



CENTRAL KAROO DISTRICT MUNICIPALITY



DISASTER MANAGEMENT PLAN



Western Cape
Government

1. REVIEW AND ACCEPTANCE

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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 the Provincial level

RVP – Rendezvous Point

SANDF – South African National Defence 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 / Organisations 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 occurrences, the triage and any other designated areas, as applicable.

CO-ORDINATION - The bringing together of organisations and elements to ensure effective emergency/disaster management response, and is primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) per the requirements imposed by the threat or impact of an emergency or disaster. Coordination relates primarily to resources, and operates vertically, within an organisation as a function of the authority to command; and horizontally, across organisations, 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 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-avoidant behaviours 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 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) focus 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 the 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 specialising 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 minimise 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 organisational 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 to avoid acute exposure to any Incident.

EVACUATION CONTROL PROCEDURES – The plans made by the various Services outline their duties 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** definitions.

HAZARDOUS MATERIAL – Any substance or material in a quantity or form which may be harmful or injurious to humans, animals, economic 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 a localised community or geographical area, but does not require the coordination 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 specialisation 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 coordinate 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 a localized community or geographical area requiring the coordination 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 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 coordinate 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 the 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 estimate 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, coordination, 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 traffic 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 coordination 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 proactively 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.

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 five Category C District municipalities in the Western Cape Province.

The N1 (National Road) and main railway cut through the district in a northeast 12– southwest direction, connecting it to Cape Town (500km southwest of the district) and Johannesburg (1000km northeast of the district).

The CKDM covers a total area of 38,852 km², making it the largest district municipality in the province. It stretches approximately 400km from its furthest southeast point to its furthest northwest point and includes the towns of Beaufort West, Laingsburg, and Prince Albert (also the names of the 3 local municipalities within the district).

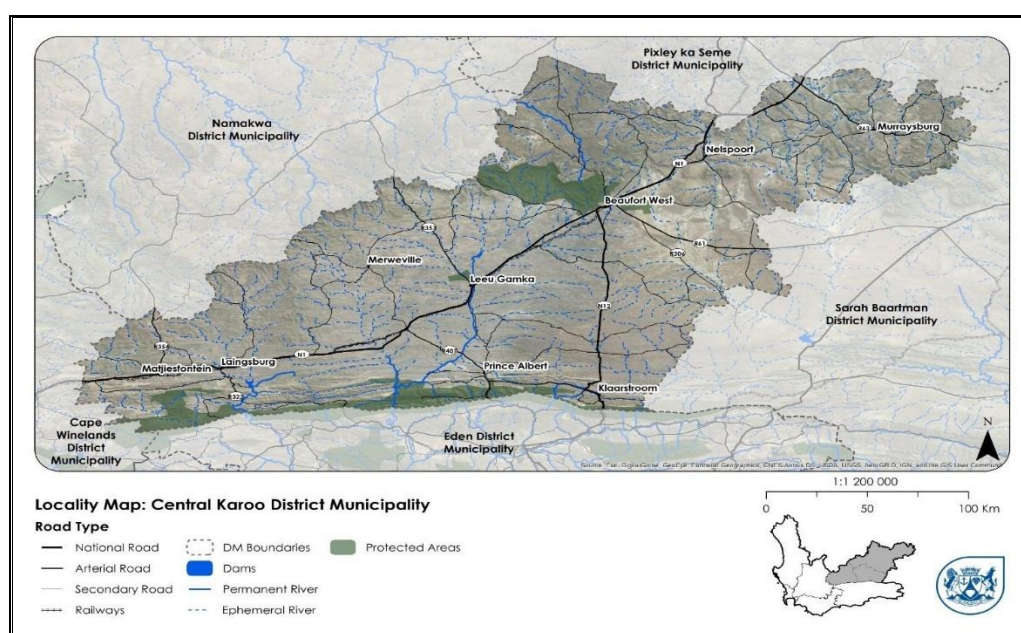


Figure 1: CKDM Locality Map

The District Municipality is made up of three local municipalities: -

A. Beaufort West Municipality



Includes the towns of Beaufort West, Merweville, Nelspoort, and Murraysburg. The largest town in the District, Beaufort West, serves as the administrative centre of the district. The municipal area has a total population of approximately 49,586 residents, most of whom are urbanised. Beaufort West is strategically situated approximately 415 km northwest of Cape Town along the N1 route, which connects Cape Town with cities like Bloemfontein and Johannesburg. It has all the characteristics of a modern town, including a magistrate's court, internet cafés, hotels, bed and breakfasts, medical facilities, restaurants, and all the other amenities and services found in larger towns.

