



agriculture & rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

SOP Reference Number:

1/2

DISASTER DECLARATION STANDARD OPERATING PROCEDURES

PURPOSE:	The purpose is to establish a step by step operating procedure to expedite the decision making process from declaring a disaster through to the prompt, efficient and effective gathering of information and data; and a timely submission. The process will also serve to differentiate between disasters and those incidents well within the means of the community's capability.
BACKGROUND:	Through the process, after a Hazardous incident or emergency has been reported, the Department will be requesting provincial and/or national assistance if required, by means of a formal request from the HOD or MEC to the appropriate provincial or national office.
AGRICULTURAL HAZARDOUS INCIDENTS:	In general disaster declarations may be obtained for weather related incidents, either rapid onset events (hail) or slow onset weather conditions (such as droughts) that cause severe property or production losses to farmers. The term "weather related" is broadly understood to include those incidents / disasters which result in the spreading of insects and for pests, or in plant or animal disease reaching epidemic proportions or for the prevention and the control of fire.
INCIDENT NOTIFICATION	<p>The Agriculture Risk & Disaster Management component serves as a primary point of contact and as liaison with management. Notification of an incident could be in a verbal or written format (Annexure A).</p> <p>Agricultural Risk & Disaster Management component staff will each maintain an activities log, for the duration of the incident, in which all phone calls, names of people, actions requested, call back numbers and other pertinent data are recorded (Annexure B).</p> <p>Incidents that are reported will be assigned an incident number, to facilitate proper incident tracking, and will be recorded by the Agricultural Risk & Disaster Management component (Annexure C).</p>

INCIDENT ALERT:	<p>Agricultural Risk & Disaster Management component will issue warnings to MANCO, local authorities, district municipality or state veterinarian's office, regarding the incident (Annexure D).</p> <p>MANCO will when and if necessary appoint a Public Relations Officer who will act as sole link on the matter of the Disaster / incident with the media and general public.</p> <p>Regardless of the method of notification, it is critical that there be one timely, accurate, and consistent message. The information could be conveyed via the spoken media, viz.: radio, television, etc.: the written media viz.: newspapers, posters, etc. or extension and tribal or community networks, departmental or governmental channels.</p>
INCIDENT MANAGER:	<p>The head of the district municipality or State Veterinarian's office, close to the scene of the incident, will act as the local incident manager and co-ordinate the initial reconnaissance process.</p>
RECONNAISSANCE:	<p>The Incident Manager co-ordinates the "snap shot survey" (Annexure E) which is designed to help get the assistance and recovery processes under way. During this stage the district municipality or state veterinarian's office must assess the situation, location, extent, and nature of damage / loss.</p> <p>This information is important for determining type of disaster (local, provincial, national), the urgency and requirements for deployment of equipment and personnel</p>
VERIFICATION:	<p>The Risk & Disaster Management component / veterinary office reviews the survey reports from the Incident Manager and analyze the data for requesting further assessments or elimination from the process and the recommendation of an operations manager.</p>
SITUATION REPORT:	<p>ARDM prepares an initial situation report (Annexure F) which describes the event in terms of its nature and extent. This report will allow for the consolidation of information from various affected areas or information sources. In addition it provides a basis for a damage / loss assessment.</p> <p>The situation report, compiled from the reconnaissance information, should be forwarded and should be updated whenever significant new information is available. The submission of the situation report to MANCO for endorsement must always be followed up to confirm receipt thereof.</p>
INCIDENT CLASIFICATION REPORT:	<p>On commencing with the process, the Risk & Disaster Management component / veterinary office must initiate dialogue with other organs of state, NGO's, emergency services and other role-players to form the Joint Technical Task Team</p> <p>The Joint Technical Task Team will assist in the clarification of the hazard (Annexure G).</p>

