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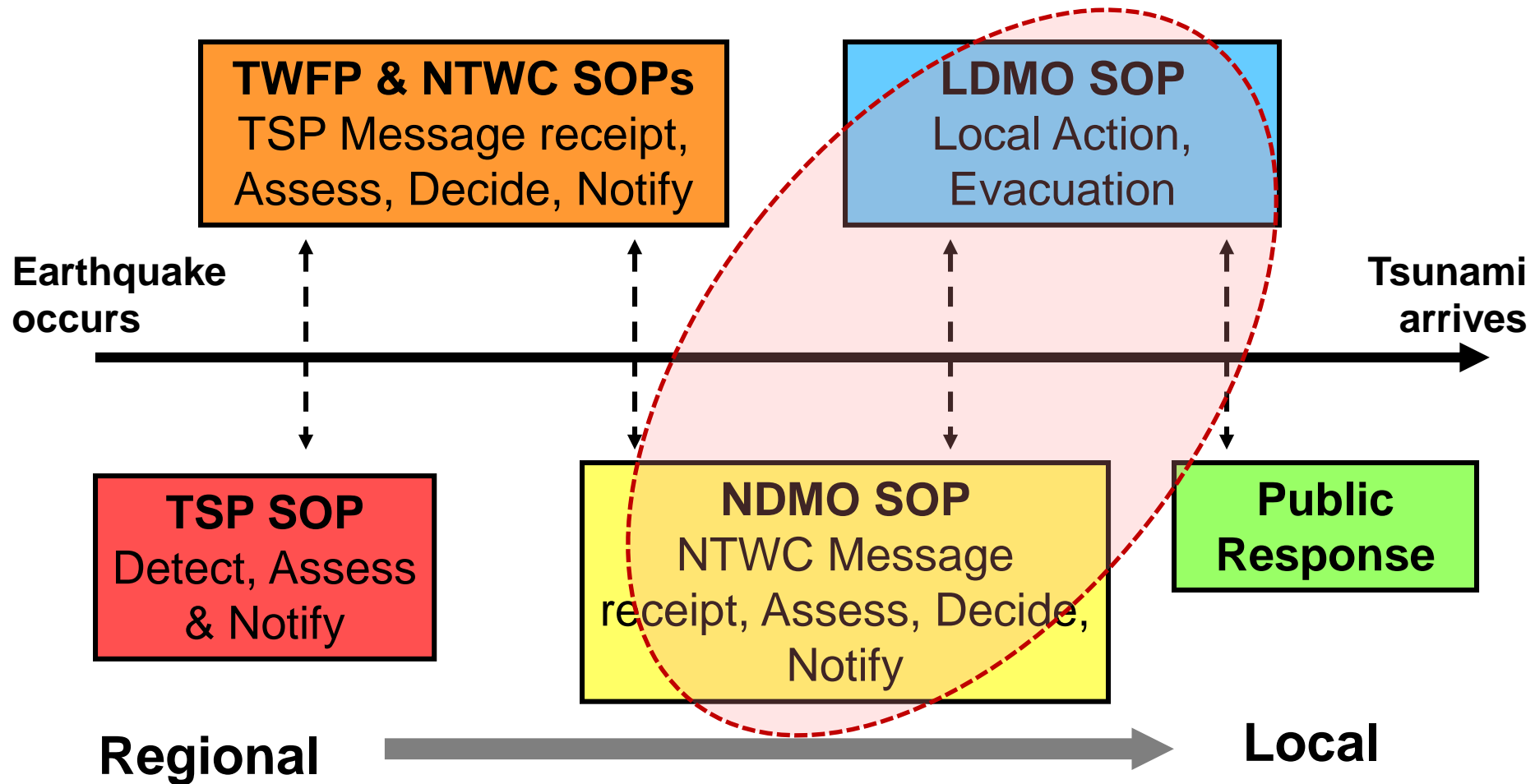
Example of DMO SOP