B. Laingsburg Municipality



major centres.

Includes the historic settlement of Matjiesfontein. It is the smallest municipality (in terms of population) in the district and indeed in the whole of South Africa. The municipal area has a total population of approximately 9,273 residents. Laingsburg is situated halfway between Cape Town and Beaufort West on the N1 national road. Passing transport is one of the most important markets for Laingsburg. Laingsburg is characterized by rural agriculture, consisting mainly of sheep farming and the production of soft fruits, especially in the southern part of the municipal area. The potential for the latter is adversely affected by poor roads and long distances to

C. Prince Albert Municipality



Klaarstroom on the R329, and Leeu-Gamka on the N1.

Prince Albert is situated 400 km north of Cape Town and 170 km southwest of Beaufort West. The municipality has a total population of approximately 17,836 residents. Prince Albert borders Beaufort West Municipality, Laingsburg, and the Eden District. Prince Albert Municipal area covers a total of 8,800 km², with vast parts of these being in the rural areas where vast hectares are under agricultural production, mainly fruit and sheep farming. District roads radiate out of Prince Albert, connecting it to its satellite towns of Prince Albert Road on the N1,

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 ongoing basis, ideally in line with the IDP cycle. The corporate Disaster Management and institutionalized coordination structures are the recommended approach to achieve this.

The disaster management division is now located within the newly established Directorate: Socio-Economic Services, where the IDP is also compiled and implemented. The HOC provides input on each of the annual reviews or the amendment process of the IDP. The Western Cape Disaster Management Centre has a guiding document that 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

Below is the latest approved organogram by Council.