ASSISTANCE:	<p>The first response required from the Joint Technical Task Team is to determine whether the situation is beyond the capability of the DARD to save lives and protecting property. If so, the procedure allows for the request of voluntary, supplementary assistance from other departmental components, organs of state and NGO's.</p> <p>Outside assistance will be supplementary to, and not a substitute for, Departmental responsibilities. The assistance process will be coordinated by the appropriate departmental component or functionary. Such a request must be well-documented and be made through the office of the HOD. A request for outside assistance will be considered if necessary to save lives and to protect property and must be proven to be beyond the Departmental capacity.</p> <p>A request for assistance should first be Intra-Departmental before the other organs of state and NGO's, provincially or nationally are involved.</p>
MOBILIZATION:	<p>Mobilization is done by identification, activation and deployment of personnel and equipment without jeopardizing the continuation of business while minimizing the economic losses resulting from disruptions to business functions, whether it be veterinary, environmental or agricultural functions.</p> <p>Mobilization (Annexure H) is a combination of facilities, equipment, personnel, procedures and communication with a common organizational structure assigned to accomplish stated objectives pertaining to an incident. It could also mean the redistribution of district and / or regional resources to areas where backup support is required.</p> <p>Resources could request to be on standby awaiting an assignment if and when it is necessary.</p> <p>Personnel must be assigned to accomplish specific objectives pertaining to the incident. Areas identified as having a shortage of personnel to accomplish a specific objective will be considered "Critical Needed Resource"</p> <p>When stated objectives, pertaining to the incident have been accomplished, demobilization of resources will begin, with the understanding that resources may be recalled if needed.</p>
ASSESSMENT & REPORT:	<p>The purpose of a public, non-profit and governmental structures individual assessment (Annexure I) is to determine the extent of the damage / loss preventing the delivery of normal basic services to the community, or emergency protective measures required, by means of public utilities and infra-structure.</p>

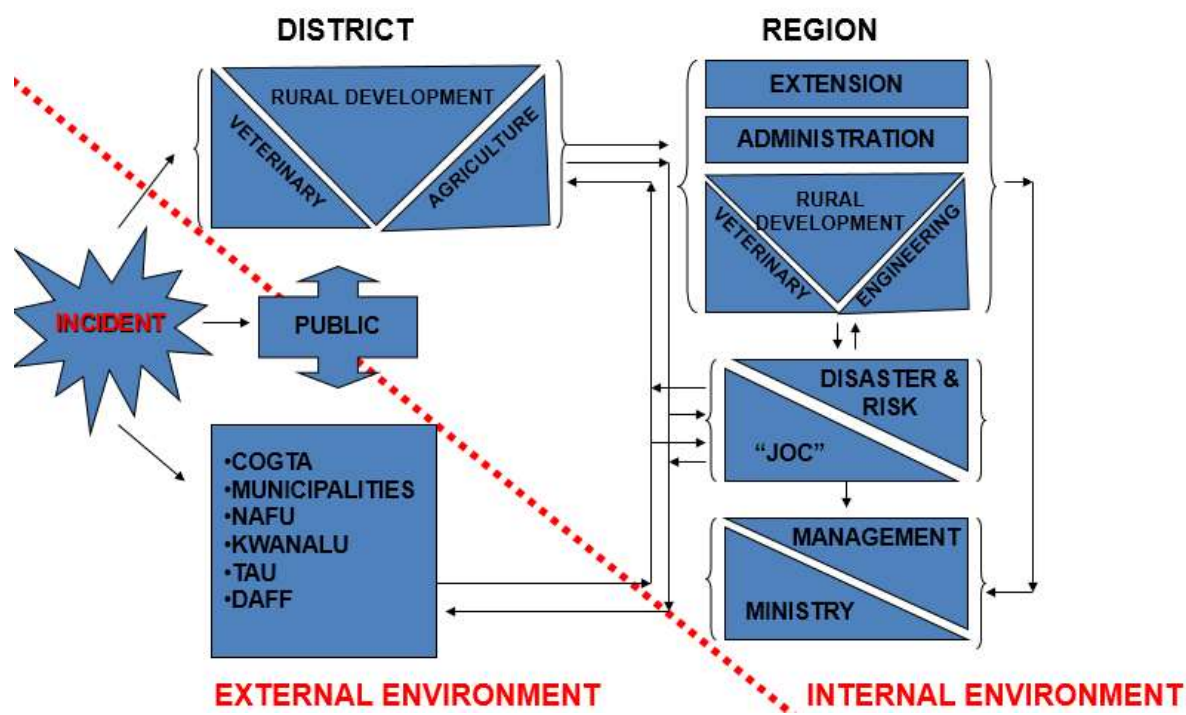
	<p>This is a more formal survey, coordinated by the Operational Manager, to determine whether Provincial and National government should provide additional resources other than that of the community, municipalities and Department to meet the needs.</p> <p>To conduct accurate damage assessments, the department must have capable damage assessment teams. In addition, a person familiar with local concerns and mitigation possibilities should participate in the assessment.</p> <p>Assessment teams will estimate the degree of damage and how widespread it is to determine the type and extent of government intervention and / or assistance required.</p>
ANALYSIS & RECOMMENDATION	<p>The Risk & Disaster Management component / veterinary office review the individual assessment reports and analyze the available data which goes hand-in hand with a comparison to the history of recent disasters in the area as well as mitigation actions taken. An estimation of the amount and severity of damages and losses emphasizing the impact on the public and the private sectors will be made. The local and regional resources committed will be described and verified with the necessary documentation. An estimation of the type and extent of assistance required will be provided.</p> <p>The objective is to maintain farming activity by the community through protection of critical resources in order to ensure</p> <ol style="list-style-type: none"> I. affordable food of good quality II. job and financial security III. Prevention of erosion of farmer's collateral. <p>The assistance will be in the form of Reconstruction & Rehabilitation projects which are fairly resource intensive. Therefore the ARDM component shall submit a project proposal on rehabilitation and risk reduction projects for approval and funding. Such funds will be raised by the Department in collaboration with the Provincial & National government, depending on the availability of resources, supported by international agencies and other development partners.</p> <p>After analyzing the data, a report will be compiled which will be submitted to MANCO to be endorsed. If endorsed it will be forwarded to the office of the HOD.</p>
DECLARATION REQUEST:	<p>The office of the HOD request for the declaration and assistance from provincial and/or national spheres of government. The declaration of a disaster is considered when KwaZulu-Natal farmers are substantially affected by unusual and adverse weather conditions or other natural phenomena, causing severe property losses and have caused extensive damage to or destruction of, physical farm</p>

