

Central Karoo District Municipality Disaster

Inclusive of (Beaufort West, Prince Albert, Laningsburg and surrounding areas)

Management Plan

DRAFT

1. REVIEW AND ACCEPTANCE:

Compiled by	Reviewed and accepted by	Approved by	Noted and accepted by
Head of Centre: Disaster Management	Director: Corporate Services	Municipal Manager	On behalf of the Central Karoo District Municipality Disaster Management Advisory Forum
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:

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ABBREVIATIONS AND ACRONYMS USED IN THE DISASTER MANAGEMENT PLAN

CKDM	– Central Karoo District Municipality
DOC	– Disaster Operations Centre (of the CKDM DMC)
DMC	– Disaster Management Centre
DRMP	– Disaster Risk Management Plan
EMS	– Emergency Medical Services (PG: WC) – also known as METRO-EMS
F&RS	– Fire and Rescue Service
FCP	– Forward Command Post (at Incident Site)
GIS	– Geographical Information System
GPS	– Global Positioning System

HRAVA - Hazard, Risk and Vulnerability Assessment
IMT – Incident Management Team (On-site)
JOC – Joint Operations Centre (usually located off-site)
NGO – Non-Governmental Organization
NIA – National Intelligence Agency
WC: PDMC – Western Cape: Provincial Disaster Management Centre
PG: WC – Provincial Government of the Western Cape
ProvJOC – Safety & Security Joint Operations Committee at Provincial level
RVP – Rendezvous Point
SANDF – South African National Defense Force
SAPS – South African Police Service
SCP – Service Command Post (at the Incident Site)
SOP – Standard Operating Procedure
VOC – Venue Operations Centre (located at a particular Venue site)
VSA – Vehicle Staging Area

DEFINITIONS/ GLOSSARY OF TERMS

ALERT - An "Alert" is an incident that currently does not affect the local or general population but has the potential to lead to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from the relevant specialist Agencies.

CAPACITY – The ability or the resource availability of one or more Services / Organizations to respond to any given Incident, Emergency or Disaster situation.

CONTROL AREA - The total area where the Incident has occurred within the outer perimeter, and includes the inner perimeter and danger zone, as well as all hazard occurrence, the triage and any other designated areas, as applicable.

CO-ORDINATION - The bringing together of organizations and elements to ensure effective emergency / disaster management response and is primarily concerned with the systematic acquisition and application of resources (organization, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency or disaster. Co-ordination relates primarily to resources, and operates vertically, within an organization as a function of the authority to command; and horizontally, across organizations, as a function of the authority to control – refer also to the **UNIFIED COMMAND** definition.

CROWD BARRIER – Temporary or permanent structure/s that prPVAs access to demarcated areas as identified by the risk assessment.

DANGER ZONE (HOT ZONE) – The cordoned off area immediately around the incident site where emergency operations take place.

DISASTER – A progressive or sudden, widespread, or localized, natural phenomena or human-caused occurrence which –

(a) causes or threatens to cause -

- (i) death, injury or disease;
- (ii) damage to property, infrastructure or the environment; or
- (iii) disruption of a community; and

(b) is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources.

DISASTER MITIGATION - Disaster mitigation refers to structural and non-structural measures that are undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards on vulnerable areas, communities, and households. These efforts can target the hazard or threat itself (for example, the positioning of firebreaks on the urban/wildland interface). This is often referred to as 'structural mitigation' since it requires infrastructure or engineering measures to keep the hazard away from those at risk. Disaster mitigation efforts can also target people who are at risk, by reducing their vulnerability to a specific threat (for instance, promoting community responsibility for controlling fire risk in an informal settlement). This is often called 'non-structural mitigation', as it promotes risk-avoidance behaviors and attitudes.

DISASTER OPERATIONS CENTRE (DOC) – Is a fully equipped dedicated facility within the Municipal, Provincial or National Disaster (Risk) Management Centre. Such a facility must be capable of accommodating any combination of emergency and essential services representatives, including all relevant role players and stakeholders identified in response and recovery plans for the purpose of multidisciplinary strategic management of response and recovery operations, when a local, provincial, or national disaster occurs or is threatening to occur. This facility will also be linked to all other established safety & security centres.

DISASTER RECOVERY - Disaster recovery (including rehabilitation and reconstruction) focuses on the decisions and actions taken after a disaster to restore lives and livelihoods, services, infrastructure, and the natural environment. In addition, by developing and applying risk

reduction measures at the same time, the likelihood of a repeated disaster PVA is reduced.

Disaster recovery includes:

- * Rehabilitation of the affected areas, communities, and households
- * Reconstruction of damaged and destroyed infrastructure
- * Recovery of losses sustained during the disaster PVA, combined with the development of increased resistance to future similar occurrences.

DISASTER RISK– The measure of potential harm from a hazard or threat. Risk is usually associated with the human inability to cope with a particular situation. In terms of disaster management, it can be defined as the probability of harmful consequences, or expected losses death, injury, damage to property and the environment, jobs, disruption of economic activity or social systems. Hazards will affect communities differently in terms of ability and resources with which to cope. Poorer communities will be more at risk than others.

DISASTER RISK ASSESSMENT - Assessment of the threat posed by any identified hazard with a disaster potential.

DISASTER MANAGEMENT - means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at – (a) Reducing the risk of disasters; (b) mitigating the severity or consequences of disasters, (c) emergency preparedness, (d) a rapid and effective response to disasters, and (e) post-disaster recovery and rehabilitation.

DISASTER MANAGEMENT CENTRE – A Centre specializing in Disaster (Risk) Management established in a Municipality, Province or at National level in terms of the Disaster Management Act, No. 57 of 2002.

DISASTER MANAGEMENT PLAN – A document describing the organizational structure, its roles and responsibilities and concept of operation covering all aspects of the Disaster Management Continuum and placing an emphasis on measures that reduce vulnerability, viz. hazard identification, risk and vulnerability assessment, risk reduction and mitigation, planning and preparedness, emergency response, relief and recovery efforts.

DISASTER RISK REDUCTION - Disaster risk reduction can be seen as the systematic development and application of policies, strategies and practices to minimize vulnerabilities and disaster risks throughout a society to prPVA and limit negative impacts of hazards, within the broad context of sustainable development. In South Africa, disaster risk reduction is an integral and important part of disaster management.

EMERGENCY EXIT – Structural means whereby a safe route is provided for people to travel from any point in a building or structure to a place of safety without assistance.

EMERGENCY/CONTINGENCY RESPONSE PLAN – The section of a Disaster Management Plan developed to deal specifically with the organizational structure, its roles and responsibilities, concept of operation, means and principles for intervention during an incident or emergency occurring at a specific venue or PVA.

EMERGENCY PROCEDURES – A set of documents describing the detailed actions to be taken by response personnel during an emergency.

EVACUATION – The controlled, rapid and directed withdrawal of a population, during an emergency, from a place of danger to a place of safety in order to avoid acute exposure to any Incident.

EVACUATION CONTROL PROCEDURES – The plans made by the various Services to outline their duties and to ensure the orderly movement of people during the evacuation period.

EVACUEES, SPONTANEOUS – Persons who might leave an area in periods of intense crisis in response to a real or feared threat, whether they are advised to do so.

EXERCISE – An evaluation of major portions of emergency response capabilities. An exercise tests the integrated capability of the emergency response organization, to identify weaknesses that could affect the response to an actual emergency.

FINAL EXIT - Termination of an escape route from a venue or structure giving direct access to a place of safety such as a street, passageway, walkway or open space and positioned to ensure that people can disperse safely from the vicinity of the building or structure and from the effects of a hazard.

FORWARD COMMAND POST (FCP) or INCIDENT COMMAND POST (ICP) – This is the single point of **joint command** for all on-site operations during the response phase of an emergency incident and it will be located at an appropriate location at or near the scene of the emergency, normally within the **INNER PERIMETER / RESTRICTED ZONE**. Incident Commanders / Managers from key response agencies as the Incident Management Team, will jointly operate under **UNIFIED COMMAND** to co-ordinate incident operations. The FCP may also be referred to as the **ON-SITE JOINT OPERATIONS CENTRE (ON-SITE JOC)**.

HAZARD – A dangerous phenomenon, substance, human activity, or condition. It may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

HAZARD AREA - Area(s) designated by the Disaster Management services, or locally through a hazard risk and vulnerability analysis, which are relatively more likely to experience the direct effects of natural or man-made disasters.

