current partnership relations with the private sector. Businesses, both inside and outside the disaster-affected area, can supply critical resources during response operations, and assist in restoring essential services and rebuilding the economic base during recovery operations. (As potential disaster victims, private-sector businesses also are expected to identify their risks, develop appropriate contingency plans, and take corrective actions prior to a disaster.)
 - 7. Many foreign Governments and individuals as expected, would respond with offers of assistance. Handling these offers would involve NEMA, the Ministry of Foreign Affairs, Customs Service, and the Ministry of Justice/Immigration Services. State and Local Governments, however, are ultimately in charge of donations, in coordination with national, State, and local voluntary organizations.
 - 8. In an event requiring extensive resources, conflicting priorities requiring the same resources should be resolved in the field by the Disaster Reaction Unit as the lead Agency. Unresolved

resource conflicts and deficiencies would be referred to NEMA Headquarters.

9. NEMA requires that Federal agencies avoid duplicating resources and benefits whenever possible, i.e., agencies should not provide to a disaster victim the same or similar assistance that another agency is providing.

C. OUTREACH INFORMATION DISSEMINATION

1. Community relations' activities will be undertaken to provide information on Federal assistance programmes to affected individuals, groups, organizations, and Local Governments. In addition, critical feedback from those affected shall be provided for the FCO and staff.
2. Public information shall form an integral part of disaster operations to ensure coordinated and timely release of information to the general public and to media houses, on disaster-related activities.

D. PLANNING

NEMA is responsible for coordinating the overall planning under the NDRP, including the review and revision of the NDRP, and supporting operational procedures. Primary, supporting and recovery agencies are responsible for planning and coordinating the delivery of disaster assistance. Primary agencies are responsible for taking the lead in preparing and maintaining their specific SSA to the NDRP. All agencies will contribute to the development of supporting material to the NDRP, as well as supplements describing specific policies and procedures for disaster operations.

At the headquarters level, the SSA Leaders Group (SSALG) is the principal body that addresses NDRP planning and implementation at the working level. It handles issue of formulation and resolution, review of after-action reports, significant changes to NDRP planning and implementation strategies, and other NDRP-related operational issues that involve interagency resolution. Federal agencies are required to designate representatives to serve on all interagency bodies and working groups. Agencies shall also be required to participate in NDRP exercise, training, and post event evaluation activities.

In each of the 6 Federal Geopolitical Zones, a Zonal Interagency Steering Committee shall be in place to coordinate interagency and intergovernmental issues related to disaster planning and operations. Federal agencies shall also be required to designate representatives to serve on the Committee and participate in zonal preparedness activities. Additionally, State emergency management agencies are encouraged to nominate representatives for all meetings and to participate in zonal exercise and training activities.

1. **Training Strategy**

For any Emergency Management programme to be successful, training of individuals at all levels of Government for their respective roles in all the phases of emergency management must be considered a high priority. This new concept requires coordination at the federal, state and local levels of Government, to ensure that everyone involved in emergency activities is aware of their responsibilities, when a disaster threatens or occurs. Also, it is important that each agency knows what other agencies can and cannot do under disaster conditions. To accomplish the goal of developing a well-trained cadre of responders, the following strategic planning statements are offered:

- a. Develop strategies to implement a continuous training programme for individuals and agencies called upon to perform key roles in Federal, state and local post-disaster response and recovery efforts. This would also be applicable to Local Government personnel on federal and state post-disaster response and recovery strategies and procedures.
- b. Develop strategies to ensure an all-hazards approach to training activities.
- c. Develop strategies to train members of the emergency response team, both in the Federal and State levels, on their responsibilities in the disaster response process.
- d. Develop strategies to train Federal and state emergency management staff on updated communications equipment, including satellite voice/data capabilities.
- e. Develop strategies to ensure that professional emergency management staff at Federal, state and local levels of

Government understand the roles that volunteer organizations assume during disaster situations.

- f. Develop strategies to ensure that local public officials are trained in regard to their statutory responsibilities when a disaster threatens or occurs, and that they understand the process for seeking state or federal assistance if and when necessary.

2. **Exercise Strategy**

A viable exercise programme is an essential component of any effort to fully train emergency personnel on their duties and responsibilities when a disaster occurs. It is crucial that those individuals who are charged with responding to emergencies are required to “experience” a disaster under controlled realistic conditions before an actual event. The purpose of exercising is to improve the preparedness posture of the organization(s) involved, to ensure the reduction of loss of life and property when a disaster occurs. To improve the exercise programme, the following strategic policy statements are offered:

- a. The Federal agencies with emergency response roles should coordinate annual exercises that evaluate the ability of the state to deal with minor, major and catastrophic disasters, and support local emergency management agency.
- b. Develop strategies to ensure that technical assistance is provided to local emergency management staff for designing, developing and executing disaster exercises.
- c. Develop strategies, which will allow for the inclusion of disparate groups and private industries in exercise development and execution.
- d. Develop strategies that will ensure that the deficiencies discovered in emergency response or recovery operations during exercises at the Federal, state or local level are properly reported, and that measures are taken to address them by training and additional exercises.

3. **Shelter Strategy**

An effective comprehensive shelter strategy promotes integrated planning at all levels of Government and private disaster relief organizations. This strategy supports the goal of ensuring adequate shelter space, adequate shelter

staffing plans, policy guidance for sheltering people with special desires, and refuge of last resort guidance.

a. Strategy #1:

Ensure the availability of adequate public shelter space in each zone of the country (i.e. States and Local Governments).

Response:

To ensure adequate public shelter space, all levels of Government and private disaster relief agencies share responsibility in implementing this strategy. The strategy must contain elements for identifying public and private facilities with shelter potential; determining the level of hazard vulnerability and relative safety of the facilities, a procedure for prioritizing retrofit and mitigation projects to effectively increase shelter capacity and occupant safety; and developing design criteria for public shelter space.

The shelter study is a six step process, as follows:

- (1) Acquire local and zonal shelter demand data.
- (2) Conduct a feasibility review of local facilities.
- (3) Conduct a comprehensive engineering evaluation of selected facilities.
- (4) Analyze the shelter study results from a local, zonal, and interzonal perspective.
- (5) Conduct additional feasibility and engineering evaluations as necessary.
- (6) Prepare complementary local and zonal shelter strategic plans with facility retrofit and mitigation recommendations.

An accurate estimate of the present and future shelter demand of at-risk populations is crucial to the preparation of a valid shelter strategic plan. The demand data will be used to determine the quantity and the facilities that would be required to meet the goal of identifying adequate shelter capacity.

A Shelter Feasibility Review Team (SFRT) shall be constituted at the local level to perform a preliminary survey of all public and private facilities that would serve as potential shelters. The primary focus of this team would be to identify those facilities that meet minimum mass care requirements (e.g.. cooking facilities, toilets, etc.), have a floor plan

conducive to sheltering, and a basic hazard vulnerability review. Members of the SFRTs would include representatives from public and private sectors.

Upon completion of each SFRT study, the team is to prepare a list of facilities that have shelter potential. This list shall also include those buildings that with minor modifications could be used as shelters. The feasibility review is intended to reduce the quantity of buildings that will be subjected to a more detailed and time-consuming engineering evaluation.

A comprehensive vulnerability and engineering evaluation shall thereafter be performed for the facilities designated by the SFRT. The evaluation is to include the following information:

- Basic structural analysis
- Weather envelope characteristics
- Detailed site/area hazards analysis
- Support/utilities infrastructure review
- Human habitation resources
- Shelter capacity
- Retrofit/mitigation potential

The survey data and subsequent hazard vulnerability results will be compiled into a report for use by Federal, local, zonal and state shelter planners. The engineering surveys shall be performed by trained shelter analysts that may be drawn from both public and private organizations. Other state and local agencies should assist in this endeavor. Local emergency management agencies would be required to identify qualified individuals to participate in the shelter analysis. The local shelter analysts may also be required to perform both the initial engineering evaluations of the shelter facilities and the subsequent updates.

Upon receipt and review of the engineering evaluation report, regional and local shelter planners shall assess the availability of adequate shelter capacity. If shelter capacity is inadequate, additional facility evaluations may be made or other contingency plans prepared. A strategic plan shall be prepared for submission to the Federal Government, state Government and other organizations with facility retrofit and mitigation proposals that will enhance the sheltering capabilities at the local and zonal levels.

b. Strategy #2

Address the sheltering of persons with special needs.

Response

Ensuring the safe shelter of persons with special needs should be a long-standing concern. Local emergency management directors should anticipate that special-needs' units/shelters may have to accommodate a significantly higher number of people than are possibly registered. Adding to this concern should be the recognition that the number of local medical personnel may fall far short of the number desired to staff special-needs' units/shelters. In the event of major/catastrophic disasters, special needs' units/shelters may remain open until appropriate placements can be made available.

c. Strategy #3

Strategies for refuge of last resort.

Response

A policy should be made to evacuate vulnerable populations from areas that have been determined to be at risk in the face of an impending disaster. This policy should be based upon the following factors:

- (1) The potential for loss of life due to storm surge inundation / flood.
- (2) The forecasting accuracy concerning the strength of a disaster is inadequate.
- (3) The difficulty in certifying the relative safety of a structure that is subjected to the extreme wind and missile debris loading, and possible storm surge or conditions which are inherent to the environment.
- (4) The assumption that persons who do survive these disasters will find themselves cut off from potable water supplies and food, medical and other emergency services.

Due to the large populations in many of the country's Coastal areas and that present roadway networks are not designed to handle evacuation traffic volumes, the concept of "Refuge of Last Resort" (Refuge) may be developed. Refuge involves the use of structures that are not predestinated as shelters for use by evacuating populations as a last resort to save their lives. The concept of a Refuge is intended to supplement conventional evacuation if insufficient time exists to safety, or if there is inadequate time to clear the evacuation routes. It is not intended as an alternative to conventional evacuation and sheltering. The strategy for the preparation of the Refuge programmes should consists of the following steps:

- (1) Gathering information relative to evacuation times, shelter demand and existing capacities throughout the State.
- (2) Compiling a list of existing refuge strategies.
- (3) Preparing a list of options for review and consideration
- (4) Creating a Refuge Policy Steering Committee (ROSC) of Federal, state and local representatives to review existing issues, strategies and options.
- (5) Reviewing the committee's findings and then preparing a strategic plan which should establish responsibilities and operational plans and procedures.
- (6) Submitting a draft plan for review and comment by the committee participants, affected agencies, and other public and private organizations.
- (7) Finalizing and distributing the plan to affected states, Local Governments and other organizations.
- (8) Performing periodic review of plan elements and updating as necessary.

4. **Evacuation Strategy**

As the population of the State continues to grow, and as that growth congregates along the coastline, the importance of providing a timely and well-coordinated evacuation becomes critical. An effective evacuation involves the development of realistic strategies based on a concept of a Federal, and statewide response, with private and public groups working in concert. In order for these strategies to be effective, it is necessary that clear lines of responsibility be established, and that realistic assumptions relative to the movement and sheltering of evacuating populations be made.

a. Strategy #1

Develop specific zonal, inter-state and statewide provisions and strategies to promote intergovernmental coordination of evacuation activities, including strategies to:

- (1) Direct people stranded on evacuation routes to safe shelter;
- (2) Ensure the availability of sufficient and reasonably priced fuel along evacuation routes; and
- (3) Assist local units of Government in emergency medical evacuations.

Response

Upon request and guidance provided by DCA, DEM, the National Emergency Management Agency (NEMA) and the Nigerian Army Corps of Engineers together with the Ministry of Works and Housing, Ministry of Transport and the Police shall develop a “Statewide Evacuation/Sheltering Plan” that focuses on the evacuation process in Nigeria as nationwide phenomena. This effort will involve two phases, the first of which will involve the development of the “Nigerian Storm and Flood Evacuation Study Preliminary Analysis.”

This analysis should look at the entire area, and should be based on the assumption of different storm and flood approaches, focusing on the following four tasks:

- Developing evacuation traffic demand matrixes for different storm tracks affecting Nigeria, in order to identify potential states and Local Government movements.
- Developing level-of-service for each of the major highway facilities servicing state -to-state travel movements.
- Distributing and assigning out-of-country vehicles from each responding state to the major highway facilities. Assigned vehicles should be compared with service volumes, to identify the most congested areas of the state highway system.

- Making recommendations as to which segments of highway should be addressed, regarding special traffic control with the understanding that the Ministry of Transport and the Nigeria Police would then address the operational feasibility of reverse lane techniques and other options to maximize traffic flow.

The second phase will provide strategies to control and coordinate the evacuation process area wide. This study will enable state and local emergency managers to develop better approaches to specific evacuation issues.

b. Strategy #2

Develop guidelines for lifting tolls on state highways.

Response

The Ministry of Works and Housing should develop the following procedures:

- (1) Specify when and which facilities are affected;
- (2) Consider operational problems that are specific to toll areas, such as lighting, lane increase and decreases at toll plazas, and the lighted symbols over tollbooths;
- (3) Allow toll collection staff to manage booths, even if they will not be collecting tolls; and

A local evacuation prior to the state issuing an evacuation order, which triggers the lifting of tolls. DRU staff should conduct workshops with Local Governments through which they would explain the concept of operations for disaster response coordination with DRU and also emphasizing that it is critical in avoiding unnecessary delays in the evacuation process.

5. **Public Information, Media Relations, Public Awareness and Education Strategy**

In order to better educate and inform the public of protective actions before disaster occurs, public information is critical for saving lives and minimizing property damage. Certain responsibilities exist for public information when emergency management plans are implemented. Public actions may depend upon public information during the period immediately preceding a disaster, in an actual or threatening emergency situation, and in the post-emergency recovery period.

Pre-disaster education programmes serve to increase awareness of emergency management programmes, educate the public on ways to protect life and property, and inform the public on the availability of further assistance and information.

This strategy must also focus on public awareness of appropriate means for donating goods and services. However, lack of education may cause the public to donate inappropriate items, which can hinder the relief effort.

All spokespersons involved in informing the media are to ensure that any message being written or broadcast is consistent with what was said previously, or make certain, to note any changes.

In time of emergency, the public should be informed of the measures being taken to handle the situation, including all Government decisions, recommendations and instructions. Information becomes vital since the public may accept rumours, hearsay and half-truth information that can cause inappropriate responses and confusion. A continuous flow of accurate and timely information is necessary to provide full knowledge of the disaster conditions and relief services available. To enhance public awareness, education and information, the following strategies are presented:

a. Strategy # 1

Comprehensive multi-media and multi-lingual public information programmes.

Response:

By utilizing resources currently available, there should be several programme initiatives to enhance efforts at establishing a comprehensive public awareness programme.

These materials and programmes should be aimed at educating both children and adults about the effects of these various disasters and what preparations their family should make before the disasters.

b. Strategy # 2

Public education for disaster relief donations

Response:

A standard list of items generally required by victims immediately after a disaster should be developed. This list should be available to national and local media and should be modified to suit the specific situations, conditions and requirements of the disaster victims. This information should be included in all public information campaigns to deter the public from donating inappropriate items that may interfere with the emergency distribution system.

Distribution of this information should be as widespread as possible, to ensure maximum dissemination. Toward this goal, multi-media materials will be prepared using the above information for accurate presentation of suitable donations, including discussion on appropriate items, packaging methods, and proper avenues for contribution.

Since disaster preparedness and relief efforts begin at home, it is incumbent upon all Federal and state agencies to distribute this information to their employees annually, prior to identifiable disaster related season. A letter from the Departmental Directors should be distributed aimed at encouraging employees to develop family disaster preparedness plans, and how they could help others who have been impacted.

The next step shall be to incorporate this information into existing disaster information/education preparedness programmes. These education programmes shall be made available through state emergency management offices, local emergency management offices, school boards, Active Volunteers in Disasters, and other public and private organizations for distribution to the community.

SUPPORT SERVICES AREAS

This section of the NDRP is concerned with the thirteen Support Services Areas (SSAs) which the Federal Government's disaster response activities have for the meantime, been divided into. It specifies the lead and/or primary agencies for each SSA, as well as the supporting agencies. It then goes on to state the purpose and scope of activities for each SSA, as well as the policies, the disaster conditions and planning assumptions. Finally, it lists the responsibilities given to the lead, primary and some of the supporting agencies.

**SUPPORT SERVICE AREA (SSA) #1
TRANSPORT**

LEAD AGENCY: Ministry of Transport
PRIMARY AGENCIES: Land related - Nigerian Army, Nigeria Police
Aviation related - Nigerian Air Force.
Maritime related- National Maritime Authority,
Nigerian Navy.

SUPPORTING AGENCIES: Federal Road Safety Corps
Ministry of Works and Housing
Ministry of Health
Construction Companies
Oil Companies
Ministry of Agriculture
NIPOST

I. INTRODUCTION

A. Purpose

The purpose of this support service is to coordinate the use of Transport resources in the support of states and Local Governments, voluntary organizations and other emergency support groups requiring Transport capacity to perform their emergency response, recovery and assistance missions.

B. Scope

The provision of state Transport support shall include:

1. Performing necessary actions to assist with emergency evacuation and re-entry of threatened areas.
2. Processing all Transport assistance requests from local emergency operations centres and state support service received through the State Operations Centre (SOC).
3. Allocating and/or prioritizing public and private Transport resources for the Transport of people, materials, goods, and services to impacted area. This includes the modes of highway, rail, air and water.