	<p>property including farmland, infrastructures on the land such as buildings, fences, dams, etc.; machinery, equipment and tools; livestock products, livestock, growing crops, harvested crops and supplies.</p> <p>Program and financial assistance will vary depending on:</p> <ul style="list-style-type: none"> • The type of declaration • Whether the situation constitutes a threat or a disaster, and • The assistance required <p>A request, with special emphasis on preventative and mitigation procedures employed, for the declaration of a disaster is submitted to / lodged with the office of the HOD or MEC to the appropriate provincial or national ministry / Cabinet.</p>
DECLARATION:	<p>A request for declaration will be forwarded via the office of the HOD to the PDMC (COGTA) who will approach the office of the Premier or in the case of a National Disaster to the NDMC (COGTA) who will approach the office of the President.</p> <p>All disasters will be endorsed and classed by the NDMC (Local, Provincial or National Disaster)</p> <p>The declaration will indicate the primary responsibility and jurisdiction, the criteria, lack of capacity to manage the severity and magnitude, national or provincial assistance provided, operational area eligible for assistance, occurrence (date, extent, and type), purpose of the declaration, period applicable and benefits to be obtained(division of costs).</p>
JOINT OPERATIONAL COMMITTEE	<p>After the declaration, the Department being primarily responsible for executing the agreed program / process within the prescribed limitations, at the same time ensuring a coordinated and integrated implementation process, will establish a JOC.</p>
MONITORING AND EVALUATION	<p>According to Act 16 of 2015 the department must, on any occurrence leading to the declaration of a disaster, report on a quarterly basis to the National Centre</p> <p>The department must submit on a quarterly basis progress reports on the implementation of policy and legislation relating to disaster risk reduction and management to the provincial intergovernmental forums established in terms of the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005).</p> <p>Expenditure and performance reports for all funds received must be compiled by the department and submitted to DAFF on a quarterly basis.</p>

