

## **EMERGENCY PLAN FOR PEOPLE TRAVELLING TO BETWEEN TANZANIA AND NORWAY AS A PART OF THE NOTA-PROJECT**

### **1. Aim of the plan**

The aim of this plan is to make foreign travel safer for people involved in the NOTA-project, and to reduce the risk of serious and undesirable episodes occurring. It does also describe responsibilities and procedures for preparation and for crisis management.

If a critical situation should arise, rapid response is required both from the persons involved and from the NOTA-management. It is therefore essential that the persons travelling and the NOTA-management know the planned procedures. The plan also clarifies how the responsibilities are divided.

### **2. Validity of the plan**

This plan is valid for all persons travelling as a part of the NOTA-project, with the exception of the FK-participants for whom a particular emergency plan is made. On student exchanges the guidelines of UiS must be followed.

The plan is valid both for persons travelling from North to South, and persons travelling from South to North.

### **3. Preparation**

#### **a. Responsibilities of travellers**

- i. To hand in the travel information forms to their respective institutions. See appendix 2, 3, 4 and 5.
- ii. To know whom the tour leader is.
- iii. To make sure that they have a valid travel insurance and that they carry their insurance card.
- iv. Make sure that their next of kin have telephone numbers and contact details for the relevant hotels and institutions in the host country.
- v. To make sure that they have all necessary vaccinations.
- vi. To stay informed of the local situation and environment.

#### **b. Responsibilities of the tour leader**

- i. Make a judgement of the safety of the travel.
- ii. Give a copy of the emergency plan to the travellers and go through it if they are not already familiar with it
- iii. Give the travellers information and general guidance on the local situation and environment, and on personal safety.
- iv. In advance give the travellers the telephone numbers and contact details for the relevant hotels and institutions in Tanzania.
- v. For Norwegian students the relevant forms from UiS should be filled out.
- vi. Know the contact information for local police and hospitals.

#### **c. Responsibility of the NOTA-management in the country of which the travellers are travelling from**

- i. Make a judgment of the safety of the travel.
- ii. Appoint a tour leader.

- iii. Hand in a list of the travellers as well as their travel routes and hotels to the administration at the local institution (Stavanger School of Culture/UiS/BCA.).
- d. Responsibility of the institution the travellers are travelling from (SSC/UiS/BCA):
  - i. Keep the travel information forms during the period of travel.
  - ii. Keep the list of the travellers as well as their travel routes and hotels (handed in by the NOTA-management).
  - iii. Be the instance that the next of kin will contact in case of emergency.

#### **4. During travelling**

- a. Responsibilities of the persons travelling
  - i. Follow the advice from the tour leader and from the local institutions.
  - ii. Behave responsible to reduce the risk of ending up in dangerous situation.  
Hereunder:
    - Show respect for the local customs and dress codes.
    - Respect others property.
    - Do not enter areas that are known to be unsafe and/or have a high occurrence of crime. Take extra care at night time.
    - Do not carry valuables and cash unnecessarily.
    - Avoid dangerous means of transport.
- b. Responsibility of the tour leader
  - i. Be available for contact on mobile phone.
  - ii. Make sure that the travellers are informed about their programme.
  - iii. Make sure that the travellers are informed about their responsibilities.
  - iv. Be the contact link to the institution the travellers are travelling from.

#### **5. In case of crisis/emergency**

- a. Responsibility of the travellers
  - i. Inform the tour leader as soon as possible of the situation.
  - ii. Follow the advice and instructions from the tour leader.
  - iii. If the tour leader is not available, seek medical help and/or contact the local police if necessary.
- b. Responsibility of the tour leader
  - i. To be the one in charge of the situation and procedures.
  - ii. Contact the local emergency services, hospital and/or police if necessary.
  - iii. To contact and inform the institutions they are travelling from.
  - iv. In case of evacuation, natural disasters or war to contact the embassy and follow their procedures.
- c. Responsibility of the local institution:
  - i. Make their means of communication available to the tour leader and the travellers.
  - ii. Aid in contacting emergency services, hospital, police, crisis psychiatrist and/or vicars/imams.
- d. Responsibility of the institution the travellers are travelling from (Stavanger School of Culture/BCA)
  - i. If necessary contact the police, crisis psychiatrist and/or vicars/imams.
  - ii. Stavanger School of Culture must consider contacting the Stavanger Municipality crisis team, and the University of Stavanger must consider contacting the UiS crisis team.