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4. Establishing emergency highway traffic regulations to restrict access to roadway use as appropriate.
5. Performing necessary actions to assist with recovery operations.

II. POLICIES

- A. The assets available to SSA #1 shall be used to assist State and Local Government emergency operations agencies and other SSs with their emergency efforts to move people and materials. Priorities for allocation of these assets shall be:
 1. Evacuating persons from immediate peril.
 2. Maintaining traffic movement for self-evacuation and re-entry.
 3. Transport of emergency resources:
Transporting materials, personnel, and supplies for the support of emergency activities being conducted by the relevant supporting agencies.
 4. Transporting relief supplies necessary for recovery from the emergency.
- B. The lead agency will coordinate activities of SSA #1 and, with assistance from the primary and supporting agencies, prioritize the allocation of available resources.

III. SITUATION

A. Disaster Condition

A minor, major or catastrophic disaster may severely hamper the Transport activities, which may be hampered by insufficient Transport resources; damage Transport infrastructure, and disrupt communications. Prior to impact, evacuation from the potentially threatened area may be ordered. This will require that Transport-related decisions be made to facilitate the evacuation.

In the wake of the disaster, many of the local resources will be unavailable due to damage or inaccessibility, or the local resources not being sufficient to cope with the demand. This will entail significant amounts of resources having to be transported into the area.

B. Planning Assumptions

1. All available local Transport resources will be committed and additional help will be needed from the state.
2. Coordination with local and other SSA efforts will be required.
3. Damaged areas will be restricted and not readily accessible, except in some cases by air or water.

IV. **CONCEPT OF OPERATIONS**

A. General

Transport will be under the leadership of the lead and primary agencies as specified. Upon request, a representative of the relevant agency will be available to respond to Transport related requests. When partial activation of the SOC is implemented, they are required to staff the SSA 1 work station, identify which support agencies are needed, and take such appropriate steps to ensure that such agencies are activated or put on alert as appropriate.

They shall respond to request for state and local Transport assistance. It is anticipated that after evacuation efforts are completed, majority of the requests for Transport resources would be initiated by other support services to assist in the provision of vital aid to victims.

B. Organization

All the primary agencies indicated, will provide Transport support as requested through the SOC to all operations, utilizing emergency coordinators in State and Local construction; maintenance offices; and the appropriate personnel. Upon activation, their representative shall notify the relevant department personnel; and SSA 1 agencies may also be called upon to provide emergency support. They shall coordinate the utilization of other ministries that are supporting agencies to SSA 1 for vehicles, equipment and personnel when the SOC is activated.

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C. Notification

1. In the event of a potential threat, the State affected alerts the relevant authorities that in turn shall notify the primary agencies.
2. Lead and primary agencies shall notify supporting agencies on an as required basis.

D. Response Actions

1. Initial Actions

- a. Inventories of available vehicular resources shall be verified and provided.
- b. Each SSA 1 agency shall establish communications with its appropriate field personnel and ensure that they are ready for timely response.
- c. Coordination shall be established with supporting agencies in order to prioritize and develop strategies for the initial response.
- d. Resources shall be propositioned when it becomes apparent that state Transport resources would be required.
- e. Any Transport resources that may be required in the recovery efforts shall be removed from the potential disaster area to the nearest staging area.
- f. Equipment accessible to SSA 1 agencies shall be committed when evacuation or re-entry of a designated area is authorized and local Transport resources are found to be deficient.
- g. SSA 6 (Mass Care) is to coordinate with ground Transport for evacuation shelters.
- i. Tolls are to be lifted at specific sites to assist in the evacuation of an area or region.

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- j. SSA 10 (Hazardous materials) is to identify any known hazardous material transports that could be affected by the imminent disaster, such as an oil tanker in port or leaving port, and potentially in harms way.

2. Response Actions

- a. SSA 1 is to coordinate Transport resources with requests for transport of personnel, goods, and services.
- b. Priorities shall continually be reassessed to address the most critical Transport needs and developed strategies.
- c. Resources, which are committed to specific missions, are to be continuously monitored for redeployment if necessary. Updated information is to be provided to SSA 5 (Information and Planning) on continuous basis.
- d. Resources are to be restaged, as appropriate.

E. Recovery Actions

1. Initial Actions

- a. Upon request, Transport resources are to be provided to assist recovery activities for personnel and equipment.
- b. States and Local Government involved, under the supervision of the lead agencies are to be responsible for drawing up recovery plans.

2. Continuing Actions

Transport shall continue to be provided for related activities.

V. RESPONSIBILITIES

1. General.
 - a. The lead and primary agencies shall coordinate the supporting agencies in directing Transport resources and prioritizing the needs for Transport services.
 - b. Traffic control signs and signals at locations, when they are needed for general navigation through and around the disaster area shall be replaced.
 - c. The available resources, in coordination with Public Works and Engineering as in equipment and manpower, shall be effectively harnessed in performing tasks or to clear roads rather than transporting other resources.
 - d. The Nigeria Police, with the assistance of the Armed Forces, shall ensure that the affected areas are secured.
2. Ministry of Transport
 - a. Coordinate the provision of Federal and civil transport capacity
 - b. A liaison with information on local directors for emergency transport needs would be essential.
 - c. Supervise the assessment of damage to the transportation infrastructure and analyse the impact of the disaster on transportation operations.
3. Ministry of Agriculture
Manpower and equipment shall be provided to SSA 1.
4. Ministry of Health
Emergency transport of personnel, medical supplies and other life-saving resources shall be provided.
5. Ministry of Works and Housing
Participate in the coordination of Transport and assist in damage assessment.

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6. The Nigeria Police
 - a. Manpower and equipment to support transport needs shall be provided.
 - b. Prepare all their available vehicles, motorcycle, cranes, and drivers for immediate use.
 - c. Arrange for more vehicles, commandeering public transport, if necessary.

7. Federal Road Safety Corps
 - a. The most important items of equipment which the FRSC uses is motor vehicles of various categories. FRSC shall make available, these resources if the need arises.
 - b. By virtue of the law establishing it, shall also be responsible for preventing and minimizing road traffic accidents, clearing obstruction and maintaining total orderliness in the course of this operation.

8. NIPOST
NIPOST shall provide vehicle not immediately required for mail delivery for transport and distribution of relief materials and resources.

9. Armed Forces
 - a. Provide support in emergency operation of ports, harbours and roads
 - b. Assist in restoring transportation infrastructures.
 - c. Provide organic military transportation.

10. Construction and Oil Companies
Provide airlift road and maritime transportation capability.

**SUPPORT SERVICE AREA (SSA) #2
COMMUNICATION**

PRIMARY AGENCY: Federal Ministry of Communication

SUPPORTING AGENCIES: NEMA
Federal Radio Corporation of Nigeria
State television stations
Nigerian Armed Force
Nig. Red Cross
FRSC
NPF
NARS

I. INTRODUCTION

A. Purpose

The purpose of this support service is to assure provisions for communication to support states and local response efforts before, during, and immediately after an emergency declaration.

B. Scope

This support service, plans, coordinates and assists in communication support to state and local disaster response elements. This Support Service shall coordinate the communication assets (both equipment and services) available from State agencies, voluntary groups, the telecommunication industry, federal government agencies, and the Nigerian Military. It shall be the focal point of all communication activity at the National level before, during and after activation of the National Emergency Co-ordinating Centre (NECC).

II. POLICIES

This Support Service Area is to:

- A. Identify communication facilities, equipment and personnel located in and outside the affected area(s) that could be made available in the support of recovery efforts.
- B. Identify actual and planned actions of commercial telecommunication companies to restore services.

- C. Coordinate the acquisition and deployment of communication equipment, personnel and resources to establish temporary communication capabilities within the affected area (s).

III. SITUATION

A. Disaster Condition

A disaster condition may result from a significant natural disaster. Disasters can cause widespread damage to commercial telecommunication and electric transmission facilities. All available communication assets of the various state and Local Government agencies, as well as the Nigerian telecommunication industry, shall be harnessed to give victims an immediate and effective response.

B. Planning Assumptions

1. Initially, State emergency service organizations would focus on lifesaving activities. State government officials shall work toward reestablished control in the disaster area. A State government's emergency operations organization is to act as the central point of coordination and control for local relief activities.
2. Initial reports of damage may be fragmented and thus paint an incomplete picture of the damage to communication facilities.
3. Weather and other environmental factors may restrict mobile or transportable communication equipment into the affected area.
4. The affected area's ability to communicate may be impaired.
5. The form of natural disaster may necessitate the careful consideration of sites for establishing a consolidated agency operational area, such as a tent city for centralized field communication.
6. The SOC is to be operational or an alternate site is to be designated prior to the disaster.

IV. CONCEPT OF OPERATIONS

A. General

Under the leadership of the Federal Ministry of Communication, representatives from each of the supporting and voluntary agencies are to staff the SOC. The role of the primary agency would be to focus coordination and ensure the management of combined agency efforts. In the event of an impending or actual disaster, the NECC which serves as the notification point of a disaster, reports the event to the relevant Federal Agencies and DRU

B. Notification

The State Operating Center's Communication Operators are to activate the Alert System, for each Supporting Service's primary agency. The Ministry of Communication, as the primary agency for this support service, is to notify each supporting agency and/or volunteer agency (as required), using the NECC commercial telephone or any other means.

C. Response Actions

1. Begin accessing requirements to pre-stage communication assets for rapid deployment into the affected area (s).
2. Determine what assets are available and nearest to the affected area (s) by each supporting service's agency and the time frame in deploying those assets.

D. Planning

This supporting service is to kick start the recovery process according to:

1. Accumulative damage information obtained from assessment teams, the telecommunication industry, the Local Government's emergency operations centre and other state agencies.
2. Assemble a comprising of all national communication assets available to support a recovery mission. Other volunteer and local agencies with communication assets may be requested to

contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition and duration of use must be considered. The logistical requirements necessary to obtain critically needed equipment is also to be evaluated.

E. Operations

This SSA shall:

1. Deploy the Division of the State's Emergency Management's Mobile Emergency Communication Centre to coordinate with local emergency response agencies in the affected area(s).
2. Assess the requirement for, and obtain telecommunication industry support as required.
3. Prioritize the deployment of services based on available resources and critical necessities..
4. Prepare and process reports using established procedures, focusing specific attention to the production of after-action reports.
5. Coordinate communication support to all governmental, quasi-governmental and volunteer agencies as required.

V. **RESPONSIBILITIES**

A. Primary Agency: Ministry of Communications

The Ministry of Communication is to coordinate all response activities with NEMA and all other supporting agencies, and to assist in coordinating the provision of commercial telecom assets within the disaster areas as appropriate.

B Supporting Agencies

1. **The Nigerian Armed Forces.**

Provide assistance in civil emergencies in accordance with national policies consistent with defence priorities as set forth in the Armed Forces Establishment Act.

2. **Nigeria Police** will:
 - a. Dispatch VHF mobile wireless systems to the scene.
 - b. Assume control of all radio operations and liaise with other network providers.
 - c. Prepare reserves of sets, equipments and operators, as may be necessary.

3. **NEMA** shall be the coordinating agency for requests for emergency telephone service and connectivity, and shall:
 - a. Coordinate the establishment of telecommunications support in the Disaster Field Office.
 - b. Provide radio equipment and other organic telecommunication support.
 - c. Provide communication support to state and local officials to assist in disseminating warnings concerning risks and hazards.
 - d. Be the first point of contact for all distress calls through any one of the following sources
 - i. NECC
 - ii. HF Emergency Radio Station
 - iii. 115 PSTN Toll Free Line etc
 - e. Shall serve as link with the international organizations, such as the ITU working group, on Emergency Disaster Communication.

 - f. Prepare a list of Emergency radio communication equipment, frequencies and locations.

4. **Nigerian Armateurs Radio Society**

Through their national HF/VHF network make available services for the effective propagation of disaster/crises signal intercepted or passed on to it by the controlling agency.

5. Federal Road Safety Corps

Through its existing VHF/HF communication network shall aid in effective disaster communication. Such communication must allow for rapid communication between its units and the controlling agencies/authorities and other relevant facilities.

6. Nigerian Red Cross shall make available its communication network for the communication of disaster information to assist disaster mitigation and relief operation.

7. FRCN and State Own Television Services

State owned television and TV stations shall use their relevant communication facilities to disseminate relevant disaster information for public awareness during the disaster.

VI. RESOURCE REQUIREMENTS

A. Assets critical for the initial 12-hour response. The assets listed are of critical importance to providing communication to an affected area:

1. Mobile or transportable communication equipment
2. Multi-channel radio systems
3. Base station and handheld walkies-talkies
4. Mobile or transportable satellite systems
5. Mobile or transportable auxiliary equipment.
6. Aircraft suitable as a platform for airborne radio communication link repeaters
7. Trained installation and operations personnel available for field deployment.
8. Inmarsat, VHF / UHF

**SUPPORT SERVICE AREA (SSA) #3
PUBLIC WORKS AND ENGINEERING**

PRIMARY AGENCY: Ministry of Works and Housing

SUPPORTING AGENCIES: Nigerian Armed Forces
Ministry of Water Resources
Nigeria Police
Federal Fire Service
Construction companies
Federal Ministry of Environment
Nigerian Red Cross Society
NEPA
Ministry of Agriculture
Ministry of Health

I. INTRODUCTION

A. Purpose

The purpose of this SSA is to provide public works and engineering support to assist the states and Local Governments in life saving or life protecting support needs prior to, during and immediately after a major or catastrophic disaster.

B. Scope

1. Public Works and Engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting and emergency repair of wastewater and solid waste facilities.

2. The Support Activities Include:

a. Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel, supplies and equipment for lifesaving, life protection, health and safety purposes during the immediate response phase.

- b. Clearing, repair or construction of damaged emergency access routes necessary for the transport of rescue personnel and supplies. These routes include streets, roads, bridges, ports, waterways, airfields and any other transport facility.
- c. Emergency restoration of critical public services and facilities including the supply of portable water, temporary restoration of water supply systems and the provision of water for fire fighting.
- d. Emergency demolition or stabilization of damaged structures and facilities designated by state or Local Government as immediate hazards to public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
- e. Technical assistance and damage assessment.

II. POLICIES

- A. The Ministry of Works and Housing as primary agency, is to perform duties as applicable in addition to missions received under the authority of the NDRP.
- B. The Ministry of Works and Housing and the Nigerian Armed Forces are to coordinate the activities of this SS and with assistance from the supporting agencies, respond to missions received under the NDRP.

III. SITUATION

A. Disaster Condition

A major or catastrophic disaster may cause unprecedented property damage. Structures, homes, public buildings, bridges and other facilities could be destroyed or damaged and need to be reinforced, demolished or isolated to ensure safety. Streets, highways and other paths of transport could also be damaged or unusable. Public utilities might be damaged and may be partially or fully inoperable.

In the event of a disaster, many state and local response personnel would be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources may be limited in the immediate disaster area. State agencies would have to deploy resources from outside the affected area to ensure a timely, efficient and effective response.

B. Planning Assumptions

1. State and Local Governments in the immediate disaster area would require assistance in clearing debris, performing damage assessments, structural evaluations, emergency repairs to public facilities and meeting basic human health needs.
2. Ground, air, rail and water routes shall be provided to allow access to disaster areas. Emergency road and airstrip debris clearance and repairs would have top priority to support immediate life saving emergency response activities.
3. Rapid damage assessment of the disaster area would be necessary to determine potential workload.
4. Emergency environmental waivers and legal clearances would be required in the disposal of materials from debris clearance and demolition activities.
5. Legal requirements that might delay the securing of contractors or purchasing of materials shall be waived.
6. Large numbers of skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials would be needed from outside the disaster area.
7. Support services for all personnel and equipment would be provided from outside the disaster area.

IV. CONCEPT OF OPERATIONS

A. General

This SSA is under the joint leadership of the Ministry of Works and Housing and the Nigerian Army. Upon request, a representative of the relevant department in the FMW&H shall be detailed by the Minister to appropriately respond to public works and engineering related requests submitted by the state's Division of Emergency Management. When partial activation of the State Operations Centre (SOC) is implemented and at SOC's request, this person shall man this SS work Station, identify which supporting agencies for the SSA are required, and thus effect necessary steps to assure that the agencies are notified, or placed on alert as appropriate.

This SSA is to respond to local requests for public works and engineering assistance. It is anticipated that these requests would concern either emergency access routes or the supply of potable water, temporary restoration of water supply systems and the provision of water for fire fighting.

B. Organization

The primary agencies and supporting agencies are to provide, as requested through the SOC, skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials. Upon activation, the primary agencies representatives are to notify the personnel of those department and the supporting agencies to provide emergency support.

C. Notification

1. In the event of a potential threat, primary agencies shall be alerted by the State's Operating Centre or the NECC as the case may be.
2. The primary agencies are to notify the supporting agencies on an as -required basis.
3. Mobilization preparations are to be made to ensure rapid deployment of resources.
4. Equipment and materials inventories are also to be secured.