	Copies of the reports referred to above must be submitted simultaneously to the National Treasury and the relevant disaster management centers in the respective spheres of government.”
REFERENCES	<p>Disaster Emergency Procedure Handbook for Local Governments: Division of Emergency Management, Department of Local Affairs: Colorado</p> <p>Memphasis Disaster Recovery/ Business Continuity Plan; Memphasis Corporation.</p> <p>Standard Operating Procedures; Division of Emergency Management, Department of Community Affairs; State of Florida</p> <p>Disaster Assistance; Timelines and Other Issues Involving the Major Disaster Declaration Process; Report to Congressional Requesters; United States General Accounting Office</p> <p>2005 Mobilization Plan; Fire Defense Committee and Regions; Washington Fire Services Resources</p> <p>July, 2004; Declaration of Agricultural disaster; Utah Governor’s Declaration</p> <p>The Declaration Process; Tennessee Emergency Management Agency</p> <p>February 2002, Disaster Assistance, Community Emergency Response Plan; State of Alaska</p> <p>Developed 1976, Revised 2006; North Dakota Disaster Procedures Guide, Division of Homeland Security, North Dakota Department of Emergency Services</p> <p>Community Relations Standard Operating Procedures; Federal Emergency Management Agency; Georgia</p> <p>April 2005, A Policy Framework for Disaster Risk Management in South Africa; Vol. 478, number 27534, Government Gazette, Pretoria, South Africa</p> <p>January 2003; Disaster Management Act, 2002 (Act 57 of 2002); Vol. 451, number 24252, Government Gazette, Pretoria, South Africa</p> <p>Amended Disaster Management Act, 2015 Act 16 of 2015) Government Gazette, Pretoria, South Africa</p>

Annexure A

HAZARD ALERT



Annexure B



RISK AND DISASTER MANAGEMENT ACTIVITY LOG

INCIDENT:		PLACE	
		DATE/TIME	
FILE NO.		INCIDENT NO.	
DATE	TIME	ACTIVITY	OFFICIAL
ORGANIZATION:		NAME:	DATE:
SECTION:		SIGNATURE:	

Annexure D



TO/IYA KU:	FROM/IPHUMA KU:
	Risk and Disaster management
	Telephone:
	Ucingo:
	Enquiries:
	Imibuzo:
	Ref:
	Inkomba: 10/3/10/
	Date:
	Usuku:

RE: Incident Alert

Type of incident	
Date time of onset	
District Municipality	
Local Municipality	

Herewith you are notified office of the above incident that occurred in your area.

According to a “Quick Survey” done the incident require further investigation. It was decided to do an assessment on an individual farmer basis, for this reason an assessment form is attached. The survey will be on vegetable and cane damages experienced in the listed areas.

Organized Agriculture will be approached to assist. All assessments have to be coordinated with at the offices. Mr..... could be reached at on his landline or his cellular phone number

The assessment process will start with immediate effect and has to be concluded by the

You are requested to expedite the process by forwarding this documentation to the appropriate field staff.

Kind regards

Deputy Manager: ARDM

Date

Annexure E



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& rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL



TO/IYA KU: Deputy Manager: ARDM	FROM/IPHUMA KU: Risk and Disaster management
	Telephone: Ucingo:
	Enquiries: Imibuzo:
	Ref: Inkomba: 10/3/10/
	Date: Usuku:

INSAKE:
RE:

ASSESSMENT REPORT

TYPE OF INCIDENT			
LOCATION OF INCIDENT (DISTRICT MUNICIPALITY)		LOCAL MUNICIPALITY	
DATE TIME OF ONSET			

WEATHER CONDITIONS

Give a description on the current weather conditions, if it is raining, hot, cold or if the wind is blowing

What kind of weather can be expected in the near future?

DEATHS AND INJURIES

How many people are dead? How many people are injured? What caused the injuries?

DAMAGE

Number of farmers that had damage large scale and small scale

Damage that occurred during the incident is as follows:

Public Property

Roads, dams, buildings, bridges etc. give a description of the type and damage for instance: Tar road 12 meters.

Private Property

Roads, dams, buildings, bridges, fences, waterways, contours, irrigation.

Livestock

Veldt: Damage like fire and amount of ha.

Crops, plantations ...: Give the type of crop, the nature of the damage, number of hectares, potential loss etc.