HAZARD MITIGATION – All methods and measures employed during the response phase to eliminate or make less severe / reduce the effects of a major disaster or emergency, or proactive risk reduction initiatives – refer also to the **DISASTER MITIGATION** and **MITIGATION** definition.

HAZARDOUS MATERIAL – Any substance or material in a quantity or form which may be harmful or injurious to humans, animals, economical crops, or property when released into the environment. There are 4 traditional classes - chemical, biological, radiological and explosive (CBRE).

HELIPORT - A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of helicopters.

HOT ZONE - refer to **DANGER ZONE**.

INCIDENT - An emergency which impacts upon a localized community or geographical area, but not requiring the co-ordination and significant multi-agency emergency management activities at a District or State level.

INCIDENT COMMAND POST (ICP) – refer to the **FORWARD COMMAND POST (FCP)** or **ON-SITE JOC** definitions.

INCIDENT COMMANDER – the most senior staff member present of a responding Discipline who will manage that Discipline's tactical and operational deployment according to the parameters and specialization of that Discipline. He / she will liaise with all other Disciplines on scene through the On-site Incident Management Team so that Unified Command can be achieved. If necessary, the Discipline with the most active role in combating the hazard will assume the role of the Leading Discipline(s).

INCIDENT MANAGEMENT TEAM (IMT) – the On-scene Team convened at any Incident site established to ensure that the Unified Command approach is achieved as envisaged by the Multi-disciplinary Incident Management Plan (MIMP).

INFRASTRUCTURE – Planned and organized system that is incorporated within everyday management activities, to ensure an acceptable level of emergency incident preparedness.

INNER PERIMETER (RESTRICTED ZONE) – A cordoned off area around the DANGER ZONE where restricted access is allowed. Only authorized persons will be allowed in this area.

JOINT MEDIA CENTRE – A Centre established to receive firsthand and updated information on the situation with input from all the stakeholders and to co-ordinate all liaison with the media.

JOINT OPERATIONS CENTRE (JOC) – A fully equipped, dedicated facility which is pro-actively established to enable all relevant role-players / disciplines to jointly manage all safety & security-related aspects of any planned PVA or for Major Incident which has occurred or is threatening to occur, especially in the response and recovery operations phase, at the STRATEGIC and / or TACTICAL LEVEL, using the **UNIFIED COMMAND** system. This facility will also be linked to all other established safety & security centres (see also **DOC** and **VOC** definitions).

JOINT OPERATIONAL COMMITTEE (JOCOM)

MAJOR INCIDENT - An emergency which impacts upon a localized community or geographical area requiring the co-ordination and significant multi-agency emergency management activities at a District or State level (see also the **EMERGENCY** and **DISASTER** definitions).

MITIGATION (refer also to DISASTER MITIGATION) - Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

NATURAL PHENOMENA - Natural phenomena are extreme weather, water or geological (earth) processes that do not pose a threat to people or properties. When they occur in a deserted place, they are merely natural phenomena and nothing else. However, once they affect human beings, due to location or poor planning by the human beings, they are a potential hazard and could become a disaster.

OCCUPANT CAPACITY – Maximum number of people who can be safely accommodated at a venue.

ON-SITE JOINT OPERATIONS CENTRE (ON-SITE JOC) - This is the single point of **joint command** for all on-site operations during the response phase of an emergency incident and it will be located at an appropriate location at or near the scene of the emergency, normally within

the **INNER PERIMETER / RESTRICTED ZONE**. Incident Commanders / Managers from key response agencies will jointly operate under **UNIFIED COMMAND** to co-ordinate incident operations – this function was previously referred to as the **FORWARD COMMAND POST (FCP)** or the **INCIDENT COMMAND POST (ICP)**.

PLACE OF SAFETY – Place away / outside of danger.

PREPAREDNESS -The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prPVA, protect against, respond to, and recover from incidents. Preparedness contributes to **disaster risk reduction** through measures taken in advance to ensure effective response to the impact of hazards, including timely and effective early warnings and the temporary evacuation of people and property from threatened locations. Preparedness enables organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilize, organize, and provide relief measures to deal with an impending or current disaster, or the effects of a disaster. Preparedness differs from prPVAion and mitigation, as it focuses on activities and measures taken in advance of a specific threat or disaster.

PROTECTION - Actions to mitigate the overall risk to critical infrastructure people, assets, systems, networks and functions and their interconnecting links, from exposure, injury, destruction, incapacitation or exploitation.

RESILIENCY - The capability of people, assets and systems to maintain functions during a disaster and to expeditiously recover and reconstitute essential services after the PVA.

RESPONSE (DISASTER RESPONSE) – The implementation of measures that are necessary to protect against a hazard. Disaster response refers to the provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term or protracted duration.

RISK (or DISASTER RISK) – The measure of potential harm from a hazard or threat. Risk is usually associated with the human inability to cope with a particular situation. In terms of disaster management, it can be defined as the probability of harmful consequences, or expected losses death, injury, damage to property and the environment, jobs, disruption of economic activity or social systems. Hazards will affect communities differently in terms of ability and resources with which to cope. Poorer communities will be more at risk than others.

RISK ANALYSIS - The systematic use of information to identify risk sources and to estimated

risk.

RISK ASSESSMENT - Assessment of the threat posed by any identified hazard

SAFETY - The state of being safe, free from danger or risks and the prevention of physical harm.

SAFE ZONE – refer to **OUTER PERIMETER**.

SERVICE COMMAND POST (SCP) – A special facility established on site to exercise operational command of a specific Emergency or other Service responding to an Incident Situation. It will liaise with its own Service's Tactical Management Centre, as well as the FCP / On-site JOC to ensure service integration, co-ordination and communication for response and relief activities (also refer to **UNIFIED COMMAND**).

STANDARD OPERATING PROCEDURES (SOP's) - A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standard procedure without loss of effectiveness.

THREAT - The intention and capability of an adversary (i.e. people and nature) to undertake actions that would be detrimental to critical infrastructures – refer also to the **HAZARD** definition.

TRAFFIC CONTROL POINTS – Places along access or egress routes to / from the Incident Site and primarily used by emergency vehicles and / or places along evacuation routes that are manned by law enforcement officials to direct and control to and from the area being evacuated

TRIAGE – Means the medical sorting of casualties into treatment priority.

UNIFIED COMMAND - The system of managing the Incident on site so that joint decision-making and co-ordination is established between the responding Services / Organizations, while retaining that Services' / Organizations' internal command structure.

VENUE OPERATIONS CENTRE (VOC) – The designated structure equipped with the necessary facilities, located in a suitable position at a particular Venue and established pro-actively to enable all relevant role-players / disciplines to jointly manage all safety & security-related aspects event using the **UNIFIED COMMAND** system

VULNERABILITY – The degree to which people, property, the environment or social and economic activity - in short, all elements-at-risk - are susceptible to injury, loss of life, damage, disruption, exploitation or incapacitation by all hazards.

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CHAPTER 1

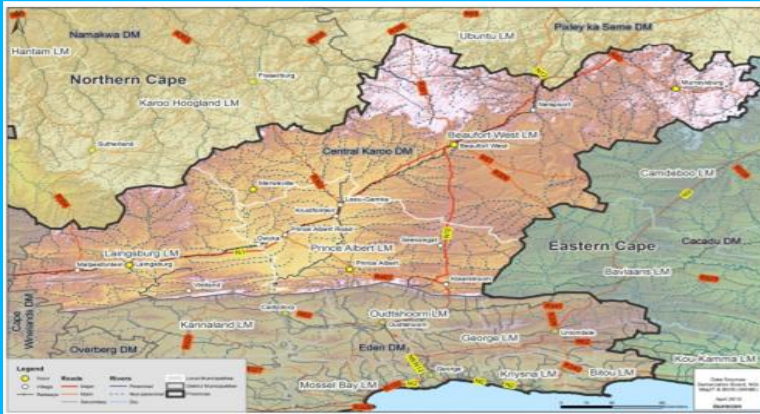
1.1 INTRODUCTION

Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society. By their nature, or magnitude these require a coordinated response several role players, both governmental and private, under the direction of the appropriate elected officials they are as distinct from routine operations carried out by role players as normal day to day procedures, e.g., firefighting, Safety and Security and emergency services.