D. Response Actions

1. Initial Actions

- a. Inventories of available vehicles, personnel and materials are to be verified and provided to the SS responsible for Planning and Information.
- b. Each agency is to establish communications with their appropriate field personnel and ensure their readiness for timely response.
- c. This SS is to coordinate with supporting agencies to establish priorities and develop strategies for the initial response.
- d. Prepositioning of resources shall be established when it becomes apparent that engineers, skilled construction workers, vehicles and construction materials would be necessary.
- e. Available equipment shall be relocated to a safe haven and be staged for return in the recovery phase.
- f. SSA 3 shall coordinate with supporting agencies to identify available resources. Personnel and equipment shall be made available, based upon established priorities.
- g. Priorities would be established for roadway corridors and airstrips that are to be accorded some degree of priority in regard to debris' removal and repair to allow access into damaged areas.

2. Continuing Actions

- a. Representatives from the Ministry of Works and Housing and SSA 3 supporting agencies, are to provide personnel for damage assessment.
- b. This supporting service is to coordinate available personnel, equipment, construction materials and resources with requests from the SOC.

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- c. Debris removal is essential to allow access into the disaster area. SSA 3 will coordinate the cooperative efforts of the supporting agencies, Local Governments and public works companies.
- d. SSA 3 shall reassess priorities to address the most critical infrastructural requirements and develop strategies.
- e. SSA 3 is to track resources, which are committed to specific missions, for redeployment if necessary. Updated information is also to be provided (Information and Planning).
- f. SSA 3 is to restage resources as appropriate.

E. Recovery Actions

1. Initial Actions

- a. States and Local Governments are responsible for drawing up recovery plans.
- b. Upon request, SSA 3 is to provide engineers, skilled personnel, construction workers, etc., with construction equipment and materials to assist in the recovery activities.
- c. SSA 3 is to review recovery actions and develop strategies.

2. Continuing Actions

- a. Support services shall be continuous for personnel and equipment in the disaster area.
- b. Damage assessments shall continue with priorities shifting accordingly.
- c. The MOW&H is to continue to coordinate with the supporting agencies in establishing its priorities and supporting the missions with personnel and equipment.
- d. It is to coordinate with the states and Local Governments in the accomplishment of off system work and damage assessments.

V. RESPONSIBILITIES

A. Primary Agency: MOW&H

Responsibilities

- a. As the primary agency for SSA 3, the MOW&H is to coordinate the SSA 3 supporting agencies in directing resources and prioritizing needs in the areas of debris removal, restoring access, damage assessments, and other areas related to infrastructure.
- b. The resources of the Ministry shall be deployed and utilized in coordination with SSA 3 supporting agencies, and Local Governments.
- c. Provide engineering support to assist in evaluating damage to water control systems.
- d. Provide technical assistance in contracting, procurement, construction, inspection and environmental assessment.

B. Supporting Agencies

1. The responsibilities of Federal Ministry of Environment will be to:
 - i. Provide personnel for the damage assessment and restoration of the water supply.
 - ii. Provide personnel for the damage assessment and restoration of the sewage treatment.
 - iii. Provide damage assessment for creeks, shores, parks and recreation areas.
 - iv. Provide personnel for the review of pollutant discharge prevention.

2. The Ministry of Health is the primary agency on SSA 8 (Health and Medical Services) and is the supporting agency on SSA 6 (Mass care).
 - a. This Ministry shall support SSA 3 by coordinating the location, restoration, or provision of portable water.
 - b. It shall be responsible for the location, restoration or provision of portable water.
3. The Nigerian Army is to provide manpower and equipment to support SSA 3 Infrastructure requirements.
4. NITEL is to support SSA 3 by coordinating a statewide telecommunications network to support state and local activities and personnel.
5. Water Management
The SSA 3's responsibilities with respect to the water management shall be flood control and operation of the primary canal system. They are to work to reduce the impact of flooding before and after a disaster. They are to use available +resources to restore the function of the canal system and assist in restoration of the secondary relief systems. Waste Management units will:
 - a. Provide personnel and services to reduce the impact of flooding.
 - b. Provide engineers, skilled construction workers and vehicles.
 - c. Provide personnel and resources to restore the function of the water supply system.
 - d. Provide personnel and resources to assist in the restoration of the secondary relief systems.

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6. NEPA is to assist with the provision of emergency power.
7. Ministry of Agriculture shall be responsible for providing Food and Water

These necessities support relief workers as well as disaster victims and are to be considered as high priorities within this SSA. They shall provide the personnel, vehicles and resources.

VI. ADDITIONAL RESOURCES

The SSA 3 supporting agencies are to provide, additional personnel and vehicles. In addition, various facilities essential to their operation are to be made available for emergency use.

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SUPPORT SERVICE AREA (SSA) #4 FIRE FIGHTING

PRIMARY AGENCY: Federal Fire Service
NAMA

SUPPORTING AGENCIES: Ministry of Water Resources
Ministry of Works and Housing
Ministry of Health.
Nigerian Red Cross Society
Ministry of Transport
NNPC, Oil Companies
The Nigerian Armed Forces
The Nigeria Police
FRSC
Construction companies
FAAN

I. INTRODUCTION

A. Purpose

The purpose of this SS is to provide state support to Local Governments and to describe the use of state resources to detect and suppress urban, rural, and wild land fires resulting from, or occurring coincidentally with a significant disaster condition or event.

Provision of rescue and ambulance service to the public in traffic accidents, criminal injuries and accidents on construction sites, industrial sites, etc and

Provision of fire investigation services and making associated recommendations.

B. Scope

SSA 4, Fire fighting, involves managing and coordinating fire fighting support to local entities in the detection and suppression of fires, mobilizing and providing personnel, equipment, and supplies in support of local entities.

II. POLICIES

- A. Federal and State assets are to be deployed to assist and/ or augment local agencies with their emergency fire fighting responsibilities and efforts.
- B. Fire fighting is to be coordinated by the Federal Fire Service.
- C. SSA 4 is to interface with SSA 8 as to medical assistance and Transport of victims beyond initial collection points.

III. SITUATION

A. Disaster Condition

Under the best of circumstances, the management and coordination of a large fire fighting operation is complex and may involve multiple agencies. Fires which are potentially of disastrous proportion, or which are coincident with any other disaster situation, will place excessive requirements upon local entities.

A major disaster or catastrophic event may result in many urban, rural, and wild land fires. Ignition sources that would normally be of lesser concern, grow in their potential, under a disaster condition.

In disaster conditions, these fires could spread rapidly, cause great damage, and seriously threaten lives and property. Fire departments in the immediate vicinity of the disaster condition would most likely be totally committed to such immediate area, and would probably be stretched beyond their response capacity. Fire fighting resources might be difficult to obtain, manage, coordinate, and utilize, due to the disruption of communication, transport, utility, and water systems within disaster location.

B. Planning Assumptions

- 1. All available local and state fire-fighting resources are to be committed, while additional help shall be expected from the Federal Government.
- 2. Coordination and direction of the local efforts, including volunteers, would be required.

3. Damaged areas might be restricted and not readily accessible except, in some cases, by air.

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4. Secondary events or disasters might threaten lives and property as well as fire fighting personnel.
5. NAMA and the Federal Fire Service are to act as the primary agencies.

IV. CONCEPT OF OPERATIONS

A. General

The FFS as SSA 4's primary agency is to coordinate the provision of other state fire fighting personnel and equipment. They are also to plan, coordinate, and mobilize the resources of the statewide fire services.

B. Organization

FFS is the primary agency for SSA 4. Representatives from the primary and supporting agencies are to be present in the State Operations Centre (SOC) on a 24-hour basis.

C. Notification

1. When distress calls are received from members of the public at the control room or watch room in the various fire stations, the officer on duty at the fire station nearest to the scene of mishap is alerted.
2. Depending on the magnitude of emergency, the officer mobilizes the appropriate equipment to manage or mitigate the mishap.
3. On arrival, the Officer assesses the situation, contains the mishap with the available equipment, or makes a request for back up. If the situation is beyond his professional competence or becomes more complex, the Officer hands over the operation to a superior officer.
4. Depending on the complexity, incidents might be sectorised for effective command and control, deployment of resources, tactical planning, health and safety to crew.

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D. Response Actions

1. Initial Actions

- a. State and other local resources from outside the disaster area are to be committed through coordination with other agencies with fire fighting resources.
- b. Transportation might be provided, if available, or specifically be the responsibility of the resource agency. This would require coordination with SSA-1. Also, resources have to be pre-positioned, if necessary.

2. Continuing Actions

- a. Coordination between state, local, and if requested, federal fire fighting resources are to be controlled by the appropriate primary agency.
- b. Fire fighting resources are to be reassigned, as needed and as requested.
- c. Fire fighting resources are to be withdrawn when no longer needed.
- d. Upon requests, SSA 4 is to provide fire-fighting resources to assist recovery efforts.

V. **RESPONSIBILITIES**

A. Primary Agency

As the primary agency for SSA 4, FFS will coordinate with the supporting agencies in directing fire fighting resources and response activities.

FFS activities will also include:

- i. Extinguishing and control of fire and prevention of future occurrence.
- ii. Provision of rescue ambulance service to the public in traffic accidents, criminal injuries and accidents on the site of the disaster.
- iii. Provision of fire investigation services and making associated recommendations.

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- B. SPDC
They are to respond to fire fighting emergencies with their fire response equipment, team of fire fighters and rescue men.
- C. NAF
They will make available heavy fire fighting vehicles located at different bases and also supply trained manpower.
- D. Supporting Agencies
FMOH is to supply logistics to mitigate the effects of the outbreak.

All other agencies shall perform duties as designated in their plan for disaster response, under the supervision of the lead agency.

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SUPPORT SERVICE AREA (SSA) #5 INFORMATION AND PLANNING

PRIMARY AGENCY: Ministry of Information

SUPPORTING AGENCIES: Ministry of Transport
Ministry of Agriculture
Nigerian Red Cross Society
Ministry of Health
Federal Ministry of Environment
Ministry of Education
NSCDC

I. INTRODUCTION

A. Purpose

The purpose of this SS is to address those procedures and activities assigned to the “Information and Planning Function”, in support of the Emergency Response Team, in a major disaster or anticipated disaster.

B. Scope

This SS coordinates overall information and planning activities in the NECC and the State Operations Centre (SOC) in support of federal, state, and local response operations.

II. POLICIES

The Ministry of Information is to:

A. Collect and process essential information and disseminate it for use by the ERT in the federal, state and Local Governments; and also provide input for reports, briefings, displays, and plans.

B. Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall response operations.

- C. Maintain display of key information such as maps, charts, status boards in the SOC, and computer bulletin boards or electronic mail, as available.

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- D. Establish a pattern of information flow, in support of the action planning process initiated by the ERT leadership.

III. SITUATION

A. Disaster Condition

A significant natural disaster or other significant event could be of such severity and magnitude as to require state response assistance to supplement Local Governments' efforts to save lives and protect property.

B. Planning Assumptions

1. The local response elements shall be the best available source of vital information regarding damage and initial deficient needs' assessments.
2. There could be an immediate and continuous demand for information on which decisions shall be made towards conducting response and recovery actions.
3. There could be delays in establishing full information processing capabilities.
4. Deployed staff for this support service may be required to operate without local support for up to 72 hours. This requires staff to be self-sufficient in terms of supplies, equipment, food and lodging.
5. During a disaster, message flow could possibly bottleneck in the emergency operating centres due to extremely intense levels of activity.

IV. CONCEPT OF OPERATIONS

A. General

During an emergency or disaster, personnel of the Disaster Reaction Unit (DRU) shall act as the staff for this support service. The operations officer on duty is to act as the overall coordinator for the SS. In the immediate hours following the impact of a disaster, the SS is to sort and process information received from the Assessment Teams and send it to the appropriate ERT agencies. SSA 5 is to be responsible for directing message flow within the SOC, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations. SSA 5 is to act as the common thread that binds the ERT together.

B. State Level Support Structure

SSA 5 is to consist of message flow, mission tracking, response planning and status board staff, dispersed at large throughout the SOC. This SS shall also have a separate information table in the SOC, which shall be responsible for providing technical information to the ERT agencies. Support staff from other agencies could be called in as required.

C. SSA 5 Information Processing Unit

This unit should of necessity possess the capability to provide the following information:

1. Tracking information, including distance to impact, forward speed; and the time to impact for the hazard. Forecast information, including forecast tracks, projected wind speeds, etc.
2. Historical data for hazard.
3. Shelter capacity versus demand
4. Clearance time, evacuation time, and pre-landfall hazard time figures
5. Demographics
6. Specialized Data
7. Evacuation maps – evacuation needs

8. Tracking of recovery resources
9. Daily Reports

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10. Operation status of Disaster Alert Unit (DAU) locations
11. Damage Assessment information

The IPU may also be tasked with the responsibility of tracking offers of donated goods and services in the event of a catastrophic disaster. In such an event, DRU staff are to bring in personnel from other state agencies to staff the IPU. The IPU shall coordinate with the Federal Ministry of Environment. SSA 5 section is to obtain all available surveillance information which shall be compiled in the IPU, with information from the assessment team and the Geographic Information System, to complete the assessment picture.

D. Notification

1. In the event of an emergency or disaster, the State Warning Point is to notify DRU staff and in particular, the ERT team leader.
2. The ERT team leader is to notify the Operations Officer. The Operations officer is to notify SSA 5 staff and establish a duty roster as needed.
3. The Operations Officer shall notify support staff when and if desired.

E. Response Actions

1. Initial Actions
 - a. Activate SSA 5
 - b. Establish initial contact with Local Governments and ERT field staff
 - c. Establish a duty roster and phone list; set up status board, establish message flow and tracking, and staff data processing computers for the IPU.
 - d. Prepare, deploy and process information from assessment team.

- e. Call-up supporting agencies as appropriate.

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- f. Establish contact with federal liaison departments.
- g. Establish procedures for joint state and federal mission assignments, and establish joint state and federal information processing capabilities.
- h. Anticipate the variety of response information that ERT agencies would require.

2. Continuing Actions

Ministry of Information is to:

- a. Coordinate with key personnel in the field
- b. Continue to staff the OC on a 24-hour-a-day basis
- c. Manage message flow in the SOC, including the logging of all protective actions taken.
- d. Provide information in support of ERT agencies.
- e. Develop action plans at a minimum of once in every 12 hours.
- f. Establish and track joint state and federal mission assignments.
- g. Share information processing capabilities with the Federal Government.

F. Recovery Actions

Ministry of Information is to carry out actions as follows:

1. Initial Actions

- a. Collect and process information concerning recovery activities while the response phase of the disaster is still on going.
- b. Prepare a detailed Disaster Field Office staffing plan.
- c. Identify resources' requirements.
- d. Establish an SSA 5 presence at the On-Field coordinator.
- e. Establish a duty roster, phone list, message flow and tracking.

- f. Establish contact with NEMA.
- g. Anticipate the variety of recovery information that ERT agencies would require.

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2. Continuing Actions

Ministry of Information is to:

- a. Coordinate with programme managers, DAU managers, and key staff as required.
- b. Continue to staff the On-field coordinator.
- c. Manage message flow in the On-field coordinator and DAUs by the logging of all protective actions taken.
- d. Provide information in support of recovery activities
- e. Develop action plans daily.
- f. Establish and track joint state and federal mission requests.

V. **RESPONSIBILITIES**

A. Primary Agency: Ministry of Information.

They are to:

- 1. Coordinate message flow within the SOC.
- 2. Coordinate the overall efforts to collect, process, report, and display essential elements of information; and to facilitate support for planning efforts in response operations.
- 3. Synthesize findings into short and long-term plans for consideration by the SCO, and the ERT leadership.
- 4. Distribute plans and reports to locals, other SSA, and federal field and headquarters elements.
- 5. Provide staffing support for SSA 5 activities at the SOC and the On-field coordinator.

B. Supporting Agencies:

These agencies shall identify and provide staff representatives to support the SSA 5 damage information and operational information related to their individual SS activities as applicable.

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VI. **RESOURCE REQUIREMENTS**

The following resource requirements are based on the overall requirements of SSA 5 to carry out its mission, in any field location:

- A. Office space at the On-line coordinator
- B. General office furniture and supplies
- C. Portable, battery-powered AM/FM radios
- D. Flashlights and batteries
- E. Communication gadgets (wireless)

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SUPPORT SERVICE AREA (SSA) #6 MASS CARE

PRIMARY AGENCIES: Ministry of Health
Nigerian Red Cross Society
NEMA

SUPPORTING AGENCIES: Ministry of Water resources
Nigerian Armed Forces
Ministry of Works and Housing
Ministry of Labour and Productivity
NSCDC
Nigeria Police

I. INTRODUCTION

A. Purpose

The purpose of this SS is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of relief supplies for victims of disaster, and disaster welfare information. In some instances, services also may be provided to disaster workers as described below.

B. Scope

SSA 6 has responsibilities which include the necessity to:

- a. Coordinate the task of sheltering all during a disaster, which includes the sheltering of people with special needs.
- b. Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters.
- c. Coordinate relief efforts provided by volunteer organizations performing mass care functions. Coordinate with NGOs for support of mass care operations.

- d. Coordinate the establishment of a system to provide shelter registration data to appropriate authorities.
- e. Coordinate the provision of emergency first aid in shelters, fixed feeding sites, and emergency first aid stations.