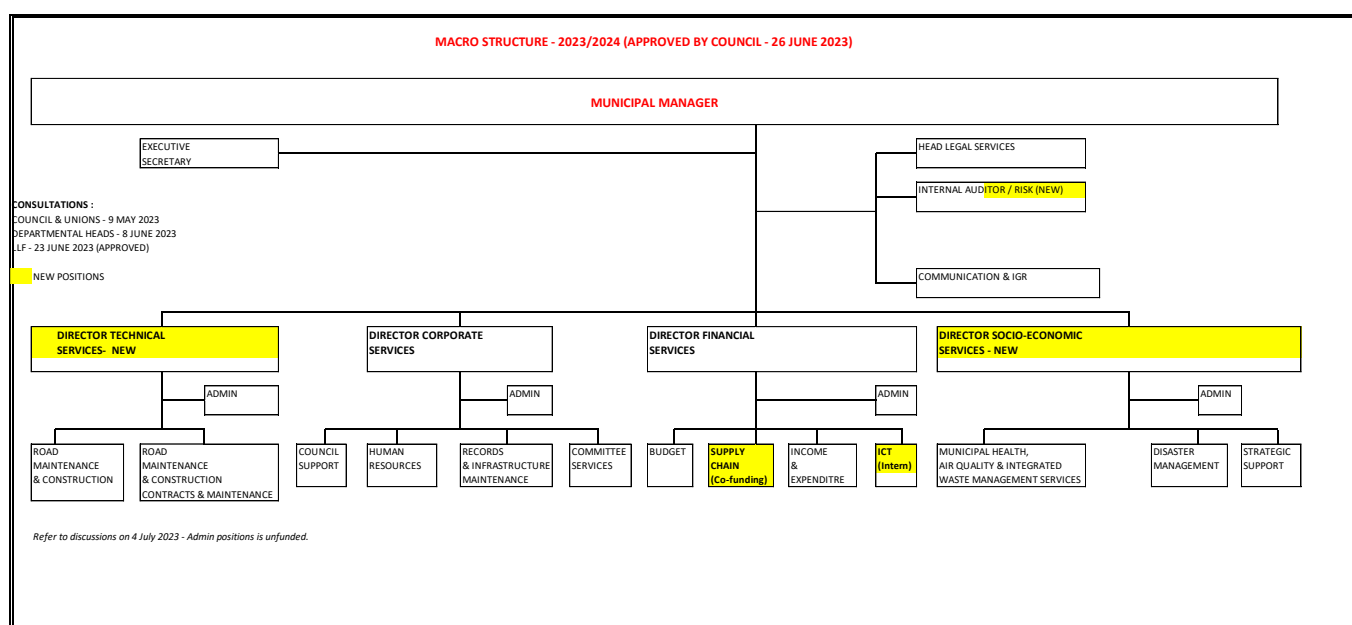


Figure 2: CKDM Approved Organogram

Below is the departmental organogram for the Department of Socio-Economic Services: -

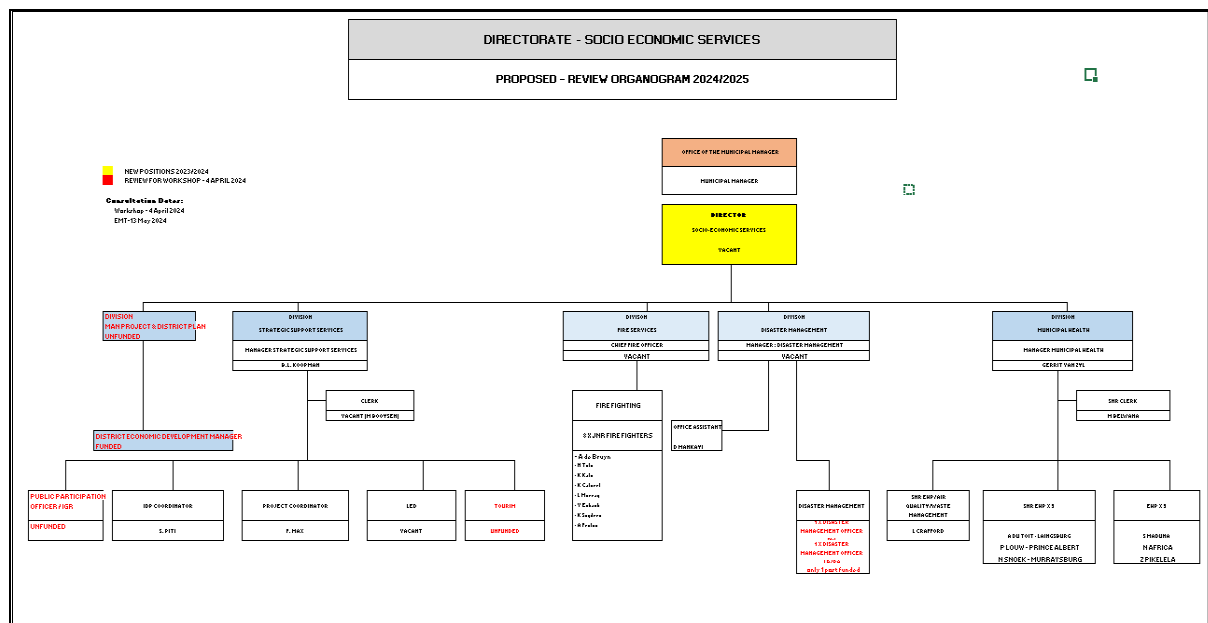


Figure 3: Dept: Socio-Economic Services

The current staff complement for disaster management is as follows: -

No	Positions	Disaster Management Services
1	Filled	1 x Disaster Manager / HOC
1	Filled	1 x Administrative Clerk
2	Vacant	2 x Disaster Management Officer
3	Interns	4 x Interns
4	Total	8

The current staff complement for disaster management is as follows: -

No	Positions	Disaster Management Services
1	Filled	1 x Chief Fire Officer
1	Filled	8 x Junior Fire Fighters
4	Total	9

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 consists in terms of Section 51 of the Act, consisting of the following:

a) INTERNAL TO THE DISTRICT MUNICIPALITY:

- Municipal Manager
- Director: Socio-Economic Services
- Director: Financial Services
- Director: Corporate Services
- Senior Manager: Road Infrastructure Services
- Head: Disaster Management Centre
- 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 Defence 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

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

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 the functional activities of the respective established disaster management structures.