1.2 OVERVIEW OF CENTRAL KAROO

The Central Karoo District Municipality (CKDM) is one of the five districts situated within the Western Cape Province. It borders the Eastern Cape and the Northern Cape. The Central Karoo District is made up of three local municipalities – Beaufort West, Prince Albert, and Laingsburg. The DMA of Murraysburg is also part of the CKDM. Although the CKDM is geographically the largest district in the Western Cape it is the least populated in the province with a population density of 1.6 people per km². This means that distances between settlements within the district are vast. Laingsburg is about 200 kilometres from Beaufort West, while Prince Albert is 170 kilometres from Beaufort West.

Agricultural activities other than sheep farming can only be sustained in the semi-arid area south of the district. The region is one of the drier, less horticultural areas of the Western Cape and relies heavily on extensive agriculture and agro processing as the main economic activity. Consequently, Report number 7515 3 May 2013 Page 18 30% of the employed population works in the agricultural sector; 18% in community, social and personal services; and 15% in wholesale and retail trade. The region has seen immense out migration given limited opportunities to earn a living which leads to town in the district becoming stagnant or declining.



CKDM towns per local municipality

- **Beaufort West Local Municipality:** Beaufort West; Die Laning; Essopville; Hillside; Hospital Hill; Merweville; Nelspoort; New Town; Newlands; Nieuveld Park; Prince Valley; Rustdene; and Sidesavrwa
- **Laingsburg Local Municipality:** Bergsig; Goldnerville; Vleiland, Laingsburg, 250 farms and Matjiesfontein.
- **Prince Albert Local Municipality:** Prince Albert, Leeu Gamka, Klarstroom, Welgemoed, Seekoeigat and Prince Albert Road.

The N1 national road, which is part of the SANRAL network, runs through the CKDM. This vital link bisects South Africa on a northeast-southwest axis, providing access to and between Limpopo Province, Gauteng, the Free State and the Western Cape. Within the Central Karoo District, it links the towns of Beaufort West, Leeu Gamka, Laingsburg and Matjiesfontein.

1.3 PURPOSE

The CKDM Strategic Disaster Management Plan aims to follow **AN INTEGRATED ALL-HAZARDS APPROACH, AT THE STRATEGIC (HIGH) LEVEL, to the preparedness for, and response to, identified hazards which may have disaster-risk implications. emergency/Contingency plans which are not yet in place, must be developed to address the major risks as identified in the Risk Assessment.**

The objective of this document is to define and describe the essential elements and procedures **at the strategic level** and mitigating major incidents or disasters (covering a wide range of hazards and threats, including natural and man-made disasters, service disruptions,

domestic terrorist attacks, and other emergencies) and to ensure a rapid and effective response in case of a major incident or disaster occurrence, that will:

- Save lives;
- Reduce risk exposure;
- Reduce suffering;
- Protect property;
- Protect the environment;
- Reduce economic and social losses; and
- Provide for the safety and health of all responders.

1.4 LEGISLATIVE MANDATE

The following legislation impacts on the integrated Disaster Management planning effort and will provide the basis for operation by the relevant role-players, whether they are the Lead or Supporting Disciplines:

- Disaster Management Act, 57 of 2002;
- Fire Brigade Services Act, 99 of 1987;
- National Veld and Forest Act, 101 of 1998;
- A Police Service Act, 68 of 1995;
- National Health Act, 61 of 2003;
- Local Government: Municipal Systems Act, 32 of 2000;
- Road Traffic Act, 93 of 1996;
- Road Traffic Laws Reconciliation Act, 47 of 1998;
- Safety at Sports and Recreational PVAs Act. of 2009;
- Occupational Health and Safety Act, 85 of 1993;
- SANS 10366:2006 – Health and Safety at PVAs – General Requirements;
- SANS 10400:1990 – Application of the National Building Regulations; and
- General Notice No. 28437 – Manual: Joint Management of Incidents involving Chemical or Biological Agents or Radio-Active Materials, 3 Feb. 2006 (Dept. of Provincial and Local Government).

1.5 LINKAGE WITH THE INTEGRATED DEVELOPMENT PLAN (IDP)

Disaster management, service delivery and development planning go hand in-hand. The Disaster Management Chapter accounts for the overarching status of risk reduction planning, institutional coordination, and the Disaster Management Plan. Aspects relating to disaster management in the IDP's Disaster Management Chapter should be a status quo of the

strategic & institutional process, where annual reviews of the IDP reflect on progress made against strategic objectives set in the 5-year IDP.

It should also serve as an integrative tool to ensure a multi-sectoral approach to disaster management, specifically risk reduction initiatives. The Disaster Management Plan also manages the consequences of disasters/incidents (preparedness and response plans; contingency plans), and it also contains the operational risk reduction project plans, SOPs and other annexures; Disaster Management planning is a collaborative process that involves all spheres of government on the political and administrative levels including all sectors of society, NGOs and CBO's, hence the slogan "Disaster Management is everybody's business";

The full Disaster Management plan will be an annexure to the IDP as opposed to being included within the IDP document. The challenge is for municipalities to facilitate and manage the process of participation, internally and externally, in municipal disaster management, in development planning, and on an on-going basis, ideally in line with the IDP cycle. The corporate Disaster Management and institutionalized coordination structures is the recommended approach to achieve this.

Within the CKDM there is a working relationship with Strategic Support services Directorate who is responsible for the compilation and implementation of the IDP. The HOC provides input when the need arises. The Western Cape Disaster Management Centre has a guiding document which guides the IDP process in terms of DM. See Annexure A.

CHAPTER 2

2.1 INSTITUTIONAL CAPACITY

2.1.1 OBJECTIVE

The Central Karoo District Municipality must establish and implement a policy framework for disaster management in the municipality aimed at ensuring an integrated and common approach to disaster management in its area.

Individual departments will be responsible for the compilation and maintenance of their own departmental disaster management plans. Departmental plans will be considered as integral parts of the corporate disaster management plan.

2.2 ORGANOGRAM



2.3 DISTRICT DISASTER MANAGEMENT ADVISORY FORUM

A disaster management advisory forum, in terms of Section 51 of the Act, is a consultative body in which a municipality and relevant disaster management role-players within the municipal area consult with one another and co-ordinate their actions on matters relating to disaster management in the municipality

In the event of a disaster, the nature of the event will determine which representatives of the Advisory Forum or other experts will be co-opted to participate in the management thereof. Under normal circumstances the Forum meets once per semester.

The District Municipality's Disaster Management Advisory Forum consist in terms of Section 51 of the Act, consist of the following:

a) INTERNAL TO THE DISTRICT MUNICIPALITY:

- Municipal Manager
- Executive Director: Financial and Strategic Support Services Executive Director: Technical Services
- Executive Director: Community Development and Planning Services
- Head: Disaster Management Centre
- Director: IDP, Performance and Risk Management
- Chief Fire Officer
- Any other departmental representatives as nominated by the Municipal Manager

b) EXTERNAL BODIES:

- Municipal Managers and/or Disaster Management Functionaries of the three (3) local municipalities in the district;
- Representatives from all national and provincial departments functioning in the district such as, but not limited to, the following:
 - Provincial Government: Western Cape Disaster Management Centre
 - Police Services, Western Cape Province
 - SA National Defense Force, Western Cape
 - Western Cape Emergency Medical Services
 - Department of Social Development
 - Department of Education
 - Department of Environmental Affairs and Development Planning
 - Department of Correctional Services
 - Department of Water and Sanitation

- o Department of Transport and Public Works Department of Community Safety (Provincial Traffic Department) Department of Health
- o Department of Agriculture
- o Department of Home Affairs
- o External Organizations (NGO's, CBO's and FBO's)

Other representatives or disaster management experts may be co-opted to participate in the normal proceedings of the Advisory Forum as the need arises. The Disaster Management Division will be responsible for rendering secretarial services during functional activities of the respective established disaster management structures.

DISASTER MANAGEMENT CENTRE (DMC)

In terms of Section 44 of the Act, amongst others, the Disaster Management Centre (DMC) must also specialize in issues concerning disasters and disaster management within the District Municipality. In this regard it must promote an integrated and coordinated approach to the function with special emphasis on prevention and mitigation.

FUNCTIONS AND POWERS

The Central Karoo District Municipality's Disaster Management Centre will, amongst others, act as a repository and conduit for information concerning disasters, impending disasters and disaster management in the municipal area.

It will also promote the recruitment, training and utilization of volunteers to participate in disaster management in the municipal area.