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- f. Coordinate with the Ministry of Health and Medical Services for the provision of medical support, exceeding that required for standard first aid to include epidemiological and environmental health activities, as related to sheltering and feeding of disaster victims.
- g. Provide quantitative mass care services data to the Information and Planning crew and others who require accurate data for response planning.
- h. Coordinate with SSA-13 for additional resources on security facility.
- i. Coordinate with SSA-2 to ensure that each shelter has a working system of communication.
- j. Coordinate with SSA-12 to ensure that each shelter has power generation capabilities.

II. POLICIES

- A. SSA 6 will be implemented upon the appropriate State's Division of Emergency Management's request for assistance prior to or following a disaster.
- B. The primary agencies have responsibilities related to meeting human needs created by a disaster and a programme of both emergency mass care and assistance to individuals with urgent and verified disaster-induced needs.
- C. The activities will be coordinated through the State Operations Centre (SOC). The primary agencies, and supporting agencies as required, shall provide staff at the SOC on a 24 hours basis, for the duration of the activation.
- D. SSA 6 activities are to support state and Local Governments efforts. Additional mass care resources required which are beyond local and state capability have to be coordinated through SSA 6. All federal mass care responses to an event must be requested by and are subordinate to the state SSA 6 operations.

- E. It is understood that the next level of response assistance available to the state, is a federal response. Therefore, clear lines of communication and integration of expectations are to be established on a routine basis with regional headquarters.

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- F. To ensure that appropriate confidentiality regulations are enforced, SSA 6 is not to release confidential information to the general public. Shelter occupants' information are to be handled in accordance with Red Cross Disaster Welfare Inquiry procedures.

III. SITUATION

A. Disaster Condition

1. Sudden Catastrophes: Transport accidents, airplane crashes, flash floods, drought, fires, or technological events may necessitate the immediate identifiable mass care to evacuees, victims and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may have to be set up quickly.
2. Slowly Developing Disasters: Catastrophic disasters provide warning and evacuation time, but could cause extended displacement and damage to infrastructure. Shelters might be required statewide to accommodate evacuees, and in some cases could be set up in neighboring states. Damage from catastrophic disasters might cause extended displacement; the necessity of which may extend into the recovery phase.

B. Planning Assumptions

1. Some destructive natural hazard to which Nigeria is vulnerable, are drought, flood and erosion. Consequently, advance warning is likely, with an opportunity to order evacuation in vulnerable area.
2. In a catastrophic disaster, it is likely that long-term mass care would be required until temporary housing resources become available. Assessment teams may provide a guide for the magnitude of housing and resource deficits.
3. A significant influx of disaster workers would strain the resources of the impacted area.

4. Mobile feeding operations might not be possible in major operations.
5. Smooth transition from SS 6 response, to Individual Assistance Recovery Operations, could help ensure that disaster victims' needs are met.

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IV. CONCEPT OF OPERATIONS

A. General

SSA 6 will be organized in a manner that ensures rapid response to the mass care needs of people affected by a disaster. Emphasis will be on each agency assigned to the SSA having thorough and up-to-date disaster plan that have been coordinated through the SS primary agencies. These plans will be operational in nature, and standardized whenever possible. When activated, agencies in SSA 6 are to operate under these plans with their support documents.

SSA 6 is to focus primarily on sheltering activities, mass feeding, and the coordination of volunteer agency activities involved in mass care, as directed by the Nigerian Red Cross and also provide support services in times of disaster, through a coordinated SS response.

B. Organization and Notification

1. The lead primary agency will be the Ministry of Health, which will be responsible for providing daily direction, ensuring that request for assistance are met, documented and prioritized. They are also to establish liaison with other appropriate support service areas and maintain open communications with them.
2. Supporting agencies are to operate under the daily leadership of the primary agencies' representative, located in the support service area at the SOC. However, each agency represented shall be expected to operationalize and direct its response resources in accordance with its agency's operating procedures. Should a conflict arise between the primary agencies/agency and supporting agencies/agency, the issue shall be turned over to the NECC.
3. Primary and supporting agencies are to provide sufficient personnel to staff the SS 24 hours a day, seven days per week. The staff shall be qualified persons, capable in facilitating decisions for the agency they represent. Higher-level

managers, skilled professionals with subject knowledge, and operations personnel are preferred.

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4. In conjunction with NEMA, supporting agencies are to develop plans to support their SS assignments.

C. Response Actions

Primary and supporting agencies are to maintain appropriate listings of agency staff for call-up, in performing response activities. The responders are to be available 24 hours per day, seven days a week. Differentiations are to be made between field and headquarters personnel.

Primary and supporting agencies shall maintain listings of all available resources' providers used by the agency in disaster situations. These should include private sector vendors.

Each supporting agency is to provide its SS personnel with sufficient supply of logistics (paper, pens, etc.) to perform their SS duties in the SOC.

Each supporting agency in the SOC is to maintain current copies of appropriate policies and procedures available to the SS, and should be appropriately and boldly titled.

All supporting agencies are to ensure that all actions taken are recorded and communicated to the primary agency's representative.

At all times, supporting agencies are to be prepared to make brief and accurate status reports to the primary agency

Response Resources of the Nigerian Red Cross.

Personnel

The Society has thousands of volunteers who are well trained as disaster relief workers and First Aiders. The Society's numerous volunteers are trained in First Aid, disaster preparedness and

response, relief, prevention, surveillance, early warning, contingency planning, vulnerability and capacity assessment, water and sanitation.

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Emergency Relief Units

There are Emergency Relief Units in each Division of every Branch and in times of emergency, each Division is capable of mobilizing 50-100 Red Cross volunteers who could be involved in rescue, evacuation and relief services.

Support From Sister National Societies

The Nigerian Red Cross can also mobilize resources in times of major disasters from sister national societies either bilaterally or through the International Federation of the Red Cross Society. These resources may include Emergency Response Units, materials and equipment necessary for prompt intervention in various situations.

The Nigerian Red Cross Society shall:

- a) In time of war, furnish volunteer aid to the sick and wounded, both of armies and non-belligerents, and to prisoners of war and civilian sufferers from the effect of war, in accordance with the spirit and conditions of applicable conventions.
- b) Perform all duties devolved upon a national society by each nation, which it has acceded to, in the said conventions; and
- c) Carry on and assist in the work for the improvement of health, the prevention of disease and the mitigation of suffering throughout the world.
- d) Train personnel and maintain a permanent organization to relieve sickness, suffering and distress, especially the casualties of war or disaster.
- e) When engaged in relief work, to supplement official services where they exist, and in particular to be prepared to supply trained auxiliaries for medical services.

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The extent of the Red Cross programme depends on the responsibilities delegated to the National Society by its Government. As a general rule, the Red Cross programme is limited to the provision of:

- i. First aid.
- ii. Food supplies.
- iii. Clothing.
- iv. Shelter.
- v. Services for the prevention of epidemics, including health education.
- vi. Social welfare.
- vii. Re-union and other forms of emergency assistance.

D. Recovery Actions

1. Initial Actions

- a. SSA 6 shall work with Local Government, local Red Cross service delivery units, state's Emergency Management Agencies, and applicable Federal agencies to assist in determining extended sheltering requirements.
- b. SSA 6 shall work with appropriate agencies such as, Nigerian Red Cross, and the Ministry of Labour and Productivity for long term placement of disaster victims who cannot move back to their normal living arrangements, due to disaster damage.

2. Continuing Actions

- a. SSA 6 lead agency shall provide its supporting agencies, with regular updates including census data for all shelters.

- b. SSA 6 shall coordinate with other SSAs to provide information to shelter residents about how to access disaster assistance programme information and services through Red Cross Service Centres

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V. RESPONSIBLE AGENCIES

- A. Nigerian Red Cross shall:
 1. Develop and maintain a roster of personnel manning the SS. Sufficient staffing shall be made available for 24 hours per day, seven days a week.
 2. Ensure the presence of resource materials in sufficient numbers in the SS location. These materials should include:
 - a. Shelter listing for each Local Government Area with names and numbers of each shelter manager, as available.
 - b. Listing of all bulk food providers and contact personnel and phone numbers as required.
 - c. Listing of all hospital and ambulance services with contact numbers as required.
 - d. Locations of all mass feeding sites and the names of site managers.
 - e. Listing of all States and Federal human services agencies active in the response.
 3. Provide a system for recording incoming requests for due assistance, who has been assigned to respond, and the action taken.
 4. Establish a protocol for prioritizing response activities.
 5. Coordinate activities with other SS
 6. Be prepared at all times to make status reports.

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7. Develop and maintain a plan that details the activities addressed in this document. This plan shall be coordinated with the supporting agencies and the Division of Emergency Management.
 8. Develop a plan for the responding supporting agencies for disasters and disaster exercises. This plan shall be reviewed by the supporting agencies for necessary input, prior to being finalized.
- B The Ministry of Health is to:
- a. Assist in locating health and welfare workers to augment personnel assigned to shelters. They will assume the primary responsibility for providing medical staff to special needs' units, when the local resources have been stretched to their maximum capacity, including special needs' shelters;
 - b. Support disaster mental health services;
 - c. Provide technical assistance for shelter, feeding and warehouse operations related to food, vector control, water supply and waste disposal; and
 - d. Assist in the provision of medical and first aid supplies for shelters and first aid stations.
- C. The Ministry of Agriculture is to Support mass feeding activities. They could also be required to:
- a. Support individual feeding activities through home delivered meals; and
 - b. Assist in the placement of disaster victims who cannot return to normal living arrangements or conditions.

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- D. National Security and Civil Defence Corps will:
 - a. Assist in rescue and evacuation of disaster victims.
 - b. Establish and manage temporary shelters.
 - c. Detect and demarcate danger zones.
 - d. Assist in environmental decontamination.
 - e. Assist in Emergency disposal of dead bodies.
 - f. Provide mass – care services.
 - g. Provide personnel for crowd control.
 - h. Promote peace and tranquility in communities.
 - i. Assist in the distribution of relief materials.

- E. The Nigeria Police: The Police Doctor/Principal/Senior Medical Officer will (amongst other responsibilities)
 - a. Dispatch ambulances, medical officers, nursing staff and field parties to the scene and appoint an officer to direct the activities of the medical staff at the scene.
 - b. Notify hospitals to be prepared for emergencies
 - c. Prepare mortuary for any bodies that may be brought in.
 - d. Alert other organizations.

VI. RESOURCE REQUIREMENTS

- A. Assets Critical for Initial Twelve Hours:
 - 1. Shelters (Public and Special Needs)
 - a. Food and water service equipment, and fuel (e.g., generator).
 - b. Cleaning supplies.
 - c. Toiletry items.
 - d. Administrative supplies.

- e. Blankets, cots.
- f. Portable toilets.
- g. First aid supplies.

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2. Personnel

- a. Shelter managers.
- b. Qualified first aid staff/volunteers.
- c. Medical staff/volunteers (special needs shelters).
- d. Food service personnel.

B. Assets Required for Continuing Operations

The assets as noted above, would be required for the immediate and long-term response phases (several days to several weeks). Increases and decreases in the number of shelters, feeding sites, and distribution sites shall be adjusted, based on Assessment Teams and other Damage Assessment reports, as they are being received.

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SUPPORT SERVICE AREA (SSA) #7 RESOURCE SUPPORT

PRIMARY AGENCY: NEMA

SUPPORTING AGENCIES: Ministry of Transport
Ministry of Labour and Productivity
The Nigeria Police
The Nigerian Armed Forces
Ministry of Agriculture
The Nigerian Immigration Service
NSCDC

I. INTRODUCTION

A. Purpose

The purpose of this SS is to provide logistical and resource support to state and local entities involved in delivering emergency response and recovery efforts, for natural disasters and other catastrophic events.

B. Scope

SSA 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase and initial recovery phase, following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, etc, heavy equipment and transport such as would be needed, in coordination with the Ministry of Transport.

II. POLICIES

A. NEMA is responsible for planning, coordinating and managing the resources' support required by this SS.

- B. Supplies and equipment shall be provided from current state stocks or surplus, and if necessary, from commercial sources.
- C. Designated supporting agencies are to furnish resources as required, to support these SS requirements. Support by these agencies shall be terminated at the earliest possible time.

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III. SITUATION

A. Disaster Condition

A major disaster shall have an immediate impact on local and state resources resulting to shortages in vital and necessary supplies which need to be procured and provided to the affected areas.

B. Planning Assumptions

1. Resources outside the affected area would be directed to fulfill the deficient needs of the state or Local Governments.
2. Transport of resources would require staging areas, which are to be managed by the Ministry of Transport after an Executive Order and also by assigned secondary supporting agencies in that area, prior to activation.
3. Some resources of the State and Local Governments might be unavailable in the impacted area, due to debris and destroyed buildings.
4. Logistical support to save lives should receive a first priority.
5. Massive demand for resources might be met in accordance with an issued Executive Order, which could give a waiver or an exemption from normal procedures for purchasing.

IV. CONCEPT OF OPERATIONS

A. General

Federal capabilities and resources committed to SSA 7 will be allocated and coordinated by NEMA. The primary source of

equipment, supplies, and personnel shall be made from existing supporting agencies' resources and local sources outside the impacted area. Support which cannot be provided from these sources shall be provided through commercial sources

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B. Organization

1. SSA 7 will operate under the direction of the NEMA Emergency Coordinator
2. SSA 7 will continue to operate throughout the emergency situation.
3. Upon notification, the NEMA Emergency Coordinator will alert designated primary personnel of possible resource needs and report to the State Operations Centre (SOC). SS support operations will be coordinated through NEMA in the SOC.
4. The NEMA Emergency Coordinator will maintain liaison with other SSs and concerned agencies.

C. Notification

1. The State involved is to notify NEMA.
2. The SOC is to implement the activation plan to notify all NEMA personnel and other support personnel. Personnel are to be placed on standby or deployed for immediate response.
3. Inventories of resources, including but not limited to, pre-arranged staging areas, Government buildings, public facilities and agency contacts, are to be reviewed.

D. Response Actions

1. Initial
 - a. NEMA personnel will be placed on standby or directed to staging areas with some facilities being manned for immediate response.

- b. Some resources shall be staged near the pending emergency areas.
- c. Supporting agencies might be alerted.

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- d. Some supporting agencies might be directed to deploy personnel and other resources.
 - e. Identification and assessment of resources are to be made available for designation as emergency support (including facilities)
2. Continuous
- a. Buildings shall be leased for staging warehouses or to replace damaged or destroyed facilities.
 - b. Communication resources shall be provided in coordination with SSA 2.
 - c. Transport needs shall be provided in coordination with SSA 1.
 - d. Office furniture, equipment, and supplies shall be provided from existing inventories, or will be procured.
 - e. Food and fuel shall be provided with the cooperation of the Ministry of Agriculture, NNPC and Oil companies.
 - f. The Nigeria Police, the Army, the Navy, the NAF, etc shall provide security for staging areas and facilities.
 - g. NEMA will maintain records for all properties loaned to SSA 7 for support of the SOC by the Federal Government.
 - h. NEMA will coordinate contractual services between the state and commercial sources.

V. **RESPONSIBILITIES**

A. Primary Agency

The primary agency for SSA 7 is NEMA, which is vested with the overall responsibility for allocating and coordinating resources and support activities incident to SSA 7. NEMA will provide support staff for procurement of commodities and services, leasing of building and facilities, and facilities' management. In addition, NEMA will coordinate and allocate food and the equipment provided.

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B. Supporting Agencies and Form of Support to be provided include:

1. Ministry of Transport – drivers, equipment operators, trucks and heavy equipment
2. Office of the Governor – personnel and material resources
3. The Nigeria Police, Army, Navy, Air Force etc– security personnel, uniformed personnel, vehicles, heavy equipments.
4. Ministry of Agriculture – food distribution services and personnel, vehicles, heavy equipment and equipment operators
5. Ministry of Labour and Productivity – They will provide technical personnel to assist in the identification and recruitment of individuals with specialized skills needed to support disaster.
6. The National Directorate of Employment (NDE) – Their registration centres in states can provide the required labour capable of providing support.
7. NSCDC – The Nigerian Security and Civil Defence Corps will mobilize its staff to support response activities during emergency operations.
8. The Nigerian Immigration Service – They shall facilitate immigration assistance for international aid.

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SUPPORT SERVICE AREA (SSA) #8 HEALTH AND MEDICAL SERVICES

PRIMARY AGENCIES: Ministry of Health
NEMA

SUPPORTING AGENCIES: NAFDAC
Nigerian Red Cross Society
Ministry of Agriculture
FRSC
Federal Ministry of Environment
The Nigerian Armed Forces
The Nigeria Police
Oil Companies
NGOs
International agencies

I. INTRODUCTION

A. Purpose

The purpose of this SS is to coordinate the country's health and the medical resources required to supplement Local Government council/community resources, in response to public health and medical care needs, following a significant natural disaster or manmade event. Assistance provided under this support service area, is to be directed by the Ministry of Health, through its teaching hospitals, by the Chief Medical Director. Resources shall be bolstered when the states and local resources are overwhelmed and medical and/or public health assistance is requested or deemed desirable, by the DRU.