2.3.1 DISASTER MANAGEMENT CENTRE (DMC)

In terms of Section 44 of the Act, amongst others, the Disaster Management Centre (DMC) must also specialise 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 utilisation 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 coordinate 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 coordination and management of local disasters that occur in its area.

2.3.2 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).

FUNCTIONS AND POWERS

- Authorise unforeseen and unavoidable expenditure in terms of sections 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 councillors of the area.

2.3.3 MUNICIPAL MANAGER

During disasters, the Municipal Manager or his designate will be responsible for reporting, liaising and consulting 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 specialised role-players to the Advisory Forum.

Reactive Phase:

- When notified of a disaster or significant event by the 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 a municipal employee is injured, missing or killed;
- Identify staff/persons/organisations 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 include disaster management responsibilities.

2.3.4 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 for consulting with the Director: Socio-Economic Services, who is primarily responsible for disaster management.

Proactive Phase:

- Establishing and maintaining 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 the own departmental budget for significant events which require 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 to request provincial and/or national assistance;
- Provide situational reports to all internal and external role-players regularly;
- Co-ordinate disaster response and relief by individuals, CBOs and NGOs;
- Recommend to the Municipal Manager to request voluntary donations during a disaster or significant event;

- Make arrangements for the request, receipt and administration of donations;
- Identification of available resources to be utilised for disaster management purposes;
- Authorise areas to be evacuated or re-entered;
- Identify and recommend persons/organisations 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 utilisation 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. 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.

2.3.5 DIRECTOR: SOCIO-ECONOMIC SERVICES

In terms of Section 52 of the Act, compile a departmental disaster management plan 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 the own departmental budget for significant events which require 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 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.

2.3.6 DIRECTOR: FINANCE

In terms of Section 52 of the Act, compile a departmental disaster management plan about 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:

- Compilation of reactive departmental procedures to ensure service continuation
- Plan for the continuation of operational activities during a disaster, e.g., reserve personnel and resources;
- Facilitation of 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 the 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 the 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.

2.3.7 SENIOR MANAGER: ROAD INFRASTRUCTURE SERVICES

In terms of Section 52 of the Act, compile a departmental disaster management plan about the identified hazards and risk assessment applicable to the functional activities of the department. Such plans are 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 prioritising essential services that may require restoration as a result of an emergency or a disaster;
- To make provision in the own departmental budget for significant events which require 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 utilisation 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.

2.3.8 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 a disaster management plan to ensure service continuity during disaster situations
- Supplying resources for Disaster Management purposes as requested by the Joint Operations Committee.

2.3.9 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) to decrease or eliminate risks presented by a communicable disease;
- Protect the health and safety of emergency responders;
- Identify persons/organisations 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 immunisation of large groups of people;
- Care for disrupted populations (may be the 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.

2.3.10 COMMUNICATIONS

The communications function is housed in the office of the municipal manager. The following are some of the duties of the communications officer.

- 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.

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 ongoing 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 realisation of the following **developmental objectives** as captured in the Council's Strategic Objectives (SO's) and underpinned by the principles of transparency, openness, participatory democracy, and direct communication with stakeholders: -

- Facilitate good governance principles and effective stakeholder participation.
- Build a well-capacitated workforce, skilled youth and communities.
- Ensure infrastructure growth and development.
- Promote safe, healthy and socially, ensure safe roads, minimise the impact of disasters and improve public safety.
- Promote economic growth and transformation.
- Deliver a sound and effective administrative and financial service to achieve sustainability and viability in the region

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 behaviour 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 behaviour;
- Ensure compliance with all relevant Safety and Security Statutory requirements.
- Reviewing current structural protection programmes;
- Increase the capacity of stakeholders / role-players to minimise 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 involve 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 proactively and reactively, of the surrounding communities.