RESOURCES COMMITTED

What kind and number of equipment are committed?

How many people are committed?

ACTIONS TAKEN

What action was taken to alleviate the consequences? Is the situation under control?

REQUESTS AND ASSISTANCE NEEDED

The needs of the community is as follows

Food, water, and shelter, veterinary

Kinds of assistance needed.

Equipment, people

Programs

Communication

.....
NAME / RANK / COMPONENT

.....
DATE

Annexure F



agriculture
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Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

SITUATION REPORT

1. Type of disaster and area affected

Type of disaster (tick correct box)

Floods	
Drought	
Storm	
Fire	
Others (specify):	

When did the disaster event occur?

Mention the affected Area

Provinces	
1. Municipality	
2. Ward/villages affected	
3. Nearest town	
4. Approximate size of affected area in sq. km	

What is the topography of the area? (Tick the correct box)

Mountainous	
Flat	
Low -lying coastal	
Other (specify):	

Type of area affected and socio-economic characteristics (sources of livelihood) of population

Urban	
Rural	
Low -income	
Agricultural	
Industrial	
Others (specify):	

What is the category of the farmer affected? (Tick the correct box)

Communal	
Small scale	
Emerging Farmer	
Commercial Farmer	

Has the farmer experienced a similar disaster before?

Yes	
No	

2. Effect of the Event on Agriculture

Crop production

- Ascertain the extent of damage to crop, noting at what point in the production cycle the event occurred. State the source of the information.

CROP STATUS (and stage in the crop cycle)	Crops			
	Maize	Wheat		
Recently sown crops				
Standing crops				
Due date for harvest in xx (month)				
Crops ready to be harvested				
Average area planted (ha)				
Average production (tons/ha)				
Whether subsistence/cash/export crop				

Source of information:

Describe the extent of damage to crops by type:

Type of crop	Destroyed		Damaged		Undamaged	
	Area (ha)	Value (Per ha)	Area (ha)	Value (Per ha)	Area (ha)	Value (Per ha)

Livestock

Estimate the loss in livestock production within the affected area

CATTLE	Bull	Cow	Ox/Bull (1-2years)	Heifer (1-2years)	Calf	Total
Value						
Quantity						
Total						
SHEEP	Ram	Ewe	Castrate	Lamb 2 teeth	Lamb	Total
Value						
Quantity						
Total						
GOATS	Ram	Ewe	Castrate	Lamb 2 teeth	Lamb	Total
Value						
Quantity						
Total						
PIGS	Boar	Sows	Baconers	Porkers	Piglets	Total
Value						
Quantity						
Total						
HORSES	Stallion	Mare	Gelding		Foul	Total
Value						
Quantity						
Total						

POULTRY	Quantity	Value/unit	Total value
Broilers			
Broiler chicks			
Layers			
Layers Pullets			
Ostrich (mature males)			
Ostrich (mature females)			
Ostrich chicks			

Other farm animals affected (please specify).

Type	Quantity	Value/unit	Total Value

Describe the condition of animals that have survived the disaster.

Determine the effect of disaster on veld or pasture by indicating the type and area damaged and the estimated value of the damage.

Type	Area affected (ha)	Value (Rand)
Veld:		
Sweet		
Sour		
Bush		
Others (specify):		
Pasture (mention pasture grass affected):		

Describe the damage to agricultural machinery.

Type of agricultural machinery	Value of the damage (Rand)

Describe the damage to irrigation systems.

Type of irrigation system	Value of the damage (Rand)

How many farm houses or dwellings have been partially damaged but not completely destroyed?

Number of houses destroyed	Value (Rand)

Indicate the amount of physical damage and financial losses to businesses, property business, roads, communication etc.

Amount (R)	
------------	--

What are the expected financial damages and costs to businesses in the affected area?
(Indicate the amount of financial damages and costs that business will incur resulting from this disaster).

Amount (R)	
------------	--

3. Local financial, material and human resources

What resources and capacities do the affected farms have for responding to this disaster, and how might these resources be used?

Local capacity or resources	Suggestions for use

What transport and storage facilities are available locally for immediate use?