B. Scope

SSA 8 involves supplemental assistance to the country as a whole in identifying and meeting the health and medical requirements of victims during a major emergency or disaster. This support is categorized in the following functional areas:

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1. Assessment of health/medical needs.
 2. Disease Control/ Epidemiology.
 3. Health/medical care personnel.
 4. Health/medical equipment and supplies.
 5. Patient evacuation.
 6. Coordinate in-hospital care.
 7. Food/drug/safety.
 8. Emergency responder health and safety (CISD).
 9. Radiological/chemical/biological hazards.
 10. Mental health and crisis counseling.
 11. Public health information release.
 12. Vector control/monitoring.
 13. Portability of water, wastewater, and solid waste disposal.
 14. Victim's identification/mortuary services.
 15. Medical Command and Control (MSU) and,
 16. Emergency Medical Services.
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1. The Chief Medical Director in his primary agency role for SS 8 directs the provision of State health and medical assistance to fulfill the requirements identified by the affected states and local authorities having jurisdiction. Included in SSA 8 is overall public health response, treatment and transport of victims of the disaster, and working with local systems to assist in the evacuation of patients out of the disaster area. Assistance in pre-event evacuation may also come under SSA 8, whenever such patients or clients of the state are involved. The intent of SSA 8 is to supplement the efforts of States and Local Governments affected by the disaster, by utilizing available primary resources.

II. POLICIES

- A. SSA 8 will be implemented upon the appropriate state or Local Government or DEM's request for assistance, following (or prior to expectation of) the occurrence of a significant natural disaster or manmade event.
- B. SSA 8 shall have a field deployment capability.
- C. In accordance with assignment of responsibilities in SS 8, and further tasking by the primary agency, each supporting organization participating under SSA 8, are to contribute to the overall response but shall retain full control over its own resources and personnel.

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- D. SSA 8 is the primary source of public health and medical response/information for all state officials involved with response operations.
- E. The State SSA 8 Coordination Officer shall coordinate any national asset or Federal SSA 8 response to an event. All Federal health and medical response to an event are to be requested by and is subordinate to the state's Search And Rescue operations.
- F. It is understood that the higher level of response assistance available to the State is a Federal regional response. Therefore, a clear line of communication and integration of expectations are to be established on a routine basis with the regional headquarters.
- G. SSA 8 is not to release medical information on individual patients to the general public, to ensure patient confidentiality protection.
- H. Appropriate information on casualties/patients are to be provided to the Nigerian Red Cross for inclusion in the Disaster Welfare Information System for easy access by the public

III. SITUATION

A. Disaster Condition

A significant natural disaster or manmade event that overwhelms the affected Local Government or State would necessitate that state public health and medical care assistance must be provided. In addition to direct assistance, the State would be required to provide leadership and coordination in carrying out emergency response efforts in the areas of health and medical issues.

Hospitals, nursing homes, pharmacies and other medical/health facilities may be severely damaged or destroyed. Those facilities which survive with little or no structural damage may be rendered unusable or only partially usable because of lack of utilities (power, water, sewage treatment) and/or the inability of staff to report for duty. Medical facilities remaining in operation may be overwhelmed with minor injuries and seriously injured victims transported there in the immediate aftermath of the occurrence. In the face of massive increase in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment would probably be in short supply. Disruption in local communications and transport systems could also prevent timely replenishment.

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Uninjured persons who require daily medication for chronic diseases/illness may equally have difficulty in obtaining medications because of damage or destruction of normal supply locations.

Some disasters may not generate high casualty volumes but will require relocation into temporary shelter, vector control, and provision of potable water, wastewater control, and addressing problems associated with solid waste disposal.

Manmade events could place a demand on systems for specialized medical care personnel and equipment.

B. Planning Assumptions

1. Resources within the affected disaster area might be inadequate to clear casualties from the scene or treat them in local hospitals. Additional mobilized state capabilities could urgently be needed to supplement and assist in treating casualties in the disaster area and then transport them to the closest appropriate hospital or other health care facility. Additionally, medical supply would be needed throughout the disaster area. In a major disaster, operational necessity might probably require the further Transport of patients, by air or ground, to the nearest metropolitan area with sufficient concentration of available hospital beds, where patients needs can be matched with the necessary definitive medical care.
2. Damage to chemical and industrial plants, sewer lines, and water distribution systems and secondary hazards such as fires, might result in toxic environmental and public health hazards to the surviving population and response personnel, including exposure to hazardous materials, and contaminated water supplies, crops, livestock, and food supplies.

3. The damage and destruction from a catastrophic natural disaster might produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
4. Assistance in maintaining the continuity of health and medical services might be required with specific concern for implementation of communicable disease services (prevention, surveillance, etc.).
5. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters might increase the potential for disease and injury.

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6. Every attempt shall be made to assure that local, regional and state resources would be fully utilized before requests are made for out of state assistance.
7. Coordination responsibility for all SSA 8 activities would be accomplished at the SOC.

IV. CONCEPT OF OPERATIONS

A. General

It is recognized that the country may have to take action with regard to a natural or manmade disaster. These events may come with warning or be of sudden impact. The Chief Medical Director (CMD) is to be responsible for the provision and coordination of services, equipment, supplies and personnel, to meet the health and medical needs resulting from such disasters. These needs shall be met with staff and material resources currently existing in the state health system (herein referred to as the Primary Agency), other state assets from various departments (Supporting Agencies), private enterprises and community voluntary agencies and individuals. The CMD or a designee would be responsible for activating and directing the activities for SSA 8. The CMD shall designate a minimum of four people to work in the State Operations Centre (SOC) and serve as designees. Upon notification of a significant event, the CMD is to alert all essential emergency response personnel assigned to the SOC and they are to alert all other essential personnel and agencies.

All supporting agencies/organizations would be notified and tasked to provide a 24-hour representation as necessary. Each supporting agency/organization is to be responsible for ensuring that sufficient

programme staff is available to report to and support the SOC and to carry out the activities tasked to their organization on a continuous basis. Individuals representing organizations, who are staffing the SOC, shall have extensive knowledge of the resources and capabilities of their respective agencies/organizations and have access to the appropriate authority for committing such resources during activation.

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The States Office for Public Health Service, SSA 8, is to be notified and requested to become established at the SOC. The state's SSA 8 representative is to maintain coordination with the state SSA 8 Coordinator, appropriate state medical and public health officials and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests would be made by telephone, radio, or face-to-face conversations, rather than by formal written requests.

SSA 8 is to utilize locally available health and medical resources to the extent possible to meet the needs identified by authorities.

Throughout the response period, SSA 8 will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. All requests from appropriate authorities for medical and public health assistance shall be assumed to be valid. Upon receiving conflicting or questionable requests, SSA 8 shall attempt to confirm the actual needs. SSA 8 is to maintain accurate and extensive logs to support after-action reports and other documentation of the disaster conditions.

B. Organization

1. State-Level Response Support Structure

The State's Emergency Response Plan of Action is to be activated. Upon activation, the Coordinator is to decide if additional resources would need to become operational. During the initial activation, the principal core staff is to consist of a pre-determined staff from the following agencies:

- a. Emergency Medical Services.
- b. Nursing.
- c. Environmental Health.
- d. Pharmacy.
- e. Epidemiology.
- f. Disease Control.
- g. Mental Health.
- h. Laboratory Services.
- i. Paediatrics Services.
- j. Volunteer Services.

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Additional supporting agencies, organizations and volunteers might be utilized and shall be tasked to provide a representative, who would be immediately available via telecommunications means (telephone, FAX, conference call, etc.).

If desirable, special advisory groups of health/medical experts are to be assembled and consulted by SSA 8.

C. Notification

1. At the Village/Town Level (Health Centre or Facility Level)
 - i) Report to the Village/Town Health Committees (VHC);
 - ii) Call a meeting of the VHC;
 - iii) Report through Disease Surveillance and Notification format (DSN 001) in the nearest health Centre or any health facility to the LGA Health Office;
 - iv) From LGA Health Office, report through DSN 001 or any faster means to the State Ministry of Health (SMOH).
 - v) From SMOH, report to the Federal Ministry of Health (FMOH).
2. At the LGA Health Office
 - i) Activate or develop LGA Emergency Response Plan of Action against epidemics;
 - ii) Call a meeting of the LGA disaster or epidemic management committee;
 - iii) Notify SMOH and other higher levels of authority, e.g. Governor, Minister, Legislator, Senator, etc;

- iv) Initiate active case search by trained health workers, volunteers, Red Cross, etc;
- v) Carry out preliminary investigations to determine the extent and potential for spread (e.g. in common markets, around sources of drinking water, in schools, barracks, prisons, etc.);
- vi) Establish a case definition.
- vii) Collect appropriate laboratory samples and transport to the nearest laboratory for initial diagnosis;
- viii) Establish or intensify surveillance against the disease (Active Surveillance);
- ix) Identify treatment centres;

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- x) Assess drug and other material availability and make plans to procure relevant supplies, if not available;
- xi) Ensure adequate logistics and funds availability for epidemic management;
- xii) Refer cases for management at treatment centres;
- xiii) Carry out mass mobilization, without causing panic; and
- xiv) Report to SMOH.

3. At the State Ministry of Health (SMOH)

- i) Activate State's Emergency Response Plan of action;
- ii) Call State's EPR Committee Meeting;
- iii) Notify FMOH through DSN 001;
- iv) Ensure logistics, and other supplies, including vaccines, injection materials and relevant drugs;
- v) Ensure competent laboratory back-up services;
- vi) Carry out more detailed outbreak investigations and establish or confirm diagnosis;
- vii) Intensify active surveillance;
- viii) Establish or monitor sentinel surveillance sites;
- ix) Continue with well focused mass mobilization campaigns without causing panic;
- x) Provide more specialized case management and diagnostic facilities in General, Specialist and Teaching Hospitals, Federal Medical Centres, Private Health Facilities, Treatment Camps and Public Health Laboratories in the affected areas; and
- xi) Report findings to FMOH.

4. At the Federal Ministry of Health (FMOH)

- i) Activate National Epidemic Response Plan if epidemic overwhelms the coping capability of the State;
- ii) Ensure adequate back-up to SMOH and LGA Epidemic Response Plans;
- iii) Establish definitive diagnosis;
- iv) Give feedback to all levels and other stakeholders, including NEMA;
- v) Monitor and evaluate intervention measures;
- vi) Assist States and LGAs in carrying out post-outbreak assessment;
- vii) Ensure accurate and timely information management and press releases; and
- viii) Notify WHO and other stakeholders.

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D. Response Actions

- 1. Initial Actions Following Potential Catastrophic Disaster.
It would be essential to:
 - a. Conduct initial assessment of health and medical need
 - b. Ascertain need for health surveillance.
 - c. Determine need for additional personnel to include mass casualty incidences.
 - d. Generalize field response teams.
 - e. Determine the coordination needed
 - f. Examine the need for medical equipment and supplies.
 - g. Ascertain the need for patient evacuation.
 - h. Identify In-Hospital care/In-state resources.
 - i. Assist in dealing with:
 - (1) Hazardous materials
 - (2) Safety of food and drugs
 - (3) Radiological hazards
 - (4) Mental health problems/victims/workers
 - (5) Public health information
 - (6) Vector Control
 - (7) Potable water/wastewater/solid waste

(8) Victim identification/mortuary services

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2. Continuing Actions

There would be need to:

- a. Update Assessments.
- b. Activate Health and Medical response teams.
- d. Coordinate Medical/patient transport requests
- e. Ensure movement of supplies equipment and support personnel to staging areas or direct target sites.
- f. Coordinate request from hospitals/medical facilities.
- g. Coordinate requests for medical evacuation.
- h. Establish financial/reimbursement policies.
- i. Establish Communications.
- j. Initiate Public Information programme
- k. Initiate activities journal.

The SSA 8 staff at the SOC is to continuously acquire and assess information about the disaster situation. Staff shall continue to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain on-going information. Staff shall primarily rely on information from the disaster area that is furnished by the states' SSA 8 EOC

representative. Other resources of information might include SSA 8 supporting agencies/organizations; various state/local council officials in the disaster area; state Emergency Medical Services authorities; state disaster authorities; or the responsible jurisdiction in charge of the disaster scene.

Because of the potential complexity of the health and medical response issues/situations, conditions might require special advisory groups of subject matter experts to be assembled, to review health/medical intelligence information and to advise on specific strategies to applicable to most appropriately, manage and respond to a specific situation.

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Arrangements for medical transport shall be made at the lowest levels possible. Normally local transport requirements are to be handled by local authorities. If it is determined by state SS 8 that local council or State resources are inadequate to meet the requirements, a request for Federal medical transport assistance is to be worked out at the zonal SS 8 level.

V. RESPONSIBILITIES

- A. Primary Agencies: Ministry of Health, NEMA. These departments are to:
 - 1. Provide leadership in directing, coordinating, and integrating the overall State efforts to provide medical and public health assistance to the affected area.
 - 2. Coordinate and direct the activation and deployment of voluntary State resources of health/medical personnel, supplies, and equipment.
 - 3. Coordinate the evacuation of patients from the disaster area when evacuation is deemed appropriate.
 - 4. Establish as needed, active and passive surveillance systems for the protection of public health.
 - 5. Provide the following resources:
 - a. Basic Life Support/Advance Life Support vehicles.

- b. Emergency Medical Technicians.
- c. Paramedics.
- d. Medical equipment and supplies.
- e. Nurses/RNs/LPNs.
- f. Health administrators.
- g. Pharmacy services.
- h. Physicians.
- i. Environmental health specialists.
- j. Laboratories and laboratory personnel.
- k. Nutritional services.
- l. Epidemiology.
- m. Mental health workers.
- n. Radiation monitoring.

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- o. Disaster response expertise.
- p. Dentists.
- q. Dietitians.
- r. Immunizations.
- s. Case management.
- t. Outreach capability.
- u. Aircraft (fixed wing/rotary wing/medical evacuation).
- v. Public information and education.

C. Supporting Agencies

2. Nigerian Armed Forces shall provide:

- (a) Emergency medical care and evacuation.
- (b) Transport – Logistics (clearing of roads and construction of temporary emergency camps.
- (c) Distribution of relief materials.
- (d) Communication.
- (e) Security.
- (f) Use their expertise and communication equipment during the early warning phase
- (g) NAF medical personnel and facilities/ambulances
- (h) Damage assessment
- (i) On-scene-command
- (j) Air-dropping of relief/survival materials
- (k) Medical/casualty evacuation.

3. Ministry of Agriculture shall provide:

- (a) Veterinarian /food inspection/animal care.

- (b) Transport vehicles.
- (c) Food service /response personnel.

4. FRSC shall be responsible for:

- (a). Provision of a databank which can be used to trace people, vehicles to move people and goods and strategically located help centres for first aid and communication links.

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- (b). Alarm system for emergency search and rescue.
- (c). Take on-scene register of items salvaged from the disaster.
- (e). Arrange with the police, all necessary actions to be taken in respect of bodies of deceased persons.
- (f). Provisions of other logistics.
- (g). Administering first aid.

5. NAFDAC

In conjunction with FMOH ensure that only genuine and unexpired drugs are provided.

Other Agencies are to carry out their emergency response plan of action, as well as other responsibilities vested on them by the lead agencies.

VI. RESOURCE REQUIREMENTS

A. Assets Critical for Initial 12 Hours

The most critical requirements during the initial 12 hours of a major disaster would be medical response personnel, necessary medical supplies and equipment, Transport, logistics and administrative support, and communications systems support. The principal requirements would be:

1. The alerting and deployment of emergency response coordinators, emergency response structure, and other necessary SS 8 personnel.

2. The alerting and deployment of federal resources. Assistance in the form of specialized medical personnel, equipment and supplies. Patient care could probably be rendered under austere field conditions for casualty clearing, casualty staging, and during transport.
3. Medical supplies (including pharmaceutical and biological products) and equipment necessary to replace those damaged or destroyed by the disaster. Additionally, supply would be needed for supporting military medical units, and local medical units providing patient care in the affected area.

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Transport support to include:

- a. Aircraft or ground vehicles for transport of incoming medical response personnel, supplies, and equipment to operational sites or staging areas;
 - b. Ground transport for deployment of personnel and resources within the disaster area;
 - c. Ground transport and rotary wing aircraft for movement of casualties within the affected area;
 - d. Fixed wing short, medium, and long-range aircraft for patient evacuation from disaster area; and
 - e. Aircraft or ground vehicles for the transport of medical response personnel and equipment following deactivation.
4. Logistic and administrative support including:

Staffing of the SOC, and field response personnel as deemed appropriate.

B. Assets Required for Continuing Operations

The assets required for the initial 12 hours will also be required for the remainder of the response period. Requirements may be modified (increased or decreased), depending on verification of initial requests for assistance, confirmation of casualty and damage

estimates/locations, and the time required for medical and public health (including environmental health) response. The discovery or previously undetected damage, hazardous conditions, or other requirements could also modify the medical and public response. Some significant increases in public health and mental health assistance would probably be required, following the initial response period and might probably need to continue well into the recovery and restoration phases. Such assistance might also include the provision of environmental health services for shelters and accompanying medical/health care for shelter residents.