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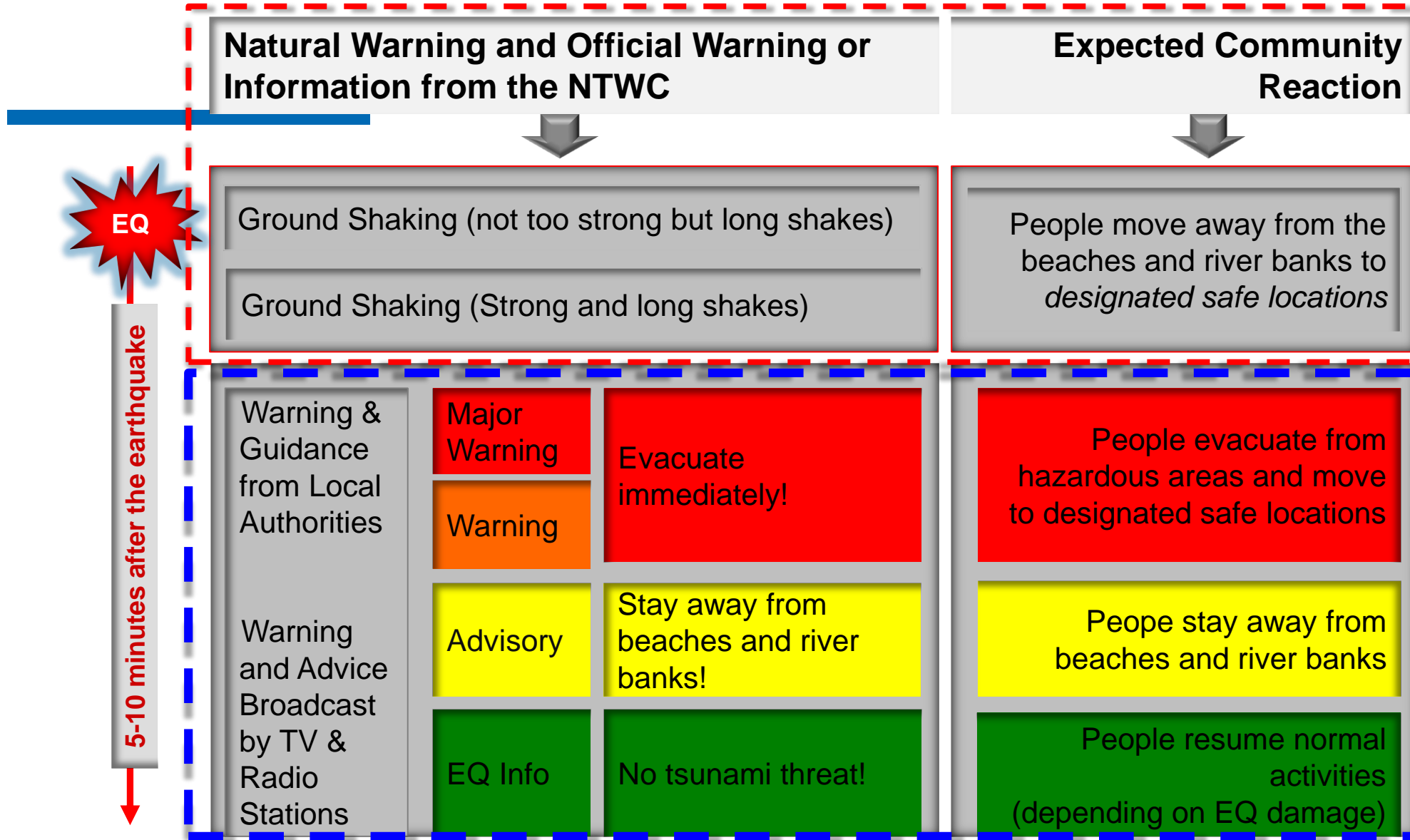