What is the capacity of the local government and/or DARD for dealing with this disaster? What have the local government and Provincial Departments done so far in response? What can be done in the future?

What are the likely immediate agricultural needs in the area?

ITEM	QUANTITY NEEDED

What are the likely long-term agricultural related needs in the area?

ITEM	QUANTITY NEEDED

What are the likely social impacts on farm workers and community? Include issues such as retrenchments, food security, livestock and crop theft.

[illegible]

Annexure G



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Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

Directorate:
ARM
Address:
PRIVATE BAG X 9059
PIETERMARITZBURG
3200
Tel: (033) - 3559 639
Fax: (033) - 3559 401

CRITERIA FOR EVENT EVALUATION ON DISASTER STATUS / CATEGORY

A DISASTER IS DEFINED AS:

- A PROGRESSIVE SUDDEN, WIDESPREAD OR LOCALIZED, NATURAL OR HUMAN-CAUSED OCCURRENCE
- CAUSING OR THREATENS LIFE, PROPERTY OR THE COMMUNITY
- IS OF THE MAGNITUDE THAT IT EXCEEDS THE ABILITY OF THOSE AFFECTED TO DEAL WITH IT, USING OWN RESOURCES

(ACT 57/2002)

A DISASTER IS NOT MEASURED BY THE EVENT THAT CAN CAUSE DAMAGE, INSTEAD, A DISASTER IS THE MEASURE OF DAMAGE CAUSED BY AN EVENT
(DAVID B. SOUTH, Jr.)

THE PURPOSE OF AGRICULTURE DISASTER INTERVENTION IS:

- TO MAINTAIN FARMING ACTIVITY BY THE COMMUNITY THROUGH PROTECTION OF CRITICAL RESOURCES IN ORDER TO ENSURE
 - AFFORDABLE FOOD OF GOOD QUALITY
 - JOB AND FINANCIAL SECURITY
 - PREVENTION OF EROSION OF FARMERS COLLATERAL

(DAFF.)