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SUPPORT SERVICE AREA (SSA) #9 SEARCH AND RESCUE

PRIMARY AGENCIES: The Nigerian Armed Forces

SUPPORTING AGENCIES: Federal Fire Service
The Nigeria Police
The FRSC
NEMA
Oil companies
Construction companies
Ministry of Health
FAAN
NAMA
NSCDC

I. INTRODUCTION

A. Purpose

The purpose of this SS is to provide support to state and Local Governments and to describe the use of Federal and State resources in both urban and non-urban Search and Rescue (SAR) in response to an actual or potential disaster condition.

B. Scope

The non-urban SAR activities include, but are not limited to, emergency incidents that involve locating missing persons, locating

boats that are lost at sea, locating downed aircraft, extrication if necessary, and treating any victims upon their rescue. The urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.

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II. POLICIES

- A. State assets will assist and augment local agencies with their SAR responsibilities and efforts.
- B. SAR will be coordinated by the Nigerian Armed Forces (in which the Nigerian Army will serve as lead agency for all the military affairs on land).
- C. SSA 9 will interface with the mass care crew to assist with medical assistance and transport of victims beyond initial collection points.

III. SITUATION

A. Disaster Condition

A major or catastrophic disaster may result in a substantial number of persons being in life-threatening situations requiring prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, SAR must be initiated promptly. Depending upon the form and magnitude of the disaster, either non-urban or urban, or both, might be mandated. SAR personnel will potentially have to deal with extensive damage to buildings, roadways, public works, communications, and utilities. Secondary to the precipitous event, effects such as fires, explosions, flooding, and hazardous material releases may compound problems and may threaten both survivors and rescue personnel.

B. Planning Assumptions

1. All available local SAR resources would be committed, and additional help might be needed from the State and Federal Government.
2. Coordination and direction of the local efforts, including volunteers, would be required.
3. Damaged areas could have access restrictions and not really accessible except, in some cases, by air.
4. Secondary events or disasters could threaten survivors as well as SAR personnel.
5. The Nigerian Armed Forces are to act as the primary supporting agency.

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IV. CONCEPT OF OPERATIONS

A. General

The Nigerian Army as one of the primary agencies will provide support in SAR to local operations, through its own personnel and equipment. It will coordinate the provision of other state personnel and equipment. It will also plan, coordinate, and mobilize resources. NEMA is to coordinate those resources volunteered from other sources.

B. Organization

The Nigerian Armed Forces are the primary agencies for this support service. They will provide representatives on a 24 hour basis to the State Operations Centre (SOC), and will activate the other agencies to ensure full deployment and utilization of resources identified under this support service.

C. Notification

1. The affected state is to notify the NEMA zonal office and the NECC in the NEMA headquarters. The DRU is to act as the receptacle for the activation notice from a variety of sources, including SOC. COSPAS-SARSAT system now being utilized by NEMA, provides distress alert and location information to search and rescue services, anywhere in the world, for maritime, aviation and land users in distress. Nigeria became associated as a user state in March, 2001.

2. All supporting agencies contact persons for SSA 9, are to be instructed to alert their contacts throughout the state, to ensure that all available resources are put on standby.

3. Other resource inventories are confirmed for possible use.

D. Response Actions

1. Initial Actions

a. State and other local resources from outside the disaster area are committed through coordination with other agencies with SAR resources.

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b. Transport may be provided, if available, or may be the responsibility of the resource agency. This may require coordination with the Ministry of Transport. Also, resources may be pre-positioned if necessary.

2. Continuous Actions

a. Coordination between State, Local, and if requested, Federal SAR resources, is to be controlled by the appropriate primary agency.

b. SAR resources are reassigned, as appropriate and as requested.

c. SAR resources are withdrawn when no longer desired.

E. Recovery Actions

Upon request, this SS will provide SAR resources to assist recovery efforts.

F. Responsibilities

1. Responsibilities of FRSC:

For effective and efficient rescue operations, FRSC has put in place, the following measures:

a. Organizing and coordinating FRSC SAR (Search and Rescue) activities in accordance with FRSC standing regulations and procedures;

- b. Provision of transport and personnel for search and rescue and convoy control with dispatch riders.
- c. Provision of communication facilities to link principal actors.
- d. Liaison with appropriate media authorities for news release;
- e. Provision of personnel for crowd control, search for passenger's luggage and guarding wreckage and personal effects of victims;
- f. Restricting motorists to certain routes to de-congest and ease traffic density in the accident area;

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- g. Identifying victims of crashes by priority and conveying victims in critical condition to the hospital without delay;
 - h. Administering First Aid to victims with injuries of less severity while the severely injured are evacuated to the hospital. Finally, corpses are moved. Stock is taken of all actions and movements to various hospitals in the field report format;
 - i. Maintaining ambulance patrol. The ambulance patrol entails the occasional stationing along strategic locations on the highways for information on road accidents or disasters. The ambulance takes off from its location known as a help center, which is an FRSC first Aid centre located along strategic, accident prone route;
 - j. Provision of other logistics, hand gloves, blankets, raincoats, nose and earplugs, protectors and pickaxes.
2. FAAN.
They will be responsible for providing available space, building, airport facilities, and telecommunication as may be required for emergency support operations.

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SUPPORT SERVICE AREA (SSA) #10 HAZARDOUS MATERIALS

LEAD AGENCIES: Federal Ministry of Environment
NNPC, Other Oil companies
DPR

SUPPORTING AGENCIES: NEMA
Nigerian Red Cross Society
Ministry of Health
Ministry of Transport
Ministry of Agriculture
Ministry of Water Resources
Ministry of Science and Technology

I. INTRODUCTION

A. Purpose

The purpose of this SS is to provide national support to state and Local Governments, in response to an actual or potential discharge and/or release of hazardous materials resulting from a natural, manmade, or technological disaster. As an element of the State Emergency Operations Plan, SSA 10 may be activated under one of the following conditions:

1. In response to those natural or other catastrophic disasters for which the Nigerian Government (through NEMA), determines that national assistance is required to supplement the response efforts of the affected States and Local Governments; or

2. In anticipation of a natural or other disaster that is expected to result in a declaration from the State Government and then the Federal Government.

B. Scope

SSA 10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials by placing human, financial and material resources into action in the impacted area.

This establishes the lead coordination roles, the division and specification of responsibilities amongst federal and state agencies that may be brought to bear on the response actions. This SS is applicable to all Federal and State agencies with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.

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Response to oil discharges and hazardous substances will be in accordance with the National Oil Spill Contingency Plan (NOSCP). Each oil producing company and the NNPC has its own Oil Spill Contingency Plan and has its own equipment to respond to Tier 1 Oil Spills emergencies. Similarly, the companies have their Fire Emergency Plan and fire-fighting equipment to respond to fire emergencies.

In addition, there is a Mutual Aid Assistance Plan between the companies, whereby one company can seek assistance from a nearby company for equipment and personnel for oil spill clean-up and fires. There is also in place, a Tier II Emergency response capability. In this regard, the oil producing companies, including the NNPC, formed the Clean Nigeria Associate (CNA), to assist associated companies to clean Tier II Emergencies (medium and major spills). The associate companies jointly own the equipment in the CNA and the management of the Associate is also jointly supervised.

The Department of Petroleum Resources (DPR), of the Federal Ministry of Petroleum Resources, NMA and CNA are the supervising Government agencies on activities of Tiers I and II Emergencies. The individual oil company's contingency plan simulation drills and the activation of oil spill contingency plans are also monitored by the DPR.

- There are radio and other communication equipment in use for the Emergency Plans.

- The oil companies' clinics and ambulance services, fire-fighting vehicles, marine vessels and barges are available in the Plans and also for Mutual Aid Assistance.
- Names of key and authorized personnel and their telephone numbers are available in each company's Tier I Emergency Plan and the CNA Tier II Plan.

There is now a draft National Oil Spill Contingency Plan, which was prepared under the supervisory control of the DRP. This Plan is to take care of Tier III Emergencies.

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II. POLICIES

A. National Oil Spill Contingency Plan (NOSCP)

The NOSCP serves as the basis for planning and utilization of Federal resources for responding to releases or threats of releases of oil or hazardous substances. Response actions under this SS shall follow policies, procedures, directives and guidance, developed to carry out the provisions contained in the NOSCP.

B. Supporting Service 10 State Chair

NEMA will chair the national SSA 10

C. Supporting Agencies

In accordance with the assignment of responsibilities in this annex, supporting agencies are to provide resources and support in response to the release or threat of release of oil or hazardous substances. To the extent possible, the state level supporting agencies' representatives to this SS are to be those personnel also assigned to the ERT. Where such dual assignments are not possible, each SS representative is to maintain close coordination with their agency's ERT representative.

D. Multiple Response Actions

When due to multiple response actions, more than one DRU is involved in implementing response, the SS is to act as the mechanism through which close coordination shall be maintained amongst all

agencies and RU. State Chair of this SS i.e. NEMA is to assure that response actions are properly coordinated and carried out.

III. SITUATION

A. Disaster Condition

A natural or other catastrophic disaster could result in situations whereby hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose hazardous materials could be damaged so severely that existing spill control apparatus and containment measures might not be effective. Hazardous materials that are transported could be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly addressed, would most likely present serious problems.

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B. Planning Assumptions

1. Local response agencies might be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of hazardous materials released into the environment.
2. There could be numerous incidents occurring simultaneously in separate locations both inland and along coastal waters.
3. Standard communications equipment and practices might be disrupted or destroyed.
4. Response personnel, cleanup crews and response equipment might encounter difficulty reaching the site of a hazardous materials release because of the damage sustained by the Transport infrastructure.
5. Additional response/cleanup personnel and equipment might be required to supplement existing capabilities and to provide backup or relief resources.
6. Even if the natural or other catastrophic disaster does not cause situations where there are actual releases, there would be considerable concern about facilities which are located in or near the affected area. These facilities would have to be monitored by this support service.

7. Laboratories responsible for analyzing hazardous materials' samples could be damaged or destroyed.
8. Air Transport might be required for damage reconnaissance and to transport personnel and equipment to the site of a release.
9. Emergency disposal of contaminated material might be needed.
10. SSA 10 responders are expected to be self-sufficient in the early days of the response.

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IV. CONCEPT OF OPERATIONS

A. General

SSA 10 is to direct the efforts to supplement the local emergency response actions, immediately following a disaster involving hazardous materials. Federal, State and local officials shall maintain close coordination. SSA 10 operators are to secure, remove and dispose off hazardous materials from the disaster area, and are to initiate other early tasks demanded of the Federal Ministry of Environment, until such a time further activation is deemed necessary.

B. Organization

Federal Ministry of Environment is the primary agency for SSA 10. They are to provide representatives on a 24-hour basis to the SOC, to ensure the full deployment and utilization of resources.

C. Notification

1. In the event of a spill or release involving hazardous materials, the State Warning Point, upon notification, is to notify the SSA 10 coordinator or his/her alternate. This notification shall request that SSA 10 representatives report to the SOC.
2. The SSA 10 Coordinator or his representative is to alert the Federal Ministry of Environment of the event.

3. Emergency cleanup agents are to be alerted on a standby mode.
4. In the case of an Oil related hazard, the responsible oil company is to assume and indeed take the responsibility for the clean up exercise.

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D. Response Action.

The Federal Ministry of Environment would be required to:

1. Commit resources to the disaster area.
2. Assess and prioritize response actions necessary to mitigate hazardous materials releases, which include these phases:
 - a. Stabilize and stage.
 - b. Categorize and dispose.
 - c. Containment and Recovery
 - d. Clean-up

V. **RESPONSIBILITIES**

A. Primary Agency

This depends on the pollutant; if it is Oil related, the Oil Company responsible will be in charge of the operation (for Tier 1 & 2). International Agencies shall be in charge for Tier 3 or 4 spills.

B. Supporting Agencies

These agencies shall be accessed as necessary, to support the response efforts of the Federal Ministry of Environment.

1. Ministry of Transport

The Ministry of Transport would be involved as deemed appropriate to respond to releases on Federal maintained roadways and rights of way using absorbents, barricades and signs; and to coordinate public transit and transport services.

2 Ministry of Health

The Ministry of Health would be involved as deemed appropriate to respond to bio-hazardous, radiological and mixed hazardous materials.

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3. The Nigerian Red Cross

Their emergency relief unit shall be used in mobilizing volunteers, who would be involved in the rescue, evaluation, and relief services.

4. NMA

Their Pollution Control outfit shall ensure proper coordination of Recovery and Containment. If up to Tier 3, they shall ensure that appropriate assistance is received from the International Agency in line with OPRC provisions.

5. CNA

They shall ensure proper clean-up exercises in close liaison with the Ministry of Environment. They shall also see to the appropriate use of dispersants as approved to avoid environmental degradation.

6. Ministry of Science and Technology

They shall through their research institutes, appropriately classify and recommend proper procedures in the event of an accidental release of toxic biological and chemical substances.

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SUPPORT SERVICE AREA (SSA) #11 FOOD AND WATER

PRIMARY AGENCIES: Ministry of Agriculture
NEMA
Ministry of Health
Ministry of Water Resources

SUPPORTING AGENCIES: Nigerian Red Cross Society
NAFDAC
Other private sector organizations
UN Agencies

I INTRODUCTION

A. Purpose

The purpose of this SS is to identify food and water requirements in the aftermath of a disaster or emergency, procure these requirements and transport such to the disaster area. Food supplies obtained and distributed by SSA 11 (Food) shall be dispensed to the disaster victims by SSA 6 (Mass Care).

B Scope

The scope of this SS is to obtain the required food supplies (food and water) to provide to SSA 6 (Mass Care) for feeding disaster victims. To accomplish this function, activities will be undertaken to:

1. Identify the number of people without food and safe drinking water.
2. Take inventory of warehouse food products/quantities and identify sources to obtain additional supplies.
3. Ensure sufficient warehouse space to store food supplies.
4. Coordinate the transport of food shipments to warehouses, feeding sites, and pantry locations.
5. Purchase or solicit food supplies to sustain the disaster victims until local officials/agencies can manage the operation.

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II. POLICIES

- A. This SS is to be implemented upon notification of occurrence of a potential or actual major disaster or emergency.
- B. Actions undertaken by this SS, shall be guided and coordinated by NEMA, the State and local disaster officials.
- C. This SS is to ensure provisions for securing and delivering food and water supplies suitable for household distribution or congregate meal service, as appropriate.
- D. SSA 11 is to arrange for the transport and distribution of food and water supplies within the affected area.
- E. This SS is to coordinate with, and support as appropriate, SSA 6 (Mass Care) involved in mass feeding.
- F. This SS is to encourage the use of congregate feeding arrangements as the primary outlet for disaster food and water supplies.
- G. Priority is to be given to move critical supplies of food into areas of acute need and then to areas of moderate need.

III. SITUATION

A. Disaster Conditions

Catastrophic disasters such as flood, drought, or other major disaster or emergency would deprive substantial numbers of people of water and access to and/or the means to prepare food. In addition to a substantial disruption to the commercial food supply and distribution network, a catastrophic natural/manmade disaster might partially or totally destroy food products stored in the affected area.

B. Planning Assumptions

1. Following a major or catastrophic disaster, there might be widespread damage and destruction to the infrastructure, roads homes/buildings, etc resulting in transport routes being impassable; widespread and prolonged power outages; and contaminated drinking water.

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2. Thousands of evacuees could be lodged in shelters both within the disaster area and other shelters around the state.
3. Normal food processing and distribution capabilities might be disrupted.
4. As a result of power outages, many private and commercial cold storage facilities within the impacted area might become inoperable.
5. Shelters should have food and water supplies to last for a minimum of 72 hours after the disaster.
6. Damage projection models would be used to forecast damage and disaster consequences. Included in this information shall be calculations to identify the number of people to be impacted. This SS is to use these calculations and projections to estimate food requirements, quantities, and to project the duration of mass feeding activities.
7. An immediate human needs assessment (food, water, health/medical, housing) and the condition of the infrastructure (transport, communications, and utility systems) is to be reported by the Assessment Teams.

8. Large shipments of food supplies purchased, solicited, or donated are to be coordinated with this SS. Donations of non-perishable food items are to be sorted and palletized for coordination and distribution with this SS.
9. Assistance from the Nigerian Army and the Nigerian Air Force shall be requested, after all other resources have been used to assist with the distribution of food supplies and/or warehouse operation.

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IV. CONCEPT OF OPERATIONS

A. General

This SS will operate under NEMA and the Ministry of Agriculture to provide disaster food supplies to designated disaster staging areas, mass feeding sites.

Following a notification of a major disaster or emergency, this SS is to be staffed at the State Operations Centre (SOC) on a 24-hour basis. For that time, requests for food and water are to be processed through this SS.

If possible, this SS is to use damage projection models to calculate the number of people that may be impacted to assess the amount of food and water required to meet the anticipated demand. Warehouse inventories are to be tabulated and if additional food supplies are required, this SS is to obtain and transport such supplies to the disaster or staging areas. Additional information on the number of people desirous of food and water will be obtained from the Assessment Teams and SSA 6 (Mass Care), which is responsible for sheltering and mass feeding, and Local Government officials.

