



Y- GLOBAL YOUTH PEACEMAKERS – TANZANIA

P.O. Box. 395, LUSHOTO

Mob: 0782 587864

Email: info@youthpeacemakers.co.tz

Emergency Preparedness Policy

1. When should the emergency plan be used?

This plan should be used in case of an emergency, either in Tanzania or abroad, affecting YPM's staff, exchange participants, volunteers, or any person travelling on behalf and in connection to YPM.

An emergency situation might arise because of: plane crash, road traffic accident, very serious illness, an act of terrorism, civil unrest, conflict, kidnapping, natural disaster, piracy, disappearances, death or other emergency situations.

2. Emergency Response Team, Tanzania

If an emergency situation arises, an Emergency Response Team will always be established in Lushoto, working from YPM's office. The team will consist of YPM's Director and leadership team who may decide to call in the help of others, for example communications staff, lawyers, psychologists.

3. Crisis Team, Partner Country

If the emergency is happening outside of Tanzania a **Crisis Team** should be set up by the host country, led by YPM's staff and partner organizations. The role of the **Crisis Team** is to:

- ☒ To lead and coordinate crisis management at the scene of the emergency.
- ☒ To contact local authorities (police, health services, embassy staff).
- ☒ To follow up on injured/affected persons.
- ☒ To nominate someone to maintain constant dialogue with the Emergency Response Team in Lushoto
- ☒ To coordinate response to the media in that country, through partners office

The Crisis Team in the partner country should ensure someone takes on the role of **Emergency Leader on site** where the emergency is happening eg in the case of a road traffic accident. This person's role is to evaluate the situation and consider what needs to be done:

- ☒ On-site first aid

☒ Secure the site of the incident. Contact emergency services

☒ Insist that participants do not send messages or call home until a crisis team is in place.

☒ after necessary immediate actions, further planning should take place with the support of the Crisis Team to address the affected person's basic needs for food and drink, a place to stay and mental health.

4. Role of the Emergency Response Team

The role of the Emergency Response Team is to lead and coordinate the response to the emergency and to support staff dealing with the emergency where it is happening. In particular their role is to:

a) Gather and give out information. What are the facts of the situation? Write down all the information received and all information given out. A log can be critical for legal and insurance purposes.

Important questions to be addressed by the Emergency Response Team are:

☒ Who? What? When? Where?

☒ is anybody injured, where have the injured people been sent?

☒ how will the group arrange food, shelter, transportation, communication and other needs?

☒ Which calls have been taken, and what responses were given?

☒ Which rescue service/embassy is involved?

If the emergency has affected a group of young people/visitors, to make sure that participants are supplied with information. Ensure they are regularly informed about what is going to happen to them and why and, in the case of injured participants, how their peers are doing.

b) Contacting next of kin

If those affected are normally resident in Tanzania the Emergency Response Team, Tanzania will be responsible for liaising with next of kin. If they are residents of Norway or other partner country the Emergency Response Team, in a partner country (Norway) will be responsible for liaising with the next of kin.

NB In Tanzania religious leaders and responsible authority in a given organization are allowed to inform relatives of a death. Since in Norway only the police are allowed to inform of a death, then in such situations, the contact person in emergency team of the local place should make sure to only communicate to the contact person of the response team in the partner country.

c) Support the team dealing with the emergency in the field

The Crisis Team may need assistance from the Emergency Response Team of the partner country for example with contacting Embassies, booking of flights home, legal advice, liaising with insurance companies, this should be made open and timely to avoid delays through the contact person.

d) Respond to the media

The Emergency Response Team will appoint a media spokesperson. In case of serious accidents the media will make contact. Do not speculate about the cause or scope of the accident, this is a task for the police. YPM will NOT publish the names of deceased or injured people, this is a task for the police. YPM cannot speak on behalf of our partner organizations unless agreement made.

e) Travelling to the scene of the emergency

The Emergency Response Team, in consultation with the Partner dealing with the emergency, will decide whether or not to send additional support to the scene. This could include YPM's Director, pastors, psychologists, next of kin.

f) Staff / volunteers returning home. The Emergency Response Team should consider whether staff/ volunteers returning home should be met at the airport. What support will they need on returning to Norway/or otherwise to Tanzania?

5. Disappearances

If a staff / volunteer is missing, the line manager / group leader should:

☐ phone the director immediately and thereafter the director inform Police.

☐ gather as much information as possible from colleagues / volunteers and others (such as hostel staff), eg when was the person last seen, what did they say, what were their plans, had they agreed to meet someone, what were they wearing etc. This information should be passed to the police.

☐ brief colleagues / fellow participants on the situation and keep them informed.

☐ contact the missing person's next of kin and find out as much information as possible, eg has the participant been in touch, have they mentioned plans to leave the programme, do they have friends or relatives outside the programme in Norway/or Tanzania if are visitors from partner countries.

Useful Numbers

YPM Director: Rev. Godfrey Tahona Walalaze +255 786 364489

YPM Programs Manager: Peter Joseph Jally +255 784 423 832

Program Officer- Sports for Development: Francis Joel Kamote +255 715 919103

Program Officer – Advocacy and Environment: Irene Mchau +255 716 138 312

Additionally: Taxi: Gideon Amos: +255 784 512 939 or +255 655 512 939 and or David Semkiwa:+255 782 375 783 or +255 718 375 783