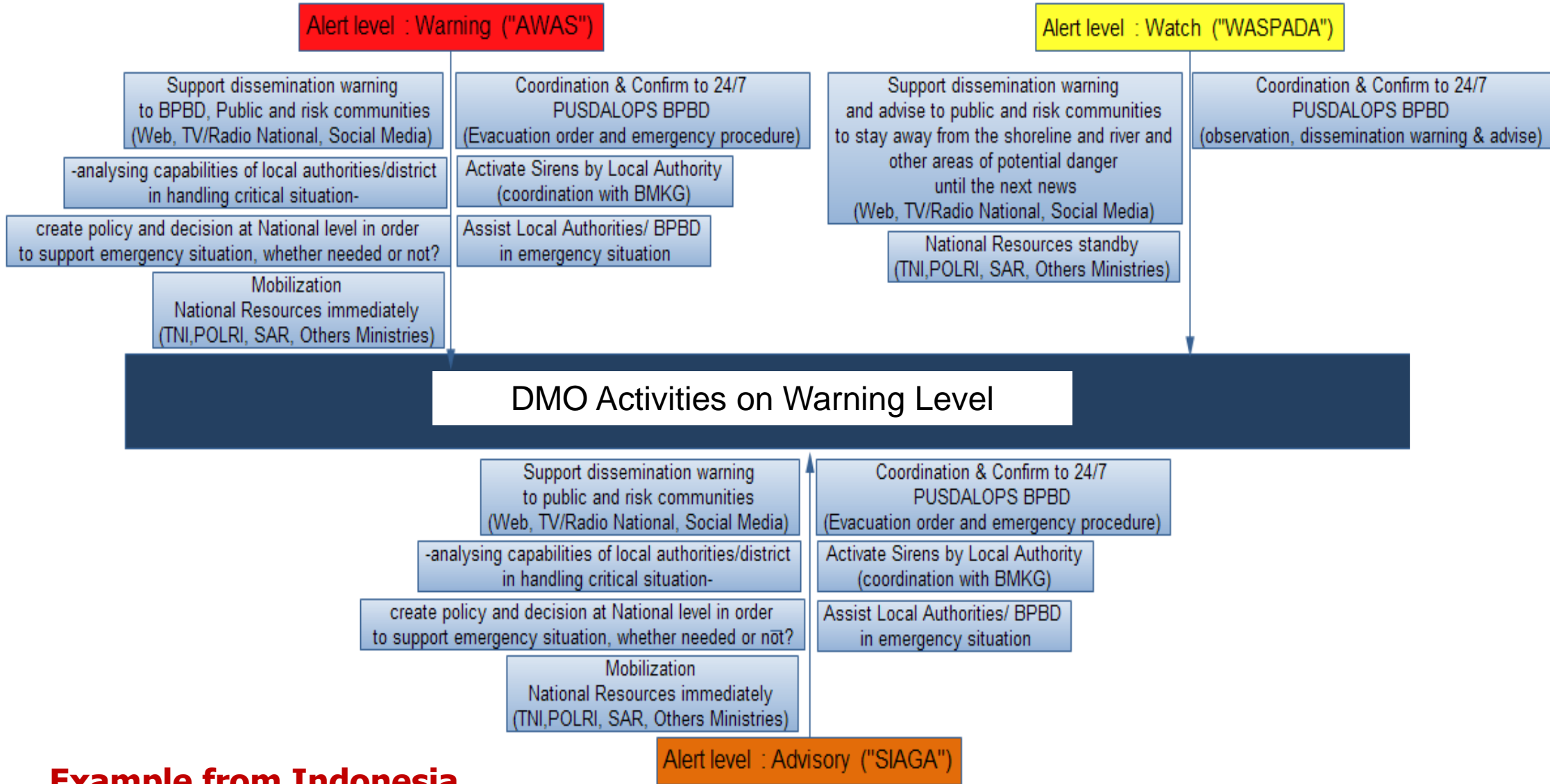
ICG Indian Ocean Tsunami Warning & Mitigation System SOP Workshops July 2023:
*Standard Operating Procedures (SOPs) for
National Tsunami Warning Centres (NTWCs) and
Disaster Management Organisations (DMOs)*