Mass feeding sites are to use menus provided by this SSA. The menus shall be built around the foods that are available. Quantity

usage tables are to be used to address serving sizes. These tables, combined with the menus, shall include ordering, forecasting, and supplying data. Other organizations with food resources shall supplement the food supply. Menus shall be adjusted, based on food quantities.

Staff from this SS are to be sent into the disaster area to assess the effectiveness of the food distribution network and to address consequent problems. Members of staff are to coordinate with local officials and SSA 6 (Mass Care) field staff, to ensure ample and timely delivery of food and potable water.

B. Organization

1. NEMA and the Ministry of Agriculture have the primary responsibility for all SSA 11 activities. The Food Distribution Officer is to direct response and recovery activities for this SS from the SOC.

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Upon activation of this SS, the Food Distribution Officer or the designee is to be responsible for ensuring all food and water concerns are addressed. Additional supporting agencies and organizations might be utilized and would either be tasked to provide a representative to the SOC or to provide a representative who shall be immediately available.

C. Notification

1. Upon the occurrence of a potential major natural disaster or mandate event, the State Warning Point is to notify the primary contact person for this SS. Such notification could be to: advise of the potential for a disaster; report to NEMA, or to update information. The Operations Officer for the SOC and/or the Food Distribution Officer is to notify all supporting agencies and request that they report to the NEMA.

D. Response Actions

1. Initial Actions

SSA 11 is to:

- a. Take inventory of food and water supplies.
- b. Identify the number of people in shelters and others in need of food and water.

- c. Monitor water contamination in the disaster area and estimate water needs and quantities.
- d. Identify the locations of all mass feeding and food distribution sites.
- e. Identify menus for meals to be used for calculation of food supply needs and serving portions.
- f. Assess warehouse space and needs for staging areas.
- g. Coordinate food donations and incorporate such into food supply.
- h. Monitor and coordinate the flow of food supplies into the disaster area.
- i. Assess the desirability and feasibility of issuing emergency food stamps.

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2. Continuing Actions

SSA 11 is to further:

- a. Continue to monitor food, and water needs.
- b. Assess special food concerns of the impacted residents.
- c. Monitor nutritional concerns.
- d. Establish logistical links with local organizations involved in long-term congregate meal services.

V. **RESPONSIBILITIES**

A. Primary Agency

NEMA

Its responsibilities are to:

- 1. Determine the availability of foods that are safe for human consumption within the disaster area.

2. Coordinate with the Division of Emergency Management (DRU), SSA 6 (Mass Care), and local officials to determine food and water requirements for the population in the affected areas.
3. Coordinate requests for the approval of emergency food stamps for qualified households within the affected area.
4. Make emergency food supplies available to households for take-home consumption, in lieu of food stamps for qualified households.
5. Provide appropriate information on a regular basis.
6. Develop an operational plan that will ensure timely distribution of food supplies to mass care locations.
7. Deploy water tankers to locations identified by SSA 6 (Mass Care) and local officials.

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8. Maintain records of the cost of supplies, resources, and the man-hours required to respond to the disaster.
9. Monitor the number of mass feeding sites, soup kitchens, and pantries providing food to disaster victims.

B. Supporting Agencies

1. Nigerian Red Cross – The NRC is to:
 - a. Identify and assess the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
 - b. Assist with food soliciting and the purchasing of food supplies.
 - c. Provide couriers to pick up order forms, menus, meal counts, and other support activities.
 - d. Assist with the distribution of bulk and household food supplies.

2. Ministry of Agriculture

The Ministry of Agriculture will be required to:

- a. Arrange to provide food supplies from the Strategic Grains Reserve.
- b. Supplement food supplies.
- c. Solicit food donations and coordinate transportation to the disaster area.
- d. Provide couriers to pick up order forms, menus, meal counts, and other support activities.
- e. Assist with the operational system for the food supply data.

3. The Armed Forces and The Police will:

Assist in transporting water and food supplies, to the disaster area.

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**SUPPORT SERVICE AREA (SSA) #12
ENERGY**

PRIMARY AGENCIES: Ministry of Power and Steel
NEPA
NNPC

SUPPORTING AGENCIES: Major Oil Companies
Ministry of Water Resources
Independent Power Generating Companies

I. **INTRODUCTION**

A. Purpose

The purpose of this support service is to promulgate the policies and procedures to be used by the primary agencies and the utilities with which to respond to and recover from fuel shortages, power outages and capacity shortages which may impact or threaten to impact on a significant number of citizens and visitors. Fuel shortages may be caused by the disruption of normal supply distribution chain during severe weather conditions. Power outages and capacity shortages may also be caused by the same weather type; short-term electric fuel,

transport and supply shortages, transmission, distribution and disruptions, or power plant outages.

B. Scope

SSA 12 involves coordinating the activities to provide emergency supply and transportation of fuel and the provision of emergency power to support immediate response operations, as well as restoring the normal supply of power to normalize community functioning. This SS will work closely with Local, State, and Federal agencies, energy offices, energy suppliers and distributors. The scope of this SS shall include:

1. Assessing energy system damage, energy supply, demand, and requirements to restore such systems;
2. Assisting Local, and State departments and agencies in obtaining fuel for transportation and emergency operations;
3. Administering, as desired, statutory authorities for energy priorities and allocations;

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4. Coordinating with SSA 12 supporting agencies for assistance in helping energy suppliers obtain information, equipment, specialized labour, fuel, and transport to repair or restore energy systems;
5. Recommending Local and State actions to save fuel;
6. Coordinating with Local, State and Federal agencies in providing energy emergency information, education, and conservation guidance to the public;
7. Coordinating information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
8. Providing technical assistance involving energy systems;
9. Recommending to the State and Federal parastatals, priorities to aid restoration of damaged energy systems.

II. POLICIES

- A. In the wake of a disaster, many of the local resources could be unavailable due to damage, inaccessibility or insufficient supply. The primary agencies are to be available to respond; with assistance from the supporting agencies and other support services to energy related requests submitted by States' DRUs. When activation of SOC is implemented, and at DRU's request, the Emergency Coordinating Officer is to staff this support services' work station in the SOC, identify which supporting agencies for the support service area required, and take the necessary steps to ensure that these agencies are activated or at least placed on the alert status as appropriate.

The assets available to this support service would be used to assist States' emergency operations agencies and other support services with their emergency efforts to provide fuel and power and other resources as appropriate. The priorities for the allocation of these assets shall be to:

1. Coordinate with this support service's supporting agencies in providing sufficient fuel supplies to State agencies, emergency response organizations, and areas along evacuation routes.

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2. Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted by local EOCs or State SS as requested through the SOC.
3. Maintain communication with utility representatives to determine emergency response and recovery means.
4. Coordinate with the Nigerian Red Cross and local EOCs to identify emergency shelter power generation status/needs; and coordinate with the supporting agencies and other support services in providing resources for emergency power generation.

- B. The primary agencies are to cooperate with Local, State and Federal agencies and public or private agencies or entities in achieving purpose or activity of this Support Service Area.

- C. This support service is to be implemented upon notification of a potential for/or occurrence of a major disaster or emergency.

III. SITUATION

A Disaster Condition

Energy shortage conditions are those in which the supply of electric power to customers could be in jeopardy due to either generation's capacity shortages and/or transmission limitations. It is expected that generation capacity shortfalls would be due to extreme weather conditions. However, these shortfalls could also be the result of a higher than projected demand for energy during periods when generating units are normally unavailable, due to scheduled maintenance or unplanned generating unit outages.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transport and other industrial uses, could result from extreme weather conditions, strikes or international embargoes.

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B. Planning Assumptions

1. The Ministry of Power and Steel, NNPC and NEPA are to assume the responsibility of the primary lead agencies in responding to energy emergencies.
2. During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, occasionally, there might be periods when generating capacity is limited or falls short of customer's requirements.
3. There might be widespread and prolonged electrical power failure. With no electric power, communications could be affected; traffic signals might not operate, causing surface movement gridlock. Such outages would impact on other public health and safety services, including the movement of petroleum products for transport and emergency power generation.
4. The lead agencies of this SS upon notification of a potential or actual electrical generating capacity shortage, or actual or potential fuel shortages, are to communicate and coordinate

with State and local supporting agencies, when prioritizing emergency support and energy restoration.

5. There might be hoarding of fuel in some areas. If the public perceives prolonged fuel scarcities, the hoarding of fuel could increase greatly.
6. Water pressure systems could be low, thus affecting facilities essential to the health and safety of the public; hampering fire fighting capacity and also sewer systems may not function.
7. Coordination and direction of local efforts including volunteers would be required.
8. Damaged areas could have restricted access and not readily accessible, except, in some cases by air.

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IV. CONCEPT OF OPERATIONS

A. General

When electric utility operating reserves are nearly exhausted and there is an imminent possibility of curtailment or loss of firm load, or when other energy supplies (such as natural gas or automotive transport fuels) are disrupted, an appraisal of the situation is made by designated authorities and personnel, and action is taken in accordance with this support service. Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate governmental agencies, and to restore normal service when the emergency is over. These response actions are carried out and intended to maintain energy system integrities and to minimize the impact on Nigerian citizens and visitors to an appreciable degree possible.

B. Organization

The Ministry of Power and Steel, NNPC and NEPA as the lead agencies for this support service are to assume primary responsibility for the activities. Upon activation of the SOC, they are to be responsible for ensuring that energy concerns are addressed. They are to maintain communications with appropriate electric authorities, the

State's Emergency Management Agency and supporting agencies in responding to and recovering from emergencies regarding electrical service outages, electric generating capacity shortages, fuel shortages, and any other emergency energy concern.

C. Notification

1. Upon activation of the SOC, the affected State's agency personnel shall notify the Director General of NEMA.
2. The Ministry of Power and Steel, NNPC and NEPA shall notify the supporting agencies as appropriate.

D. Response Actions

1. Initial Actions

The Ministry of Power and Steel, NNPC and NEPA shall:

- a. Contact electric, gas, telephone, water, and nuclear utilities serving the emergency area, to obtain information on damage and/or assistance required in their areas of operation.

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- b. Coordinate with the supporting agencies to establish priorities and develop strategies for the initial response.
- c. Monitor the procedures followed by individual utilities' authorities during energy generating capacity shortages, to ensure statewide action and communication.
- d. Assign State and local emergency response/damage assessment teams to the disaster areas, to determine possible affected areas, industries, and the resources required for energy restoration.
- e. Determine the national generating capacity; expected peak loads, expected duration of emergency event; explanation of utilities' actions; and recommendations of State and local agency actions in support of the utilities.
- f. Inform appropriate State and local news organizations about generating capacity shortfalls.

2. Contingency Actions

The Ministry of Power and Steel, NNPC and NEPA shall:

- a. Communicate with and monitor State, local and utility response actions.
- b. Receive and assess requests for aid from Local, State and Federal agencies, energy offices, energy suppliers, and distributors.
- c. Claim, where appropriate, required resources to repair damaged energy systems. Such resources could include transport to speed up systems repair.
- d. Work with the State Coordinating Officer and other State and local emergency organizations, to establish priorities in the repairs of damage to such systems.
- e. Update state and local news organizations with accurate assessments of energy supply, demand, and requirements for the repairs or for the restoration of energy systems.

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- f. Keep accurate logs and other records of emergency responses.
- g. Draft recommendations for after-action reports and other reports as appropriate.

E. Recovery Actions

1. Initial actions

The Ministry of Power and Steel, NNPC and NEPA shall:

- a. Coordinate the provision for resources to assist Local, State and Federal agencies in restoring emergency power and fuel needs, on request.
- b. Review recovery actions and develop strategies for meeting Local and State energy requirements.
- c. Continue to monitor Local, State and utility actions.

2. Continuing Actions

The lead agencies are to provide information and the required support regarding energy concerns.

V. **RESPONSIBILITIES**

- A. Lead Primary Agencies: The Ministry of Power and Steel, NNPC and NEPA
 - 1. As the lead primary agencies, the Ministry of Power and Steel, NNPC and NEPA shall coordinate with the supporting agencies on these support services in directing resources and prioritizing the requirements for energy restoration.
 - 2. Contacts are to be made to electric, gas, telephone, water utilities and industrial coordinating groups serving the emergency area, to obtain information on damage and/or assistance required in their areas of operations.
 - 3. Monitor the procedures followed by the individual utilities, during a generating capacity shortage in their systems and the procedures followed by all to ensure coordinated statewide action and communication.
 - 4. Administer statutory authorities for energy priorities;

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- 5. Communicate and coordinate with Local, State, and Federal agencies and organizations in responding to energy emergencies and energy restoration.
- 6. In the event of a shortage of automotive transport fuels or fuels needed for other industrial purposes, the primary agencies are to be responsible for coordinating with industrial trade groups and associations to obtain the desired fuel supplies.
- 7. The lead agencies for this support service shall claim supporting resources needed to repair damage to energy systems.
- 8. They shall communicate and coordinate with State and Local news organizations, to keep them appraised of electric generating capacity shortfalls.
- 9. They shall provide documentation of case histories/studies of electric power, nuclear power and fuel experience in responding to the disaster.
- 10. NEPA shall coordinate independent energy providers to assist in meeting critical electrical power needs.

C. Supporting Agencies

Energy suppliers (trade organizations, utilities, and other relevant organizations) shall be required to co-locate officials with SOC cadres to facilitate assessing and repairing damage.

VI. **RESOURCE REQUIRMENTS**

A. Assets critical for response:

Communications Equipment needed:

- a. Land line and cellular phones.
- b. National Warning System (NAWAS).
- c. Local Government Radio-Frequency Modulation (LGR – FM).
- d. Agency Radios.
- e. Facsimile machines.
- f. Portable Facsimile Units.
- g. National Emergency Management Agency National Teletype System (NANTS).
- h. Radio Amateur Civil Emergency Services (RACES).
- i. Portable Computer Terminals with Modems.
- j. Battery and Power-Pack Stocks.
- k. Mobile Emergency Communications Centre (MECC).

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**SUPPORT SERVICE AREA (SSA) #13
MILITARY / POLICE SUPPORT**

PRIMARY AGENCIES: The Nigerian Armed Forces
The Nigeria Police

SUPPORTING AGENCIES: Nigerian Customs Service
Nigerian Immigration Service
NSCDC (Civil Defence)
Federal Road Safety Corps
Ministry of Health
The Nigerian Red Cross Society
Ministry of Transport
SSS / NIA

I. **INTRODUCTION**

A. Purpose

The purpose of this support service is to provide Military Support to the Nation in times of a major or catastrophic disaster and/or civil unrest, and detail their responsibilities and role in conducting Rapid Impact Assessments.

B. Scope

1. The scope of Military Support operations is extremely diverse, as the Military is identified as a supporting agency to most of the other support services. Therefore, the primary goal of the Military Support service is to prioritize all requests for assistance and allocate available resources, based on mission priorities as established by the Emergency Management Division. Military Support operations include, but are not limited to, supporting the following support services:
 - a. Transportation. Support the Ministry of Transport with surface and air movement of personnel and equipment.
 - b. Communications. Support the Ministry of Communication with temporary telecommunications equipment and personnel.
 - c. Ministry of Works and Housing. Support this ministry with debris clearing and removal operations; emergency restoration of public services; technical assistance; and damage assessment.

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- d. Firefighting. Support the Federal and State Fire Services, primarily in a non-urban environment with personnel and in air support operations.
- e. Information. Provide the Emergency Response Team with Essential Elements of Information, as Rapid Impact assessments are conducted.
- f. Mass Care. Support the Nigerian Red Cross (NRC) with personnel, and equipment for food preparation, allocation of shelter and medical facilities.
- g. Resource Support. Support NEMA in distribution of equipment, and other relief materials.
- h. Health. Support the Ministry of Health with medical personnel and equipment.
- i. Search and Rescue. Lead and support with personnel, engineering, aviation, and medical equipment.

- j. Food and Water. Support the Ministry of Agriculture with personnel and equipment in food distribution and water provision and distribution.
 - k. Energy. Support NEPA and NNPC with emergency power, fuel, and operator support.
2. Immediately after the occurrence of a major or catastrophic disaster, they shall deploy an assessment team. The compositions of these teams shall include civil utility and infrastructure experts, as appropriate. The mission of the team would be to expeditiously evaluate the immediate needs of the affected population, as a result of infrastructural (communications, transport, utilities) loss or damage and availability of essential services (food, water, housing, medical) within the impacted area.

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II. POLICIES

- A. In accordance with existing regulations, the primary responsibility for disaster relief is with Local and/or State government, and the Federal agency designated by statute.
 - 1. When the situation is so severe and widespread that effective response and support is beyond the capacity of Local and State Government, and all civil resources have been exhausted, assistance shall be provided on request.
 - 2. When the required resources are not available from commercial sources, military support would be empowered, if it is not in competition with private enterprise or the civilian labour force.
 - 3. Their resources would normally be committed as a supplement to civil resources that are required to cope with the humanitarian and property protection requirement, caused by a civil emergency or mandated by law.