The Disaster Management Centre will perform its functions –

- (a) within the national, provincial and district disaster management frameworks;
 - (b) subject to the District IDP and other directions of the Council; and
 - (c) in accordance with the administrative instructions of the Municipal Manager.
- (d) The District Disaster Management Centre will liaise with and co-ordinate its activities with those of the Provincial Disaster Management Centre and the National Disaster Management Centre.
- (e) Irrespective of whether a local state of disaster has been declared or not, the Municipal Council is primarily responsible for the co-ordination and management of local disasters that occur in its area.

EXECUTIVE MAYOR

In the event of a local disaster the Executive Mayor, in consultation with his/her Executive Mayoral Committee, may by notice in the Provincial Gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the event or special circumstances warrant the declaration of a local state of disaster (Section 55 of the Act).

Responsibilities of the Executive Mayor in a disaster situation:

- Authorize unforeseen and unavoidable expenditure in terms of section 29 and 32 of the Municipal Finance Management Act, No. 56 of 2003 in consultation with the Municipal Manager;
- In terms of section 55 (2) the Executive Mayor and his/her Council may make by-laws to the extent that it is necessary to assist and protect the public as well as to combat and/or deal with the effects of the disaster;
- The Executive Mayor and his/her Council may terminate or extend a declared disaster by notice in the Provincial Gazette before the term of the declared disaster lapses (after three months);
- Notify next of kin in the event when a community member is injured, missing or killed;
- Initiate the establishment of a disaster relief fund in terms of Section 12 read with Section 7 of the Municipal Finance Management Act, No. 56 of 2003;
- Release media statements; and
- Report on the emergency impact and response to the Council or its committees responsible for the emergency area(s), as well as to the mayors of local- and district municipalities and councilors of the area.

MUNICIPAL MANAGER

During disasters, the Municipal Manager or his designate will be responsible to report, liaise and consult with the Executive Mayor and Mayoral Committee and external Provincial and National Government Departments. He/she will, furthermore, be responsible to:

Proactive Phase:

- Constitute the Advisory Forum
- Convene and chair quarterly Advisory Forum meetings or delegate to a responsible official; and

- Co-opt specialized role-players to the Advisory Forum.

Reactive Phase:

- When notified of a disaster or significant event by the Executive Director or delegate, the Municipal Manager will activate the disaster management centre and chair the Joint Operational Committee;
- Report on the emergency impact and response to the Executive Mayor;
- Notify next of kin in the event when a municipal employee is injured, missing or killed;
- Identify staff/persons/organizations to receive recognition for contributions to emergency response;
- Forward media statements to the Executive Mayor for release;
- When notified of a disaster or significant event by the Executive Director or delegate, the Municipal Manager will, activate the disaster response plan;
- The Municipal Manager must ensure that all departmental disaster management plans are included in the Integrated Development Plan of the Council; and
- He/she must also ensure that the employment and performance contracts of all newly appointed Section 57 employees should include disaster management responsibilities.

HEAD: DISASTER MANAGEMENT CENTRE

The Head: Disaster Management Centre is responsible for the strategy and management of the Disaster Management Centre, focusing especially on the planning and functioning throughout all the phases of the Disaster Management continuum. The Head: Disaster Management Centre is also responsible for the compilation and maintenance of the District's Disaster Management Policy Framework and the Disaster Management Plan. The Head of the Centre is responsible to consult consultation with the Executive Director: Corporate and Strategic Services who is primarily responsible for disaster management.

Proactive Phase:

- Establish and maintaining of the District's Disaster Management Centre
- Establish a District Disaster Management Advisory Forum
- Initiate and facilitate efforts to make funds available for disaster management in the municipal area;
- Assist municipal departments and municipal organs of state other than municipalities with the compilation of their disaster management plans;

- Obtain and record departmental disaster management plans;
- Co-ordinate the updating, maintenance and evaluation of departmental plans;
- To make provision in own departmental budget for significant events which requires immediate response and relief actions;
- The Head: Disaster Management Centre must ensure that the contents of this corporate planning framework are communicated to staff members at all levels within the department;
- Report on issues regarding the Corporate Planning Framework within the Annual Disaster Management Report which is to be submitted to the Provincial- and National disaster management centres as well as all municipal councils within the district;
- On instruction of the Municipal Manager, release media statements or general information on significant events and/or disasters in terms of Section 44 (1)(c);
- Recommend to the Municipal Manager or relevant Executive Director to enter into service delivery agreements with individuals, CBO'S and NGO'S with relation to relief actions during disasters and significant events.

Reactive Phase:

- When deemed necessary, make recommendations to the Municipal Manager for the declaration of a disaster by the Council of the District Municipality as defined in the Act;
- To initiate steps to deal with a significant event, which requires multi-disciplinary and multi-sectoral actions;
- Liaise with municipal, provincial and national officials within the district;
Recommend to the Municipal Manager request provincial and/or national assistance;
- Provide situational reports to all internal and external role-players on a regular basis;
- Co-ordinate disaster response and relief by individuals, CBO'S and NGO'S;
- Recommend to the Municipal Manager to request voluntary donations during a disaster or significant event;
- Make arrangements for the request for, receipt and administration of donations;
- Identification of available resources to be utilized for disaster management purposes;
- Authorize areas to be evacuated or re-entered;

- Identify and recommend persons/organizations to receive recognition for contributions to the emergency response;
- Establish and maintain the required telecommunications links; and
- Recommend to the Municipal Manager that Executive Directors should release departmental resources including personnel, equipment, or vehicles for utilization during disasters and significant events.

The Head of the Disaster Management Centre shall be responsible for the distribution of the updated disaster management plan in terms of Section 43 of the Act. The Head of the Centre will make recommendations to the Municipal Manager who will officially activate and announce the duration and termination of the disaster or significant event to all relevant parties. Special or extraordinary delegations will apply during such periods.

In the recovery and rehabilitation phase a project team under a line function can be convened to take responsibility for further activities that address the causal factors of the disaster/incident. This team will receive a brief from and report back to the Disaster Management Advisory Forum as well as senior management.

DIRECTOR: CORPORATE AND DIRECTOR SOCIO SERVICES

In terms of Section 52 of the Act compile a departmental disaster management plan in relation to the identified hazards and risk assessments applicable to the functional activities of the department. Such plans are to be submitted to the Disaster Management Centre.

The Director should ensure that his/her department/divisions pay particular attention to preventative, mitigating, response and recovery activities by the compilation of relevant contingency plans. The implementation of the plan will include the following:

- To make provision in own departmental budget for significant events which requires immediate response and relief actions, including impact assessments;
- Plan and ensure that risk reduction and disaster prevention/mitigation principles are adhered to in the recovery and redevelopment phases;
- Ensure that risk reduction and mitigation principles are applied in all developmental projects;
- In case of a disaster or significant event, the Executive Director or delegate shall notify the Municipal Manager who will activate the disaster response plan;
- The contents of this corporate planning framework must be communicated to staff members at all levels within the department; and
- Execute all other, tasks, duties or functions assigned by the Municipal Manager.

- The department should assign dedicated officials with extended delegated authority for the duration of the disaster or significant event to approve the acquisition of goods and services needed;
- Upon request of the Municipal Manager, release resources including personnel, equipment, or vehicles for utilisation during disasters and significant events. Personnel shall be deemed to be on official duty; and
- Execute all other, tasks, duties or functions assigned by the Municipal Manager.

DIRECTOR: FINANCE

In terms of Section 52 of the Act compile a departmental disaster management plan in relation to the identified hazards and risk assessments applicable to the functional activities of the department. Such plans to be submitted to the Disaster Management Centre.

The Director should ensure that his/her department/divisions pay particular attention to preventative, mitigating, response and recovery activities by the compilation of relevant contingency plans. The implementation of the plan will include the following:

- Compilation of re-active departmental procedures to ensure service continuation
- Plan for the continuation of operational activities during a disaster e.g., reserve personnel and resources;
- Facilitation emergency procurement
- Initiating and facilitating efforts to make funds available for proactive and reactive disaster management within the municipal area
- Management and administration of a disaster relief fund, if established;
- The department should assign dedicated officials with extended delegated authority for the duration of the disaster or significant event to approve the acquisition of goods and services to be used to redress the impact of the event;
- Upon request of the Municipal Manager, release resources including personnel, equipment or vehicles for utilisation during disasters and significant events. Personnel shall be deemed to be on official duty during such redeployment; and
- Ensuring that Council's administrative support services, including human resources management, are maintained under abnormal circumstances;
- Providing disaster related information to municipal employees and their families;

- Documenting and safeguarding of information for potential municipal insurance claims and legal actions;
- Documenting information for remuneration of municipal employees during disasters or significant events;
- Documenting potential occupational health and safety issues;
- Documenting information for potential municipal labour relations issues;
- The contents of this corporate planning framework must be communicated to staff members at all levels within the department; and
- Execute all other, tasks, duties or functions assigned by the Municipal Manager.