End-to-End Warning SOP – Information Flow



Source: MG76





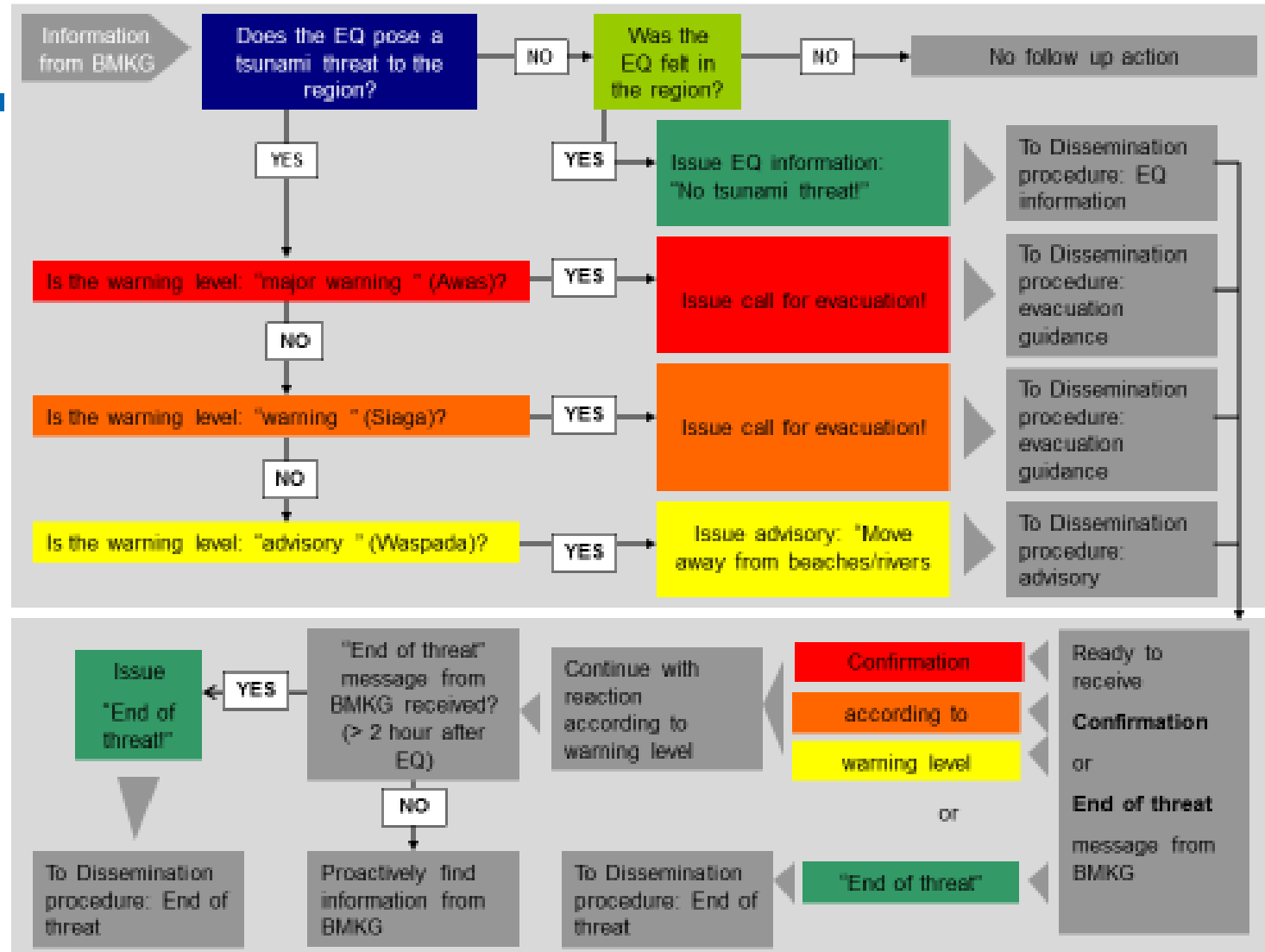
Example from Indonesia

FLOW CHART DMO SOP



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Example from Indonesia

Source: Tsunami Early Warning Service Guidebook for InaTEWS, 2012

Example timeline for DMO SOP (distant source)



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EMA TIMELINE: DISTANT SOURCE TSUNAMI WARNING			
STEP	TIME since EQ*	ACTIVITY	ACTION AND PROCEDURES
1	15-30 min	Receive 1 st Warning from NTWC	Consult with NTWC Assess threat Decide response
2	35 min	Public alerting	Prepare applicable alert/message Sign-off Send alert
3	35-50 min	Evacuation	(If applicable): Activate Evacuation Plan
4	35-50 min	Public Info Mgmt	Activate Media arrangement Info on website Info on social media
5	35-50 min	Activate NEOC	Request agency representatives Connect with Local EMAs Prepare communication
6	50 min>	Manage evacuations	(If applicable): Provide shelter/welfare support On-going communication
7	60-80 min	2 nd message from NTWC	Consult with NTWC Re-assess Communicate update
etc.	etc.	etc.	etc.

Example DMO Checklist for Warning

DMO	Checklist – Tsunami Warning
	Duty Team notified <input checked="" type="checkbox"/>
	NTWC consulted <input type="checkbox"/>
	Response decided <input type="checkbox"/>
	Alert sent..... <input type="checkbox"/>
	Evacuation Plan activated <input type="checkbox"/>
	Media arrangement activated <input type="checkbox"/>
	Website updated <input type="checkbox"/>
	Social media updated <input type="checkbox"/>
	NEOC activated <input type="checkbox"/>
	Local EMAs informed <input type="checkbox"/>
	etc.