4. Assistance might be limited to the task that, because of experience and the availability of organic resources, they could do more effectively or efficiently than another agency.
5. When an emergency or disaster occurs and while waiting for instructions from higher authority, it could preclude an effective response. Therefore, the commander might have to do whatever is required and justifiable in order to save lives, prevent immediate human suffering, or lessen major property damage or destruction. The commander shall subsequently report the action taken to higher military authority, and to civil authority, as soon as possible. Support should not be denied or delayed solely for lack of a commitment for reimbursement or certification of liability.
6. They shall be empowered with adequate resources to accomplish the mission, when conducting civil disaster/emergency relief operations. That determination should be made by the on-scene commander or the senior officer present. Military support to civil authorities would terminate as soon as possible, after civil authorities are capable of handling the emergency.

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7. When any public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, they shall be called upon to restore and/or continue that public service. It is desirable that supervisors, managers, and key personnel of the public service be available to provide technical assistance to military personnel.

III. SITUATION

A. Disaster Condition

Major and catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructural capabilities. Combined with a significant loss of dwellings, structures and widespread displacement of people, Local and State authorities would require additional assistance to include a Federal response of significant magnitude. In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, requirements impact assessment shall be conducted at the earliest possible time, following a major or catastrophic disaster.

B. Planning Assumptions

1. All military assets shall be available for a State mission.
2. Post-disaster impact/needs assessments are an ongoing process, as needs cannot be fully determined in the initial response phase of a major or catastrophic disaster.
4. The assessment team shall be deployed to the disaster area by land or air, as appropriate, and shall deploy fully self-contained units.
5. Restoration and/or preservation of law and order shall be their priority mission immediately following a major or catastrophic disaster.

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IV. **CONCEPT OF OPERATIONS**

A. General

1. Mission

In some instances, a disaster or emergency may result in a situation that affects the national security of Nigeria. For those instances, appropriate national security authorities and procedures are to be called upon and used by the President, Commander-in-Chief of the Armed Forces of Nigeria.

2. Execution

Once the President declares that an event is a national disaster, He might authorize or direct the military to utilize available personnel, equipment, supplies, facilities and other resources to aid a disaster stricken community; particularly to save life and property at the mitigation stage. Once such an order has been

issued, the chain of actions for the activation of the DRU is set in motion by the DHQ.

D. Notification

1. This SS response is to be activated upon notification by the DRU that an emergency condition is imminent or exists and it requires personnel or resources of the Armed Forces. Initial notification would be made to the designated SCO or the alternate.
2. Upon notification of imminent or existing emergency condition, the SCO is to notify the Nigerian Armed Forces, which as expected, is to order the activation of personnel and equipment as deemed appropriate, to provide military support. Simultaneously, the ERT leader is also to notify ERT members, as required, and report immediately to the SOC.
3. Based on the magnitude of the Nigerian Armed Forces' activation, directors and staff of NEMA might be activated and advised to report to the associated DRU – SOC located in the State area command. The staffing of the Nigerian Armed Forces-SOC would be dictated by mission requirement.

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4. As the DRUs are activated, the area commander shall assume operational command and control of all the Armed Forces assets operating within his area of operations. The area commander is to receive all mission tasking from the DRU and SOC.
5. The DRUs are to utilize existing unit alert plans to assemble troops at their home station. Orders for deployment shall be forwarded through military channels to the Commanding Officer of the units mobilized.

V. **RESPONSIBILITIES**

A. Primary Agencies are to:

1. Provide a representation on the ERT.
2. Provide Military Support to civil authorities on a mission request basis, within their capabilities, and within the

limitations of the existing State laws, military regulations, and the applicable Federal Government's Executive Order.

B. Supporting Agencies

1. The disaster location and magnitude will dictate the precise composition of the assessment team. The assessment team may be composed of representatives from all involved agencies:
 1. The Nigerian Military -team support
 2. Ministry of Health
 3. Nigerian Red Cross Society
 4. The Nigeria Police
 5. Ministry of Transport
 6. Nigerian Immigration Service
 7. Nigerian Customs Service
 8. NSCDC
 9. FRSC
 10. Ministry of Works and Housing

RECOVERY

I. INTRODUCTION

A. Purpose

This section establishes a detailed framework for the required Federal Government support for State and Local Government efforts, in restoring essential public and social services, following a disaster. Much of this support would involve the coordination and administration of Federal disaster assistance. This section therefore, outlines the States and Local Government procedures for assessing the requirements for applying and administering Federal disaster assistance programmes.

As mentioned earlier, the Federal Government through NEMA has a mandate to assist States and Local Governments in disaster response and recovery. Recovery personnel at the NECC, in tune with this mandate are required to closely monitor response activities and to obtain valuable data regarding the severity and intensity of the event, the affected geographic area and the potential unsatisfied critical needs of the affected population.

When a Federal disaster declaration is issued in response to an incident, key Federal and State recovery officials should establish and co-locate at a Disaster Office (DO). This could be at the SOC in the case of a State disaster or at the NECC in the case of a national disaster. In choosing the DO location, officials should attempt to select a site that is as proximate to the affected area as possible, but is removed from the immediate disaster zone. This is done to avoid placing an additional burden on the area's already strained infrastructure and social system. The DO serves as the hub for the coordination of Federal and State disaster assistance as well as a focal point for the associated recovery and reconstruction issues. Many critical post-disaster concerns, particularly in a catastrophic event, cannot be directly resolved by the application of traditional federal disaster relief. Resolution of these issues would therefore require a coordinated Local, State and Federal effort and would often involve application of non-disaster community assistance programmes.

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B. Scope

1. State Staffing for Recovery Operation

The State Coordinating Officer (SCO) would serve as the lead State official to direct the overall emergency response. The SCO shall appoint a Deputy SCO for the Recovery, to manage recovery operations. In turn, the Deputy SCO for Recovery shall establish other key disaster programme staff, as follows:

State Public Assistance Officer is to be responsible for the proper delivery and administration of individual assistance programmes. He would be working in harmony with the State Individual Assistance Officer.

State Hazard Mitigation Officer is to be responsible for the update of the State Hazard Mitigation Plan and administration of the Hazard Mitigation Grant Programme.

State Public Information Officer is to be responsible for the coordination of the release of information to the media and the public.

State Legislative Affairs officer is to be responsible for keeping appropriate elected officials informed of the recovery operations.

2. Each of these positions would be located at the DO and additional support staff shall be assigned as necessary. Detailed staffing patterns and position responsibilities for the recovery operations are to be maintained by the DRU as a part of the Emergency Operations Centre activation Standard Operating Procedure, and are to be included in the State Administrative Plans for Public Assistance, and Hazard Mitigation.
3. Each of these primary State positions is to have a Federal counterpart as established by the Federal Coordinating Officer (FCO). State personnel would be expected to coordinate their respective responsibilities with the appropriate Federal position. And conflicts shall be resolved by the SCO or the Deputy SCO for Recovery and the FCO.

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Prior to staffing the DO, all State and Federal personnel who are responsible for the recovery operations shall receive refresher training regarding their specific roles and responsibilities. Throughout the year, the DRU shall maintain a roster of trained personnel for each position. Additional staffs are also to be trained to assist each position in the fulfillment of their roles, thereby creating a depth of personnel who would be able to respond when called upon. In addition, information regarding the current disaster conditions and anticipated consequences are to be disseminated and discussed, prior to deployment of recovery staff.

II. CONCEPT OF OPERATIONS

A. Damage Assessment

1. Coordination of Damage Assessment

- a. Once emergency conditions subside, rapid and thorough assessments are to be conducted to assess the overall damage to homeowners and businesses within

the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental Federal disaster assistance. In a catastrophic disaster, when damage assessment has been waived, information and data on damages must also be compiled for Public Information Officer's (PIO) briefings, planning for additional recovery resources, and prioritizing recovery efforts.

- b. The decision to deploy State damage assessment teams shall be taken in coordination with the affected Local Governments. Upon receipt of a request, the SCO or the Deputy SCO for Recovery is to discuss with local officials, the number of teams to be deployed, their estimated time of arrival, projected length of stay, provisions for additional resources, etc.
- c. In major and catastrophic disasters, damage assessment team preparations are to be supported by the information collected by the assessment teams during response operations. The assessment teams are to report the following information to SS 5 (Planning and Information) staff at the SOC:

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- Boundaries of the disaster area(s);
 - Status of Transport systems;
 - Access points to the disaster area(s);
 - Status of Communications systems;
 - Status of Medical systems;
 - Disaster Casualty Information;
 - Shelter/mass care information;
 - Damage to utility systems;
 - Status of Critical facilities; and
 - Major resource needs/shortfalls.
- d. SSA 5 staff are to compile and distribute relevant information to the Deputy SCO for Response and the Deputy SCO for Recovery.

The focus of the damage assessment efforts is essentially to supplement the information collected by assessment teams to further document the impacts of the emergency on disaster victims and communities. Preliminary damage assessment may or may not have

been done by local officials. Depending on the scenario, state damage assessment teams shall focus on verification or collection of information.

(1) Scenario 1 - - Preliminary Damage Assessment (PDA) Already Conducted

Under this scenario, local officials are expected to have already conducted a preliminary assessment of the damages to private and public property. The role of the State damage assessment teams shall be to verify the results of this assessment. Upon arrival, State damage assessment teams are to meet with local officials and be briefed on the results of the preliminary damage assessment. The teams, accompanied by local officials, are to tour those areas hardest hit to verify the information collected by local officials. National Emergency Management Agency (NEMA) personnel shall be invited to participate in the PDA.

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(2) Scenario 2 - - No Damage Assessment Conducted

Under this scenario, State (and possibly Federal) assistance is necessary to conduct the preliminary damage assessment. Upon arrival, State (or State/Federal joint) damage assessment teams are to meet with local officials to review those areas hardest hit and to finalize the agenda for the assessment. Local officials shall be assigned to each team to assist in the assessment. Teams shall be provided with maps, vehicles and other resources necessary to complete the assessment.

(3) Scenario 3 - - Catastrophic Event/Damage Assessment Waived

Under the scenario, the magnitude of the disaster is so great, that justification is not

required to obtain a Presidential Disaster Declaration. Assessing the immediate needs of those impacted is the responsibility of the assessment teams. Damage assessment is conducted after the declaration, as a tool to guide the overall, massive recovery effort.

In either scenario, the mission of State damage (or State/Federal joint) assessment teams is to:

- Assess the extent of damage to individual homeowners and businesses;
- Assess the extent of damage to public facilities; and
- Assess the extent to which the immediate emergency needs of the public are being met, and the need for additional Federal assistance.

Once this assessment is completed, an exit interview is to be conducted with local officials. The purpose of this interview would be to discuss the results of the damage assessment, as well as the need for supplemental State and Federal disaster assistance.

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The State damage assessment teams are to analyze the information to determine whether the extent of the damage warrants a request for Federal disaster assistance. If so, DRU Recovery staff shall prepare the appropriate request

2. Conducting the Damage Assessment

Damage assessment activities are to be generally conducted in one of three ways, depending on the circumstances:

- Fly-over - - should be conducted when there may be no other way to get into the area; when the damaged area is so large that this method provides the best opportunity to identify specific areas to be surveyed by damage assessment teams; or when the damage is so extensive and catastrophic that the need for detailed damage assessment may not be considered necessary.

- Windshield survey - - used to assess a large area in a relatively short period of time. It may also be utilized when areas are inaccessible on foot and a general overview of the area is all that is required. A windshield survey provides the opportunity for team members to exchange views as they assess the area together. This process allows for the team to quickly record the number of homes and businesses destroyed or damaged (uninsured). The raw figures acquired by this method can be extrapolated to give a good overview of the extent of the disaster.
- The Walk-through method is the most thorough and time-consuming method for damage assessment. This method may be used when the assessment must be very detailed and specific. In a marginal situation, detailed information must be gathered in order to assess the extent to which the jurisdiction is eligible for Federal disaster assistance.

3. Individual Damage Assessment Data

When assessing damage to individual homes, information on the extent of damage is to be recorded. This becomes necessary, if assistance is to be rendered.

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4. Public Damage Assessment Data

When assessing damage to public facilities, information on the extent of damages is to be recorded. Damage assessment teams are to assess and record damages to the following public facilities and services:

- Cost to clear debris;
- Costs of personnel, materials, equipment, etc., used in responding to the emergency;
- Damage to roads, streets, bridges;
- Damage to water control facilities, such as drainage systems, water channels etc.
- Damage to public buildings and equipment;

- Damage to public utilities; and
- Damage to parks and recreational sites.

B. **Reconstruction**

Long-term recovery efforts must focus on redeveloping and restoring the economic viability of the disaster area(s). For the purposes of this plan, long-term recovery is referred to as “reconstruction.” The reconstruction phase requires a substantial commitment of time and resources by both Governmental and non-Governmental organizations. Much of this commitment would be beyond the scope of traditional emergency management activities programmes. The activities involved would most often be the results of a catastrophic event that has caused substantial, long-term damages over a very large area. These efforts include, but are not limited to:

Long-term restoration of public infrastructure and social services damaged by the emergency;

Re-establishment of an adequate supply of housing, to replace that which has been destroyed;

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Restoration of jobs that were lost; and

Restoration of the economic base of the disaster area(s) shall be ensured through:

1. State Reconstruction Coordinating Office

Due to the extreme emergency conditions that are expected to exist for some time, the Governor’s Authorized Representative (GAR) will establish a State Reconstruction Office within the disaster area (s). This office, which may be established at the DO or another suitable location, shall serve as the focal point for the coordination of long-term recovery activities of the following agencies and organizations:

- Federal agencies (NEMA, Works and Housing, Health, Economic Development Administration;

- State agencies (Governor’s Office, Commerce, Labour & Employment Security, Transport, Ministry of Environment, and others);
- Local Governments;
- Private business and industry; and
- Private not-for-profit organizations (NGOs)

a. Office Management

The SCO is to be responsible for the overall management and administration of the State Reconstruction Coordinating Office. The SCO may delegate authority for the daily operation of the Office to a Deputy SCO.

b. Staffing

The staff of the State Reconstruction Coordinating Office shall consist of full-time State positions and temporary personnel who have the technical knowledge of and access to resources available to aid in the long-term reconstruction effort.

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Administrative supports for the State Reconstruction Coordinating Office (such as legal, accounting, fiscal, etc.) are to be supported by the DCA.

2. Coordination of Reconstruction

The State Emergency Management Committee shall be accountable to NEMA for all funds accruing to it for reconstruction and redevelopment within the disaster area (s). Reconstruction Office staff is to provide technical assistance to Local Governments and non-Governmental organizations, to gain access to State and Federal funding programmes. Reconstruction Office staff is also to act as a catalyst for public/private community partnerships to promote redevelopment.

Reconstruction Office staff is to establish and maintain linkages with key State and Local officials, community and business leaders, and Federal officials, to ensure effective communications and problem solving.

3. Close Out

When recovery efforts have progressed to the point where public infrastructure and social services damaged by the emergency have been restored, adequate supplies of housing are available to disaster victims, jobs lost as a result of the emergency have been restored, and the economic base of the disaster area(s) has been restored, the SCO is to recommend to the Governor or his/her authorized representative or the Federal Government body that the Reconstruction Coordinating Office be closed.

IV. RESPONSIBILITIES

Recovery activities require the coordination of several levels of Government, which have specific responsibilities. Response-oriented support for these activities will continue utilizing the SS framework delineated in the Response Section of the NDRP.

A. Local Government Responsibilities

The Local Government is to:

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1. Participate in and support Federal and State damage assessment operations;
2. Provide relevant data regarding the severity of the disaster event and assessments of individual needs;
3. Coordinate with Federal and State officials regarding the location of the DO, locations for DACs, Landing Zones, Staging Areas and sites for other coordinated assistance locations;
4. Participate in and support public information and education programmes regarding the recovery effort and available Federal and State assistance;

5. Provide personnel for local inspectors to collect necessary information;
6. Support State and Federal recovery efforts.

B. State Responsibilities

The State Government will:

1. Manage and coordinate the overall recovery effort to ensure that local requirements are addressed as promptly, adequately and completely as possible;
2. Coordinate State and Local damage assessment efforts;
3. Coordinate State and Local hazard mitigation efforts. Prepare and submit a request for a Federal disaster declaration when conditions warrant;
4. Ensure that all Executive Orders that are necessary to support the recovery operations are prepared, executed and remain in effect as long as necessary;
5. Coordinate with Federal officials to select the location of the DO;

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6. Provide adequate State staffing for the DO and administer Federal and State disaster relief programmes;
7. Coordinate with Federal officials to establish, locate and staff DRU;
8. Coordinate with other State agencies to ensure appropriate staffing of the DRU;
9. Ensure that DRUs remain open for a sufficient period of time to meet the needs of local disaster victims;
10. Provide personnel for State inspectors to collect information for and to prepare DSRs;
11. Coordinate the development and distribution of public information materials with federal officials;

12. Coordinate outreach efforts with local and federal officials;
13. Work closely with local and Federal officials to monitor the progress of the recovery effort and to make adjustments and improvements as necessary; and
14. Provide current information to the affected and non-affected local emergency management officials, regarding the recovery operation.

C. Federal Responsibilities

The Federal Government would be required to:

1. Provide adequate staffing and equipment for the DO and administer Federal disaster assistance programme;
2. Support the State and local public information and outreach efforts;
3. Coordinate with the State and local officials, regarding the solicitation and management of donated resources and volunteer labour; and
4. Coordinate with the State and local officials to promptly resolve recovery issues.