SENIOR MANAGER: TECHNICAL SERVICES

In terms of Section 52 of the Act compile a departmental disaster management plan in relation to the identified hazards and risk assessment applicable to the functional activities of the department. Such plans to be submitted to the Disaster Management Centre.

The Manager should ensure that his/her department/divisions pay particular attention to preventative, mitigating, response and recovery activities by the compilation of relevant contingency plans. The implementation of the plan will include the following:

- Compilation of pro-active departmental disaster management programmes to support risk reduction or elimination;
- Providing technical advice in preventing or reducing the effects of flooding;
- Confining and containing flood water where possible;
- Removal of debris from transportation routes and other sites as required;
- Rendering of emergency repairs to damaged road infrastructure;
- Identifying and prioritizing of essential services that may require restoration as a result of an emergency or a disaster;
- To make provision in own departmental budget for significant events which requires immediate response and relief actions;
- Plan for the continuation of operational activities during a disaster e.g. reserve personnel and resources;
- Upon request of the Municipal Manager, release resources including personnel, equipment or vehicles for utilization during disasters and significant events;
- The contents of this corporate plan must be communicated to staff members at all levels within the department;
- Execute all other tasks, duties or functions assigned by the Municipal Manager.

CHIEF FIRE OFFICER

The Chief Fire Officer must ensure that a Disaster Management Plan is compiled and maintained for the Fire Service with specific reference to:

- Compilation of pro-active departmental Disaster Management programmes to support disaster risk reduction and preparedness
- Compilation of disaster management plan to ensure service continuation during disaster situations
- Supplying resources for Disaster Management purposes as requested by the Joint Operations Committee.

MANAGER: MUNICIPAL HEALTH SERVICES

The Manager: Municipal Health Services must ensure that a Disaster Management Plan is compiled and maintained for the Municipal Health Services with specific reference to:

- Compilation of pro-active departmental Disaster Management programmes to support disaster risk reduction and preparedness
- Initiate steps to eliminate risks presented by communicable diseases;
- Isolate person(s) in order to decrease or eliminate risks presented by a communicable disease;
- Protect the health and safety of emergency responders;
- Identify persons/organizations to contribute to post-emergency reports/debriefings;
- Monitor large groups of people for contamination and/or health effects;
- Monitor the environment for contamination;
- Co-ordinate the immunization of large groups of people;
- Care for disrupted populations (may be general population or limited to vulnerable populations);
- Seize and dispose of food that poses a health hazard; and
- Monitor the environment (air, water, and ecosystem) for contamination.

COMMUNICATIONS

The communication must ensure that a Disaster Management Plan is compiled and maintained for the Communications Directorate with specific reference to:

- Compilation and distribution of press releases
- Updating of social media

- Communication of public safety messages
- Designing of risk-reducing public education and awareness materials
- Liaising with media representatives
- Arranging of media briefings.

DRAFT

CHAPTER 3

3.1 RISK ASSESSMENT

Disaster risk assessment is the first step in planning an effective disaster risk reduction programme. The risk assessment examines the likelihood and outcomes of expected disaster events. This includes investigating the related hazards and conditions of vulnerability that increase the chance of loss.

3.1.1 HAZARD, RISK & VULNERABILITY ASSESSMENTS (HRAVA) FOR THE CKDM

The indicative risk profile is dynamic and can change depending on many variables, e.g. crowd profile, weather conditions, time of day, traffic conditions, spectator behavior and the safety and security threat analysis. A Risk Assessment dated 31 May 2022 was compiled for the Central Karoo District Municipality. See attached Annexure B.

The following highest disaster risks were identified during a risk assessment process conducted throughout the Central Karoo District:

- Shale gas drilling, extraction and Uranium mining
- Veld Fire
- Drought
- Ground and Soil Pollution
- HAZMAT: Road and Rail
- Groundwater Pollution
- Soil erosion
- Deforestation
- Desertification
- Floods
- Disruption of Critical Services
- Structural Fires
- Road Incidents

The 2022 risk assessment is an informative document which provides for the methodology utilised to rate the risk as well as provide risk reduction initiatives.

CHAPTER 4

4.1 DISASTER RISK REDUCTION

The 2022 Risk Register outlines the lead organisations responsible for the hazard.

The main requirements for disaster risk reduction are:

- Hazard / threat identification and determining levels of disaster risk, vulnerabilities and capacity to cope / manageability, should the hazard occur;
- Promote implementation of appropriate and effective mitigation methodologies;
- Monitor, measure performance and evaluate development plans i.r.o. risk reduction initiatives;
- Promote formal and informal initiatives that encourage risk avoidance behavior;
- Ensure compliance with all relevant Safety and Security Statutory requirements.
- Reviewing current structural protection programmes;
- Increase the capacity of stakeholders / role-players to minimize the risk and impact of emergencies and disasters;
- Promote the requirements of the Municipal Disaster Management Plan; and
- Ensure community awareness of the 10177 and any other vital emergency numbers.

4.2 HAZARD AND DISASTER-RISK REDUCTION ACTIVITIES TO BE UNDERTAKEN

General disaster-risk reduction activities which are to be undertaken in Central Karoo and involving all role-players:

- Identification of Lead Disciplines and Supporting Disciplines for each identified hazard which has a level of disaster-risk;
- Risk-reduction methods incorporated into the integrated project planning activities by ALL ROLE-PLAYERS;
- Regular Project reviews i.r.o. of the validity of risk reduction initiatives;
- Staff training to include risk reduction and response requirements;
- Preparedness initiatives to include adequate capacity elements comprising of sufficient and trained staff, that there is an excess of minimum of the required standard of equipment available, that the sourcing of supplementary resources has been identified, contingency planning, etc.;

- The production of the necessary disaster- management plans and related Standard Operating Procedures (SOP's) by each Lead Discipline and Supporting Discipline for all identified hazards and support to the drafting of the specific Venue Safety & Security and DM Plan to ensure continuous communication, integration and co-ordination between all the Disciplines involved at each location;
- Regular exercising of crucial aspects of the various DRM and Safety & Security Plans and Procedures which have been developed;
- Regular inter-disciplinary strategic and tactical planning and communication to ensure overall preparedness and response readiness; and
- Awareness & preparedness i.r.o. disaster risks and their roles, both pro-actively and re-actively, of the surrounding communities.

4.3 EARLY WARNING SYSTEMS

The provision of timely and effective information through identified institutions that allows individuals exposed to a hazard to avoid or reduce their risk and prepare for effective response.

The municipality will communicate all types of early warnings to key members within the communities when the municipality receives the warnings from the South African Weather Service and District Municipality. The community ward leaders are then responsible to disseminate the information amongst other community members to inform them of the possible danger.

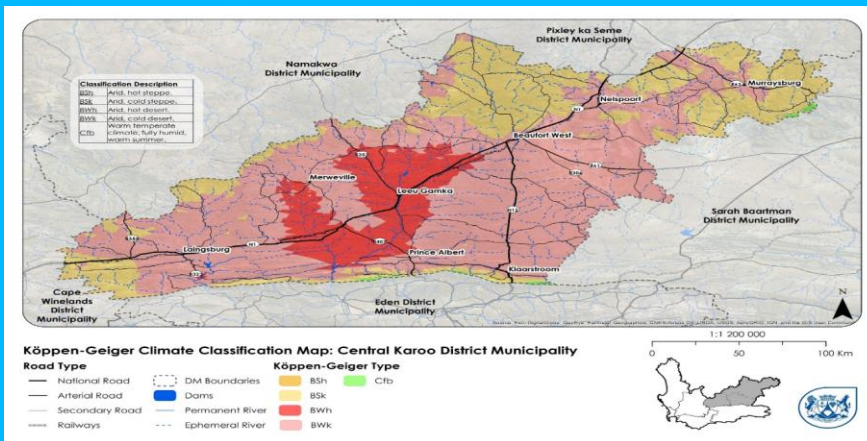
4.4 ADDRESSING THE VULNERABLE GROUPS (WOMEN, CHILDREN & PEOPLE WITH DISABILITIES)

Central Karoo District Municipality (CKDM) with the assistance of Provincial Department of Social Development will from time to time assist the vulnerable disaster households with food parcels, blankets, and clothing. See DSD attached as Annexure C.