4.3 EARLY WARNING SYSTEMS

The provision of timely and effective information through identified institutions allows individuals exposed to a hazard to avoid or reduce their risk and prepare for an 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 the District Municipality. The community ward leaders are then responsible for disseminating the information amongst other community members to inform them of the possible danger.

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

The CKDM made provision in its budget for social relief. In addition to this, the district safety initiative further supports social relief initiatives by the municipality. The municipality receives donations from time to time from the business community.

The Provincial Department of Social Development (DSD) will, from time to time, also assist the vulnerable disaster households with food parcels, blankets, and clothing. The CKDM has a Memorandum of Agreement with the DSD, which outlines the services available to the municipality. (Annexure G).

The district often deals with unusual circumstances, such as bus breakdowns or major bus accidents. In these events, the district offers emergency shelter at the Disaster Centre. This is only a temporary relief, which can create other safety risks.

Agreements will, however, be put in place with the local municipalities to avail their halls should the need arise.

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 Koppen climate classification, which is the most widely used climate classification systems in the world.

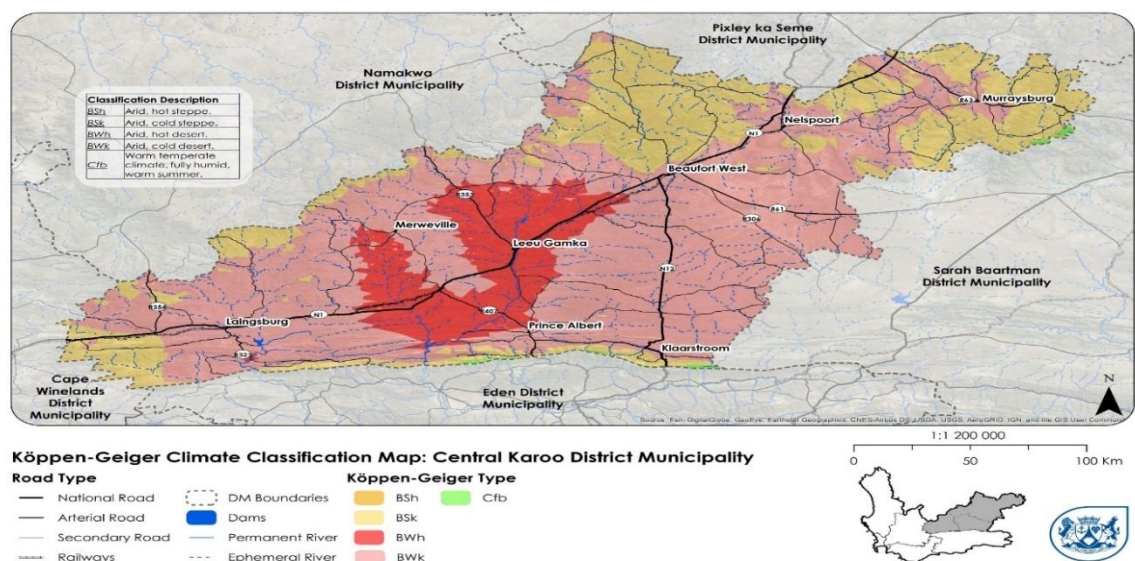


Figure 4: Climate Change Classification Map

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.

The Central Karoo District Municipality recognizes the urgent need to address the impacts of climate change to ensure the resilience of its communities and infrastructure. The Climate Change Management Plan, which was developed in 2018 and is to be reviewed in the next financial year, outlines the Central Karoo District Municipality's vision for addressing climate change by enhancing the district's environmental resilience and response capacity. It aims to build on existing efforts, strengthen interventions, and provide a framework for further support.

The document also emphasizes the importance of coordination, collaboration among stakeholders, and defining roles and responsibilities to effectively reduce climate vulnerability in the region.