Example DMO Checklist for Evacuation



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Evacuation Checklist		
<p>This is a simple checklist to use when doing an evacuation. Make sure to include the date, who filled out the checklist, and the time each task was completed by.</p>	Date: _____	
	By: _____	Time: _____
Tsunami message received	_____	_____
Call in staff	_____	_____
Activate emergency centers / Notify public safety agencies	_____	_____
Sound public sirens and alarm notifications	_____	_____
Initiate media notifications and evacuation announcements	_____	_____
Initiate evacuation of people away from coast (Tsunami Evacuation Maps)	_____	_____
Put boats/ships out to sea if wave impact time permits	_____	_____
Setup road-blocks and evacuation routes	_____	_____

**SOP TEMPLATE TANZANIA
EMERGENCY RESPONSE
TIMELINE-DRIVEN INFORMATION FLOW SOP**



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Event Description	WHEN (Time after EQ)	ACTIVITY (WHAT INFO / ACTION)	AUTHORITY (WHO IS RESPONSIBLE)	MEDIUM (HOW TO NOTIFY)	TARGET (TO WHOM)	COMMENTS
	20 min	Receive information - EQ occurrence	From TMA	Email, Phone, sms	TERT Director DMD / Executive Director DMC	
	30 min	Notify key stakeholders, standby 1	Director DMD / Executive Director DMC	Fax, Phone, sms	Key stakeholders (Police, Fire and Rescue, TRCS etc)	For information to other stakeholders – standby 1
	35 min	Share Information of EQ to LAs –be on standby 1	Director DMD / Executive Director DMC	Fax, sms and phones,	Chair of Regional, District and Shehia Disaster Mgt Committees	
	45 min	Receive update on EQ from TMA	From TMA	Email, Phone, sms	Director General TMA	
	50 min	If tsunami is not occurring, stand down.	Director DMD / Executive Director DMC	Fax, email, Phone, sms	Key stakeholders, Chair of Regional, District and Shehia	Stand down
	50 min	Possibility of Tsunami occurrence, standby 2	Director DMD / Executive Director DMC	Fax, email, Phone, sms	Regional, District, Ward disaster management committee Public and Media	Notify that tsunami has been occurred but not confirmed

Event Description	WHEN (Time after EQ)	ACTIVITY (WHAT INFO / ACTION)	AUTHORITY (WHO IS RESPONSIBLE)	MEDIUM (HOW TO NOTIFY)	TARGET (TO WHOM)	
	1:10 hrs	If tsunami will not affect Tanzania, stand down	Director DMD / Executive Director DMC	Fax, email, Phone, sms	Key stakeholders, Chair of Regional, District and Shehia Disaster Mgt Committees	
Tsunami threat confirmed to Tanzania	1.10 hrs	If tsunami threat confirmed by TMA, continue with following actions				
	1.15 hrs	Notify key stakeholders – high alert	Director DMD / Executive Director DMC	Fax, Phone, sms	Key stakeholders (Police, Fire and Rescue, TRCS etc)	Emergency Plan in action
	1.15 hrs	Activation of NEPRP/EOC and NDCS	Director DMD / Executive Director DMC	Phone, VHF radio,	Key stakeholders (Police, Fire and Rescue, TRCS, media, etc)	Set up incident command post higher ground
	1.30 hrs	Activation of shelter (public buildings, safe open ground)	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	Set up mattresses, food, water, other humanitarian relief
	2.00 hrs	Issue evacuation instructions	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TMA, Police, Fire and Rescue, TRCS, media, etc)	Organize themselves to evacuate the public in designated area



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Event Description	WHEN (Time after EQ)	ACTIVITY (WHAT INFO / ACTION)	AUTHORITY (WHO IS RESPONSIBLE)	MEDIUM (HOW TO NOTIFY)	TARGET (TO WHOM)	
	2.00 hrs	Issue evacuation order for public	Director DMD / Executive Director DMC	Phone, VHF radio, sms	For general public and community at risk along the coast	Key stakeholders (Police, TPDF, KMKM, Fire and Rescue, transport sector etc) guide the evacuation of the public to higher ground
	4.30 hrs	Implementation Evacuation plan and Mass care operations	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	Phone, VHF radio, sms	general public and community at risk along the coast	Guided Evacuation operation
Brace up before impact	5.00 hrs	Final Checkups - Completeness of evacuation	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	
Impact	6.00hrs	1 st Wave arrives				
	6.30hrs	Provide updates on the Tsunami - possibility of another wave	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	
	6.35hrs	Rapid Needs and Damage Assessment	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	



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Event Description	WHEN (Time after EQ)	ACTIVITY (WHAT INFO / ACTION)	AUTHORITY (WHO IS RESPONSIBLE)	MEDIUM (HOW TO NOTIFY)	TARGET (TO WHOM)	
Safe to Return	Several hours later	Confirmation of Last Tsunami Wave	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	
	As appropriate	Issue All Clear and safe return of the people	Director DMD / Executive Director DMC	Phone, VHF radio, sms	Key stakeholders (TRCS Police, TPDF, Medical Services, local community etc)	



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THANK YOU

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