The Central Karoo District does not however have a relief fund and therefore depend on the Provincial Department of Social Development and donations. The Central Karoo District offers emergency shelter at the Disaster Centre during a time of crisis. Even setting up as a Centre for temporary relief, the District then calls the greater community to assist in feeding the affected. See Annexure C (DSD Contingency Plan

4.5 CLIMATE AND CLIMATE CHANGE

The Central Karoo is a low rainfall desert region, located on South Africa's central high-plateau and in the rain shadow of the Cape Fold Mountains. It is classified as a cold desert climate (BWk) in terms of the Köppen climate classification, which is the most widely used climate classification systems in the world as can be seen from the map below.



Climate Classification

This means that a dry climate prevails, with generally low relative humidity. Rainfall generally falls predominantly from thunderstorms that occur in late summer (peaking in March), with the mountainous areas in the far northeast receiving the most rains. Summer days can be brutally hot, with day-time peaks occasionally reaching 40 degrees Celsius, although early summer mornings are often cool and pleasant. Winter days are mild and warm, with the nights and mornings being cold – often experiencing frost.

The semi desert conditions which prevail within the Central Karoo are a result of the harsh arid climate. The average annual rainfall for the district is 260 mm per annum. The highest rainfall occurs to the south with the Groot Swartberg Mountain range, on the north-eastern side of the municipality, which receives between 500 to 700 mm per annum. Despite this, approximately 75% of the remaining region receives less than 200 mm per annum.

Most of the rain falls during between November (late spring) and April (early autumn), peaking in the late summer months of February and March.

Climate change is expected to produce higher temperatures with lower rainfall in the medium to long term, with concurrent higher levels of evapo-transpiration. Wind velocities are also expected to increase. These conditions will result in a reduction in Karoo vegetation with a potential increase in fires. Additionally, agriculture is expected to be negatively impacted with a decline in productivity

and yield, resulting in a potential economic downturn in the region or the need to adopt far more drought-tolerant farming practices, plants species and approaches.

Commented [SM1]: How does district link to provincial Climate Change Strategy and who drives this agenda at district level.

CHAPTER 5

5.1 RESPONSE

Disaster response or disaster relief refers to the provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.

The province must ensure effective and appropriate disaster response which includes:

- Implementing a uniform approach to the dissemination of early warnings;
- Averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environments and government services; and
- Implementing immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur.

Disaster response is critical, especially in areas where disaster risk prevention measures are not adequate to avoid the occurrence of a disaster. Many response activities are of a generic nature; therefore the WC PRP can be used as a guideline. Further to this see paragraph 5.5.

Integrated and standardized disaster response by multiple agencies remains a challenge worldwide. This section aims to establish mechanisms to ensure integrated response efforts when significant events and/or disasters occur or are threatening to occur (See Section 4.3 and 4.4 of the NDMF). It provides a standardized multidisciplinary response framework to any major incident or disaster, irrespective of the hazard that is causing the emergency. It also encompasses the preparedness, response and relief actions to be taken before during and after any incident which may result in injuries, loss of life or property and damage to the environment.

The following actions are recommended in terms of CKDM response:

- To ensure that appropriate protective measures are taken in a timely manner it is necessary to identify:
 - The area(s) in which actions may be needed;
 - The actions to be planned; and
 - Those conditions under which specific actions should be considered.
- The intention is to facilitate multi-agency and multi-jurisdictional coordination in both proactive and reactive activities.

5.2 DISASTER OPERATION CENTRE (DOC)

In terms of Section 43 (1) the district municipality established a disaster management centre that is situated in Beaufort West. The district has standard operating procedures (SOP's) in place which address the activation and management of the centre as per Annexure D. This allows for timeous activations and effective management thereof.

The Central Karoo JOCOM is chaired by the Municipal Manager unless delegated to a responsible official at the CKDM and consists of stakeholders as determined by the HOC depending on the type of incident / disaster.

The Plan is continuously updated to ensure that it adheres to prevailing circumstances and needs.

5.3 DISASTER MANAGEMENT CENTRE STAFF RESPONSIBILITIES

The Head of Disaster Management Centre is responsible for the provision of an integrated and co-ordinated emergency response to a disaster or a possible threatening disaster within the Municipal area of jurisdiction, irrespective of whether a local state of disaster has been declared or not. He/She should ensure that all the necessary management structures must be activated so that efficient incident management can take place at the operational, tactical, and strategic levels, as contained in the CKDM Municipal Disaster Management Plan

The DMC, through the Disaster Operations Centre (DOC) and the stakeholders/representatives as mentioned in par 5.3 will support the Incident Commander at an established FCP / On-site JOC and / or the Commander of any VOC that has been established for a Venue, by providing strategic direction, alerting any additional role-players that may be of assistance, initiating the implementation of any contingency plans and procedures that may be applicable according to the prevailing circumstances and any other requirements relating to the specific Incident.

It is the responsibility of the Disaster Management staff who have been assigned duty at any multi-disciplinary incident response site or at the special VOC, to promote an integrated and co-ordinated approach to the management of the Incident, with special emphasis on mitigating the impact or consequences of the hazard by further loss of life, injury, trauma on individuals and the saving of community assets.

5.4. THE FORWARD COMMAND POST (FCP) / ON-SITE JOINT OPERATIONS (ON-SITE JOC)

Once a major Incident has occurred and for co-ordination and incident management to be effective, especially where an evacuation of the local area is imminent or if the threat is of such a nature that an evacuation will or must take place in the short-term, a fully manned FCP / On-site JOC) must be activated with representation of all responding disciplines and an Incident Management Team established under the leadership of the Incident Commander (chosen from the Lead Discipline on the scene) and a system of Unified Command needs to be followed. The FCP / On-site JOC will function from either a vehicle designed for the purpose or a suitable fixed structure on-site or near to the scene of the Incident, located in a safe area. Communication channels must be established with all relevant structures established to assist in the overall management of the Incident, i.e representation of these Disciplines at the tactical and strategic management levels = service control centres and any VOCs and JOCs which have jurisdiction over the area.

Standard Operating Procedures (SOPs), stipulating the individual responsibilities of the Disciplines which will have an input to any evacuation decisions, on-site of off-site, must be developed. These Disciplines are:

- Mun Fire Services
- SAPS
- Mun Traffic Services
- Prov. Traffic
- Disaster Management
- Agriculture Dept./Org.
- SANRAL
- Emergency Medical Services (EMS)
- Contracted Private Security Services
- Other Essential Services, as applicable - Electricity, Water & Sanitation, Roads & Stormwater, Solid Waste Management, Building Control; etc.
- Other Support Services involved, i.e., Trauma Services, Animal Protection Services, Venue Operators, Organizers, etc.

The **UNIFIED INCIDENT COMMAND SYSTEM** shall integrate risk management into the regular functions of the Role-players. Risk management provides a basis for the following:

- Standard evaluation of any emergency or disaster or the potential for such a situation;
- Strategic decision making;
- Operational planning;
- Tactical planning;
- Planning evaluation and revision; and
- Operational command and control.

5.5 DISASTER RESPONSE ACTIONS SUMMARY (RESPONSE AND RECOVERY STRATEGIES)

The following tables below are the Disaster Response actions summaries and strategies taken by different role players along with the Co-ordination of different Internal & external role players in an event of an incident/ Disaster.