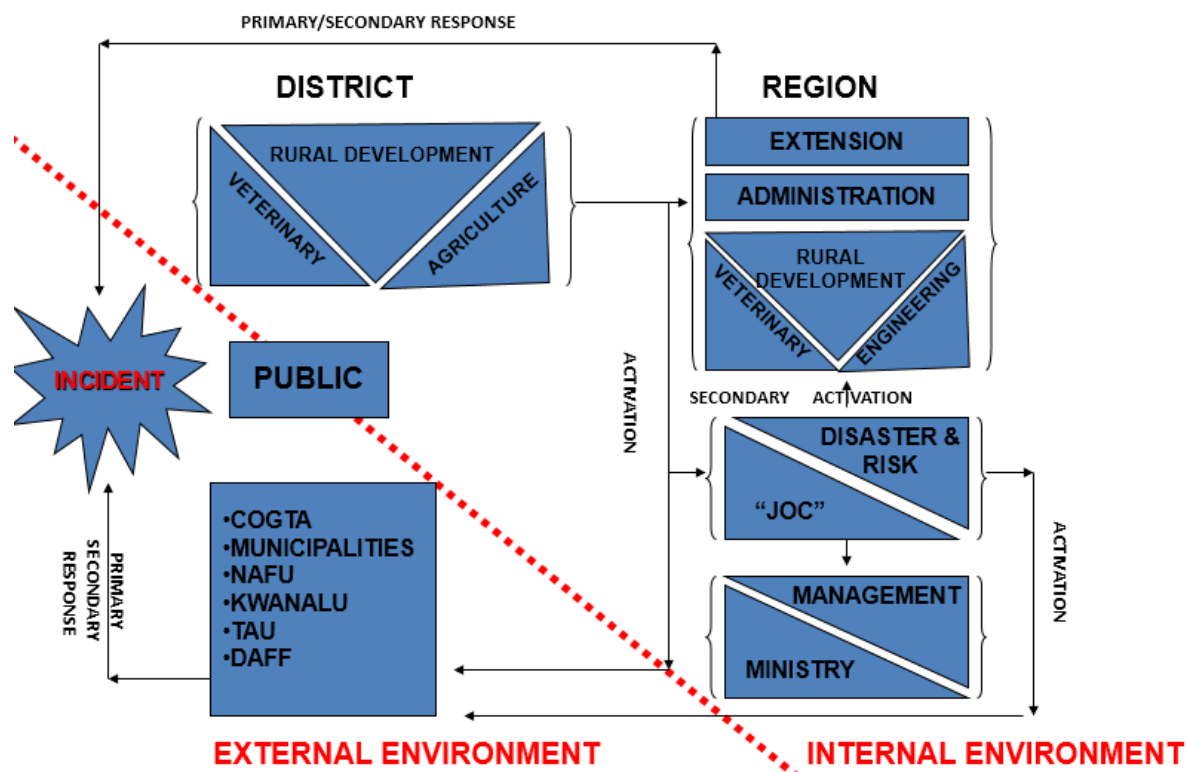
CRITERIA

1. The severity or intensity of the event.
2. Prevailing threats and critical need for response.
3. The frequency of the type of event.
4. Magnitude of the area affected.
5. To what extent has the agricultural community-life been disrupted?
6. Did or is the event threatening or causing health deterioration, injury or death.
7. Does the event require special mobilization?
8. Will the consequence of the event impact negatively on the long term sustainability of agricultural enterprises or fraternity in the area.
9. What is the expected institutional (Regional council, Provincial or National) manageability.
10. The vulnerability of the agricultural fraternity in the affected area.
11. Insurability of losses
12. No double dipping

RISK AND DISASTER MANAGEMENT

Annexure H

MOBILIZATION & RESPONSE



Annexure I



AGRICULTURAL LOSS ASSESSMENT FORM

FORM NO.



LOSSES AS A RESULT OF
IN THE DISTRICT OF
FOR THE PERIOD TO THE
THE HAZARD HAPPENED IN THE AREA/s OF

TO QUALIFY FOR CONSIDERATION SECTIONS A TO D MUST BE COMPLETED IN FULL BY THE APPLICANT AND THE DOCUMENT MUST BE SIGNED BY ALL.

SECTION A

CC / TRUST NAME	CC / TRUST REG. NO.
DELEGATES NAME	DELEGATES ID. NO.
NAME & SURNAME	APPLICANTS ID NO.
POSTAL ADDRESS	FARM / WARD NAME
TEL. CODE & NO.	DISTRICT NUMBER	KZ.....
ENTERPRISE (MIX FARMING DAIRY, FORESTRY)			

SECTION B

LIVESTOCK NUMBERS LOST					
	BULL	COW	BULL 1-2 YEARS	HEIFERS 1-2 YEARS	CALVES
CATTLE					
	RAMS	EWES	WETHERS	WEANED TO 2 TOOTH	LAMBS
SHEEP					
	RAMS	EWES	CASTRATE	WEANED TO 2 TOOTH	KIDS
GOATS					
	STALLIONS	MARES	GELDINGS	FILLIES	DONKEYS
HORSES					

SECTION C

EXTENT OF CROP LOSSES			
TYPE OF CROP (GRAZING / TIMBER)	EXTENT (TON OR HA)	EXPLANATION (VELD / PASTURES / WOOD STACK / 1 YEAR PLANTATION AGE)	INSURANCE (YES / NO)

SECTION D

INFRASTRUCTURE / EQUIPMENT LOST OR DAMAGED			
TYPE (HOUSE / SHED)	EXTENT	VALUE	INSURANCE (YES / NO)

SECTION E

FARM LABOUR		
CURRENTLY CONTRACTED	EXTENDED FAMILY	CONTRACT TERMINATED

IT IS HEREBY DECLARED THAT THIS IS THE ONLY ASSESSMENT SUBMITTED AND THE ABOVE INFORMATION IS CORRECT AND IT IS UNDERSTOOD THAT FALSE INFORMATION CAN RESULT IN CRIMINAL CHARGES.

SIGNATURE

PLACE

DATE

CHAIRMAN FARMERS ASSOCIATION
INDUNA / INKOSI.....

ORGANIZATIONAL REPRESENTATIVE /
DEPARTMENTAL OFFICIAL.....

CUT OFF DATE FOR SUBMISSION



DISASTER DECLARATION FLOW-CHART

