

 <p>agriculture & rural development Department: agriculture & rural development PROVINCE OF KWAZULU-NATAL</p>	STANDARD OPERATING PROCEDURE ARM DIRECTORATE ARDM SUB-DIRECTORATE
Task	<i>Disaster Declaration & Relief Scheme</i>
Revision Date:	06th September 2016
Revision No	3rd
SOP Reference Number:	SOP APP 1/2
Description:	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.
Responsibility:	Extension Officer Disaster Management Scientist
Process steps:	
<p><u>Notification of an incident</u></p> <ul style="list-style-type: none"> • The section receives information from various sources informing of the incidents (Annexure A). • Agricultural Risk & Disaster Management component will maintain an activities log (Annexure B). • Incidents are recoded in an incident register and assigned an incident number (Annexure C). • Agricultural Risk & Disaster Management component will issue warning notices (Annexure D). • MANCO will when and if necessary appoint a Public Relations Officer <p><u>Assessment</u></p> <ul style="list-style-type: none"> • The Incident Manager co-ordinates the “snap shot survey” (Annexure E) • The Risk & Disaster Management component / veterinary office reviews the survey reports ARDM prepares a situation report (Annexure F) and submit it to MANCO • commencing with the process ARDM / veterinary office must initiate a Joint Technical Task Team • The Joint Technical Task Team (JTTF) will assist in the clarification of the hazard (Annexure G). <p><u>Mobilization</u></p> <ul style="list-style-type: none"> • The JTTF is to determine whether the situation is beyond the capability of the DARD • JTTF request voluntary, supplementary assistance from other departmental components, organs of state and NGO's • JTTF request mobilization of resources by identifying, activating and deploying personnel and equipment (Annexure H) • JTTF initiate a public, non-profit and governmental structures individual assessment (Annexure I) to determine the extent of the damage / loss • The ARDM / veterinary office review the individual assessment reports submit a request to MANCO for endorsement. <p><u>Proposal & Declaration</u></p> <ul style="list-style-type: none"> • ARDM component shall submit a project proposal on rehabilitation and mitigation • MANCO forward the report with proposal to the office of the HOD who will in turn request for a declaration and assistance from provincial and/or national spheres of government • Premier declares Provincial disasters and the President declare National disasters <p><u>Implementation & Reporting</u></p> <ul style="list-style-type: none"> • DARD will establish a JOC primarily responsible for executing the agreed program / process • JOC/ARDM role out the project • The department must submit on a quarterly basis progress reports on the implementation of policy and legislation relating and Expenditure and performance reports for all funds received 	
Document control:	<ul style="list-style-type: none"> • Activities log; Incident Register; Alert/warning notice; Quick survey report; Situation Report; Submission to HOD; JTTF Minutes; Individual assessment forms; Report on individual assessment process outcome; Intervention Proposal; Declaration; Roll-out plan; Quarterly reports; Close-out report
SOP Approved By	
Date SOP Approved	