DISASTER RESPONSE ACTIONS SUMMARY

1 DROUGHT

ACTIONS	Role-Players	OTHER ORGANISATIONS
Initial Report by role-players around the drought situation through the Drought Committee as part of the Advisory Forum.	Agri, Disaster Management, Municipalities; Social Development	Environmental health; Tourism. Others, as required.
Implementation of water restrictions by water delivering authority.	Municipal Town Engineer & Officials, Disaster Management, Environmental Health;	Taxpayers' associations
Financial and fodder support to famers.	Agri Western Cape, Farmers Associations, Disaster Management	Social Development;

Monitoring of situation by Drought Committee.	DWA, Prov-. and District Disaster Management.	Dept of Health; DEAT; Mun. Electricity, Water & Sanitation; Stormwater; Solid Waste, Environmental health; Tourism. Others, as required
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2 Extreme Weather/Floods/Snowfalls/Windstorms

ACTIONS	Role-Players	OTHER ORGANISATIONS
Initial Report of Incident by any Role-players	SAPS, EMS + Rescue. Prov.Traffic; Agri, Disaster Management, Municipalities;	Mun.Fire; SANRAL (if Incident is on a National Road);
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	SAPS, EMS + Rescue. Prov.Traffic; Agri, Disaster Management, Municipalities; SANRAL	Mun.Fire
Evacuation / Transportation of injured / Access / Egress route selection, incl. Helicopter usage - as required	SAPS, EMS + Rescue. Prov.Traffic; Agri, Disaster Management, Municipalities;	Mun.Fire
Establishment of On-site JOC (FCP) with Cordons set-up & appropriate Traffic / Crowd control in place a.s.a.p.	SAPS, EMS + Rescue. Prov.Traffic;	Mun.Fire ; Disaster M, SANRAL (if Incident is on a National Road);
Public Information / Media liaison, incl. alternative commuter transport requirements	Head DRMC; DRMC Staff; Traffic; Communications	SAPS; PG:WC Traffic; SANRAL; SABC / Media
Emergency Shelter & Survivors' Welfare, as required by the Situation	DOC; DRMC Staff; Housing; Sport & Recreation; MPD; Law Enf. & Security; Health	SAPS; Dis. Relief NGO's; Trauma Centre; PG:WC & Govt. Depts;
Repairing of other damage – Roads / Bridges / Structures / Cabling, etc.	SANRAL, Others, as required	PG:WC; Private Contractors, as applicable

3 DISRUPTION OF ELECTRICITY SUPPLY

ACTIONS	Role-Players	OTHER ORGS
Notification to all relevant Role-players, as applicable (CKDM Electricity, with ESKOM, are the lead Disciplines)	Mun. Communications; Water & Sanitation; Roads & Stormwater; Fire & Rescue; Health; plus others, as required	ESKOM; SAPS; DRM; PG:WC DMC; Others, as required
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	DMC; DOC; DRMC Support Staff; Electricity; Fire & Rescue; Traffic; Law Enf. & Security; Communications; plus others, as required	ESKOM; SAPS; PG:WC EMS; PG:WC DMC; Others, as required
Arrangements for repairs / alternative power supplies a.s.a.p.	Mun. Electricity; plus other affected Disciplines, as required by Situation	ESKOM; DMC; SAPS; Private Contractors; Others, as required by Situation
Public Information i.r.o. estimated duration of outage / alternative arrangements / Road & Rail Traffic situation reports, etc. (Refer to detailed Plan for full procedure description)	Mun. Electricity; DRMC & DRMC Staff; Communications; Traffic; MPD; Law Enf. & Security; Mun. Water & Sanitation; Roads & Stormwater; Fire & Rescue; Health; plus others, as required	ESKOM; DMC; SABC / Media; Others, as required

4 DISRUPTION OF WATER SUPPLY

ACTIONS	Role-Players	OTHER ORGS
Notification to all relevant Role-players, as applicable (CKDM Water & Sanitation Directorate, together with DWAF, are the lead Disciplines)	Mun. Water & Sanitation; TOC; DRMC-DOC; DRMC & DRMC Staff; Fire & Rescue; Communications; Electricity; Roads & Stormwater; Health; plus others, as required by the Situation	DWAF; ESKOM; SAPS; PG: WC EMS; PG: WC DMC; Others, as required
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	Event M; DRMC; DOC; DRMC Support Staff; Fire & Rescue; Mun Traffic; Water & Sanitation; Communications; plus others, as required by the Situation	SAPS; PG: WC EMS; WC: PDMC; Others, as required
Arrangements for repairs / alternative water supplies a.s.a.p.	Mun. Water & Sanitation; Electricity; Roads & Stormwater; plus other affected Disciplines, as required by the Situation	DWAF; CKDM DMC; SAPS; Private Contractors; Others, as required by Situation
Public Information i.r.o. estimated duration of outage, alternative arrangements, effect on Fire & Rescue services, etc. (Refer to detailed Plan for full procedure description)	Mun. Water & Sanitation; DRMC & DRMC Staff; Communications; Fire & Rescue; Roads & Stormwater; Electricity; Health; plus, others, as required by the Situation	ESKOM; DMC; SABC / Media; Others, as required

Monitoring of potential health hazards caused by a prolonged water supply failure until restoration of normal Supply, \i.e., sewerage & other sanitation systems may be inoperative, business implications, food hygiene issues, etc. & possible other major CONSEQUENTIAL Hazards that may result	Health; Mun. Electricity; Traffic; MPD; Water & Sanitation; Transport, Roads & Stormwater; Solid Waste Mgt; Fire & Rescue; Plus, others, as required by the Situation	Dept of Health; DEAT; Others, as required
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5 ROAD/RAIL/AVIATION TRAFFIC INCIDENT

ACTIONS	Role-Players	OTHER ORGANISATIONS
Initial Report of Road Traffic Incident to all Role-players	SAPS, EMS + Rescue. Prov.Traffic;	Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);
Fire-Fighting / Search / Rescues/ Triage / Treatment of injured, as applicable	SAPS, EMS + Rescue. Prov.Traffic;	Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);
Evacuation / Transportation of injured / Access / Egress route selection, incl. Helicopter usage - as required	SAPS, EMS + Rescue. Prov.Traffic;	Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);
Establishment of On-site JOC (FCP) with Cordons set-up & appropriate Traffic / Crowd control in place a.s.a.p.	SAPS, EMS + Rescue. Prov.Traffic;	Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	Head DRMC; DOC; DRMC Support Staff; Fire & Rescue; Other CKDM Services, as required	SAPS; EMS; PG; WC Traffic; SANRAL; Others, as required
Clearance of debris / Removal of wrecked vehicles, etc.	SANRAL, SAPS, EMS + Rescue. Prov.Traffic;	Towing & other Private Contractors, as required

Control of Toxic leaks – as applicable (Refer also DMP 2 = HAZMAT Plan)	DRM, Fire & Rescue; HAZMAT Team; Health; SANRAL	SAPS; Private Contractors, as required
Isolation of any affected Electricity supply / Emergency lighting, as required by the Incident	Electricity; DRMC Staff.	ESKOM; Private Contractors, as req.
Public Information / Media liaison, incl. alternative commuter transport requirements	Head DRMC; DRMC Staff; Traffic; Communications	SAPS; PG: WC Traffic; SANRAL; SABC / Media
Emergency Shelter & Survivors' Welfare, as required by the Situation	DOC; DRMC Staff; Housing; Sport & Recreation; MPD; Law Enf. & Security; Health	SAPS; Dis. Relief NGO's; Trauma Centre; PG :WC & Govt. Depts;
Repairing of other damage – Roads / Bridges / Structures / Cabling, etc.	SANRAL, Others, as required	PG: WC; Private Contractors, as applicable

6 CIVIL UNREST / RIOTING / PUBLIC DISORDER / XENOPHOBIA

ACTIONS	Role-Players	OTHER ORGS
Initial report of Civil Unrest / Rioting (SAPS & MPD are the lead Disciplines)	SAPS; Event Manager.	Others, as required by SAPS
Alerting / Mobilization of various Police & Security Response Services (All Key Personnel involved)	SAPS, Event M.; DRMC-DOC; Mgr: DRMC & DRMC	SAPS; SANDF; PG:WC EMS; Hospitals;
Est. of on-site JOC, if possible or practical by SAPS	SAPS, Event M.; DRMC-DOC; Mgr: DRMC & DRMC	SAPS; PG:WC EMS; Others, as required
Public Notification and the immediate evacuation of the area	MPD; Traffic; DRMC staff	SAPS; PG:WC EMS; Others, as required
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	Event Manager; DRMC; DOC; DRMC Support Staff; Fire & Rescue; MPD; Traffic; Communications; 107 PECC; plus, others, as required	SAPS; PG:WC EMS; Others, as required
Cordons / Road Blocks / Access & Egress Routes	SAPS; Event Manager; Traffic; Law Enf. & Security, as required	SAPS; Others, as required
If rioting / unrest is not contained, strive to minimize looting, damage, injuries & fatalities as much as possible	SAPS; Event Manager. Traffic; Law Enforcement & Security (for CKDM assets), as required	SAPS; PG:WC EMS; Others, as required
Obtain damage / casualty assessments and treat accordingly	Event Manager; Mun. B/W; Traffic; Law Enf. & Security; DRMC staff	SAPS; WCG:EMS; SANDF; Others, as required
Safety of building structure	Mun. Building Dev. Mgt; Fire & Rescue	Private Orgs, as required