**Appendices:**

1. Useful addresses and telephone numbers
  2. Travel Information Form for People From Bagamoyo College of Arts Travelling as a Part of the Nota-Project.
  3. Information form for employees in Stavanger Municipality on foreign travel
  4. Work Related Travels: Travel Information, the University of Stavanger
  5. Information form for UiS-students on foreign visits
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## **APPENDIX 1: USEFUL ADDRESSES AND TELEPHONE NUMBERS**

### **NORWAY:**

#### Institutions:

**Stavanger School of Culture**  
Bjergsted  
4007 Stavanger  
NORWAY

Tel: (+47) 51508840  
Fax: (+47) 51508843  
E-mail: [stavanger@kulturskolen.no](mailto:stavanger@kulturskolen.no)

#### **University of Stavanger**

Institute of Music and Dance  
Bjergsted  
4007 Stavanger  
NORWAY

Tel: (+47) 51834000  
Fax: (+47) 51834050

#### Contact person 1 (NOTA + Stavanger School of Culture):

**Hanne Hjertenes Mæland** (Project Manager)  
Mob: (+47) 90097205  
E-mail: [hanne@nota-project.org](mailto:hanne@nota-project.org),  
[hanne.maeland@stavanger.kommune.no](mailto:hanne.maeland@stavanger.kommune.no)

#### Contact person 2 (NOTA):

**Egil Ovesen** (Assistant Project Manager)  
Mob: (+47) 41508548  
E-mail: [egil@nota-project.org](mailto:egil@nota-project.org)

#### Contact person 3 (University of Stavanger, Institute of Music and Dance):

**Dag Jostein Nordaker** (Chairman Norwegian NOTA-Board)  
Mob: (+47) 91703845  
E-mail: [dagjostein.nordaker@uis.no](mailto:dagjostein.nordaker@uis.no)

#### Emergency numbers:

**Fire:** 110  
**Police:** 112  
**Medical/Ambulance:** 113

#### Doctors:

**Legevakten Stavanger**  
Armauer Hansens vei 30  
4011 Stavanger  
NORWAY

Tel: (+47) 51510202

#### Hospital:

**Stavanger Universitetssjukehus**  
Visiting address:  
Armauer Hansens vei 20  
4011 Stavanger

Postal address:  
Helse Stavanger HF  
Postboks 8100  
4068 Stavanger  
NORWAY

Tel: 05151  
Tel from abroad (+47) 51518000 (press 1 for English version)  
Fax (+47) 51519912  
E-mail: [post@sus.no](mailto:post@sus.no)

#### Police:

**Rogaland Politidistrikt**  
Visiting address:  
Lagårdveien 6  
4006 Stavanger

Postal address:  
Postboks 240  
4011 Stavanger  
NORWAY

Tel: 02800, (+47) 51899000  
Tel from abroad: (+47) 51899000  
Fax: (+47) 51899100  
E-mail: [post.rogaland@politiet.no](mailto:post.rogaland@politiet.no)

#### Crisis team:

**Stavanger Municipality crisis team:** connected to Stavanger legevakt, tel (+47) 51510202  
University of Stavanger

#### Tanzanian Embassy:

**Tanzania Embassy in Sweden**  
Oxtorgsgatan 2-4  
PO Box 7255  
103 89 Stockholm  
SWEEDEN

Tel: (+46) 8 244 870  
Fax: (+46) 8 109 815

**TANZANIA:**

Institution:

**Bagamoyo College of Arts**  
PO Box 32  
Bagamoyo  
TANZANIA

Tel: (+255) 23 244 0032  
Fax: (+255) 23 244 0149

Contact person 1 (NOTA/BCA):

**Filemon Mwakalindile** (NOTA Coordinator)  
Mob: (+255) 784 554629  
E-mail: [filemon@nota-project.org](mailto:filemon@nota-project.org),  
[bcamwakalindile@hotmail.com](mailto:bcamwakalindile@hotmail.com)

Contact person 2: (BCA)

**Juma Bakari** (Principal BCA)  
Mob: (+255) 754 317016  
E-mail: [jabakari@yahoo.com](mailto:jabakari@yahoo.com),  
[j.bakari@sanaabagamoyo.com](mailto:j.bakari@sanaabagamoyo.com)

Emergency numbers:

Tel: 112  
Tel: 999

Police in Bagamoyo:

Tel: (+255) 23 2440046

Hospitals in Dar es Salaam:

**IST Medical Scheme Clinic**

Just off Haile Selassie Road past the Chole Road intersection, behind the International School of Tangyanika, Msasani Peninsula

Tel: (+255) 22 260 1307, (+255) 22 260 1308  
Emergency: (+255) 754 783393

**Aga Khan Hospital**

Corner of Ocean Road Sea View Road

Tel: (+255) 22 211 5151  
Mob: (+255) 748 550100

Aga Khan also has a smaller clinic at Slipway

**Premier Care Clinic Limited**

259 Ali Hassan Mwinyi Road  
Namanga  
Kinondoni  
PO Box 220  
Dar es Salaam

Tel: (+255) 22 266 8385  
Mob: (+255) 748 254642

Hospitals in Bagamoyo:

**ADEM Hospital** by the Catholic Mission

**Bagamoyo District Government Hospital**

Tel: (+255) 23 2440008

Norwegian Embassy:

**The Royal Norwegian Embassy**

Mirambo Street  
PO Box 2646  
Dar es Salaam  
TANZANIA

Tel: (+255) 22 2113366  
Emergency: (+255) 754 769813 (Out of Office Hours)  
Fax: (+255) 22 211 6564  
E-mail: [emb.daressalaam@mfa.no](mailto:emb.daressalaam@mfa.no)

## **APPENDIX 2: TRAVEL INFORMATION FORM FOR PEOPLE FROM BAGAMOYO COLLEGE OF ARTS TRAVELLING AS A PART OF THE NOTA-PROJECT**

This form must be filled out before departure and handed in to the administration at BCA. The form will be used to be able to give the best possible aid in any possible situation of crisis. It will be filed at BCA, and destroyed at the end of the travel. It is also advisable for the travellers to leave a copy with their families.

### **Personal information:**

First name:	Passport number:
Middle name:	Mobile number or other Tanzanian phone number:
Last name:	E-mail:

### **Contact information for next of kin in Tanzania:**

Name:		Relation:
Address:		Town/City:
Mobile phone number:	Telephone number home:	Telephone number work:
E-mail:		

### **Destination:**

Date of departure:	Date of return:
Mode of travel (plane, bus, taxi, train etc):	
Travel route:	
Aim (meeting, workshop, exchange etc):	
The meeting/visit will be hosted by the following institution:	
Address of the institution:	
Contact person and local mobile number and/or other telephone number abroad:	

If necessary use the next page to fill in more information.

### **Accommodation and telephone numbers abroad:**

Accommodation from (date):	Accommodation to (date):
Detailed name and address of place of accommodation:	
Town/City & Postal Code :	Country:
Telephone number to place of accommodation:	
Names and mobile phone numbers to travelling companions:	

Any remarks:		Number of extra pages/attachments:
Date:	Signature:	

**Destination:**

Date of departure:	Date of return:
Mode of travel (plane, bus, taxi, train etc):	
Travel route:	
Aim (meeting, workshop, exchange etc):	
The meeting/visit will be hosted by the following institution:	
Address of the institution:	
Contact person and local mobile number and/or other telephone number abroad:	

**Accommodation and telephone numbers abroad:**

Accommodation from (date):	Accommodation to (date):
Detailed name and address of place of accommodation:	
Town/City & Postal Code :	Country:
Telephone number to place of accommodation:	
Names and mobile phone numbers to travelling companions:	

**Destination:**

Date of departure:	Date of return:
Mode of travel (plane, bus, taxi, train etc):	
Travel route:	
Aim (meeting, workshop, exchange etc):	
The meeting/visit will be hosted by the following institution:	
Address of the institution:	
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**Accommodation and telephone numbers abroad:**

Accommodation from (date):	Accommodation to (date):
Detailed name and address of place of accommodation:	
Town/City & Postal Code :	Country:
Telephone number to place of accommodation:	
Names and mobile phone numbers to travelling companions:	