Clean-up of Debris	Mun. Solid Waste; Roads & Stormwater; Buildings & Maint.; Sport & Recreation	Private Orgs, as required
Repair damage to roads / sidewalks, Buildings, Infrastructure, etc, as required	Mun. Roads & Stormwater; Water & Sanitation; Electricity; Others, as required	Private Orgs, as required

7 INCIDENT AT STADIUMS AND OTHER VENUES

(FOLLOW EVENT MAMANAGEMENT LAWS AND PROTOCOLS)

ACTIONS	Role-Players	OTHER ORGANISATIONS
Notification of Incident, i.e. Fire, Bomb Explosion, Crowd Surge, Hazmat, etc. by the Responsible Authority or VOC to the relevant Emergency Service(s) as per Stadium / PVA Emergency Plan	SAPS; Fire; EMS-Rescue; Traffic; Law Enf. & Security (for CKDM asset); DRMC-DOC; DRMC Staff; Sport & Recreation; Communications; Others, as required.	Own Emergency Organization as per Emergency Plan; PG:WC EMS; Others, as required
Fire Fighting / Search / Rescues / Triage / Treatment and Evacuation of Casualties from affected areas	Fire; EMS Rescue; Traffic; Law Enf. & Security.	Own Emergency Organization as per Emergency Plan; PG:WC EMS; Others, as required Hospitals; EMS & First Aid Soc; Helicopters, as applicable
Evacuation of affected persons - public notification, as required	EMS; DRMC Staff; Fire & Rescue; Traffic; VOC Reps; Sport & Recreation; Others, as required	Own Emergency Organization as per Emergency Plan; PG:WC EMS; Others, as required Hospitals; EMS & First Aid Soc; Helicopters, as applicable
Est. of On-site JOC or full activation of already established VOC, as applicable	SAPS; Fire; EMS Rescue; DRMC Traffic; Law Enforcement & Security; Sport & Rec.; plus ALL other CKDM Services involved	Own Emergency Organization as per Emergency Plan; PG:WC EMS; Others, as required Hospitals; EMS & First Aid Soc; Helicopters, as applicable

CHAPTER 6

DISASTER RECOVERY

6.1 DISASTER RECOVERY PROCESS

The following activities summarise the recovery process:

- Assessment of extent of situation and planning for recovery;
- Financial provision (emergency relief funding identified);
- Declaration of local state of disaster through the Disaster Management Act, 57 of 2002, as required, for access to additional Provincial and National Funding and other resources needed;

6.2 POST DISASTER RECOVERY AND REHABILITATION OPERATIONS

Post-disaster recovery and rehabilitation operations will be dealt with in terms of the activities of the Disaster Management Advisory Forum members.

6.3 SIGNIFICANT EVENTS AND DISASTER DECLARATIONS

The Central Karoo District Municipality follows the provincial guideline on disaster declaration (See Attached Annexure E)

Based on the information available, the Head of the Disaster Management Centre will inform the Municipal Manager, who shall inform and recommend to Council whether the circumstances warrant a disaster declaration in terms of Section 55 of the Act.

(Sections 44 and 54 of the Act) Disaster Declaration In the event of a local disaster the Council may by notice in the Provincial Gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the event or special circumstances warrant the declaration of a local state of disaster (Section 55 of the Act).

The stipulations of Sections 23(2) and 49 regarding the recording and classification of disasters should be adhered to. The Municipal Manager may request assistance and resources from another level of government and that request shall not be deemed to be a request for implementation of the emergency plans of that jurisdiction.

CHAPTER 7

7.1 INFORMATION MANAGEMENT AND COMMUNICATION

- Reporting DMC quarterly (Section 24) – disasters and incidents leading to disasters.
- WC: PDMC Supports Central Karoo District Municipality and Disaster Management with a communication platform called UNITI, in which the tool is used to communicate Incidents within the Central Karoo effectively and efficiently to the relevant stakeholders.
- Media
- Internal communication (incidents, plan)

The effectiveness of any relief activities will be seriously restricted without effective communication. The CKDM JOC will require the use of all radio's etc. Within the council, each department shall make available any requirement relating to communication.

Poor communication and poor accountability relationships with communities from Municipal structures has consistently remained at the forefront of government's development challenges. The 2009 State of Local Government Report (SLGR) represents the outcomes of a country-wide assessment performed to determine the current state of Local Government. The findings of the report, in respect to public participation and communication, indicate that many Municipalities have been unable to provide effective leadership in developing and communicating a common vision amongst communities and stakeholders.

Municipalities were found to practice inadequate community participation and to be ineffective in mediating expectations, mobilizing and supporting communities to tap into state and non-state resources. This stems from the trend of Municipalities to make limited investments in public participation strategies, structures, and processes including communication and complaint management systems. To improve communication between Government and communities, Municipalities must institutionalize communication structures, processes, and systems for structured, direct and regular communication with local communities.

A Communication Strategy is, therefore, necessary to enable the Central Karoo District Municipality to address the above shortcomings. The Communication Strategy provides the

framework for communication planning. It allows the Communication Manager / Official to establish a framework against which on-going communication decisions are tested. It also

produces a profile that can be used to identify the right problems to solve and to prioritise areas or issues for which communication plans are to be developed. The strategy determines what the Communications Unit should be doing (communicating) in support of the Municipality's overall objectives and aligned to Provincial and National Government objectives.

The core functions of the CKDM Communication Strategy are to contribute towards the realization of the following **developmental objectives** as captured in Council's Strategic Objectives (SO's) and underpinned by the principles of transparency, openness, participatory democracy, and direct communication with stakeholders:

- To improve and maintain district roads and promote effective and safe public transport for all
- To deliver sound administrative and financial services, to ensure viability⁽¹⁾ to plan to minimize the impact of social ills, disasters and improve public safety in the region
- To establish an inclusive tourism industry through sustainable development and market which is public sector led, private sector driven, and community based
- To build a well capacitated workforce and skilled employable youth and communities
- To pursue economic growth opportunities that will create descent work
- To facilitate good governance principles and effective stakeholder participation
- To promote safe, healthy, and socially stable communities in an environment conducive to integrated and sustainable development

CHAPTER 8

8.1 FUNDING ARRANGEMENTS

Should there be an emergency the HOC will send the request to the Director who will then forward the request to the CFO who will follow the MFMA guideline to procure what is necessary

The District Municipality has budgeted for the position of a disaster manager and chief fire officer and does have an operational budget. The district also receives funding from Provincial Disaster Management Centre through the Department of Local Government for disaster internship (revied annually).

Private institutions will be engaged for possible funding, grants to support for special projects or campaigns.

The municipal departments must ensure that funding arrangements are in place for any risk reduction initiatives.

CHAPTER 9

VERSION CONTROL, REVIEW AND TESTING

The Central Karoo District Disaster Management Centre will regularly review and update the Corporate Disaster Management Plan as required by Section 53 of the Disaster Management Act, 57 of 2002.

To ensure that the plan is properly updated, each individual and group with an assigned responsibility under this plan will review the applicable procedures and portions of the plan on a regular basis by a date as determined by the Central Karoo Disaster Management Advisory Forum and may provide review requests to the Head of the Provincial Disaster Management Centre on or before such a date.

Exercise and Testing: The plan will be exercised annually in its entirety or part thereof.

CHAPTER 10

10.1 CONTACT DETAILS, ANNEXURES AND REFERENCE DOCUMENTS

CONTACT DETAILS

Attached as **Annexure F** contact details

ANNEXURES

Annexure A: IDP Guideline

Annexure B: Risk Assessment

Annexure C: DSD Response Plan

Annexure D: SOP: Activation of the Disaster Management Centre

Annexure E: Provincial guideline for Disaster Declaration

Annexure F: Contact List

REFERENCE DOCUMENTS

National Disaster Management Framework, 2005.

Western Cape Provincial Disaster Management Framework, 2009.

Central Karoo Draft Disaster Management Framework, 2010.