The purpose of the Climate Change Response Framework (2016) is to guide the creation and development of integrated climate change (mitigation and adaptation-based) responses across all sectors in the Central Karoo District Municipal area.

The Central Karoo District is facing numerous climate-related hazards that could disrupt basic services and infrastructure. The most significant risks include:

- **Drought and Water Scarcity:** The district is increasingly vulnerable to drought conditions and water shortages, which will place additional strain on water resources and agricultural production.
- **Heatwaves and Temperature Extremes:** Rising temperatures, with more frequent and intense heatwaves, are expected to impact public health, increase energy demand, and strain already limited resources.
- **Flood Risks:** Heavy rainfall events and flooding are becoming more unpredictable, affecting vulnerable infrastructure, agriculture, and the livelihoods of local communities.
- **Fire Risk:** The increasing occurrence of fires, exacerbated by dry conditions, poses a significant threat to ecosystems, property, and lives.
- **Biodiversity Loss and Ecosystem Degradation:** Changes in temperature and precipitation patterns threaten the district's biodiversity, affecting both the natural environment and the communities that depend on it for resources.

Climate change impacts in the Central Karoo District Municipality will affect disaster management, infrastructure, and human settlements in several ways:

- **Storm and Flooding Impacts:** Increased severity of storms and flooding will damage infrastructure, leading to disruptions in industrial productivity and service delivery.
- **Vulnerable Communities:** Informal settlements, flood plains, and areas with poor drainage will be most affected by these events.
- **Rural Farming Challenges:** Communities dependent on subsistence farming may struggle to grow crops due to changing climate conditions.
- **Rural-Urban Migration:** The challenges faced by rural communities may lead to increased migration to urban areas.
- **Isolation of Rural Areas:** Extreme weather events may impact key infrastructure, making rural areas more isolated.

The municipality recognises the interconnectedness of disaster management and climate change and the potential increased impacts on strategic infrastructure, and as a priority area for the Disaster Management, Infrastructure and Human Settlements sector in the District Municipality, the municipality will:

- Ensure that climate change considerations are integrated into new or updated infrastructure plans.
- Keep trees well-pruned in areas where they may pose a risk to aerial infrastructure, such as phone and electric lines.
- LED managers and business forums should advocate that they focus on identifying risks to each sector, including increased occurrences of drought, floods, fires, heat, and rising minimum temperatures.

The municipality will also ensure that the business community forms part of the advisory forum, which takes place on a quarterly basis.

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 or 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.

5.5.1 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 delivery 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

5.5.2 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

5.5.3 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

5.5.4 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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5.5.5 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

5.5.6 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

5.5.7 INCIDENT AT STADIUMS AND OTHER VENUES (EVENT MANAGEMENT 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 D)

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 on disasters and incidents leading to disasters is done to the DMC on a quarterly basis as prescribed by section 24. The WC: PDMC supports the CKDM with a communication platform called UNITI. UNITI is a reporting System and software application designed to facilitate online data entry and submission of various reports, including those required by National Government Agencies in South Africa. It's used for sharing incident details between different levels of government and other emergency services, improving communication and coordination during disasters.

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 affected and restricted without effective communication. Within the municipality, each department shall make available any resources relating to communication.

Communication channels are established with all relevant structures and stakeholders, both internally and externally, to ensure the effective and efficient overall management of incidents.

All communication avenues are explored, i.e., mobile systems, sirens, load hailing, notifications via social media, telephones, radio, and television to notify the public.

CHAPTER 8

8.1 FUNDING ARRANGEMENTS

As indicated earlier, the disaster management function is in the newly established directorate: socio-economic services. Although a limited budget is available due to national budget cuts, the municipality made provision in its 2025-2026 budget which include the procurement of a disaster management vehicle and some upgrades to the disaster management centre.

The HOC position has been filled, and the incumbent will assume duty on 1 July 2025. Two disaster management officers will be appointed in the 2025-2026 financial year, responsible for assisting Beaufort West, Laingsburg, and Prince Albert Municipalities, respectively.

Currently, four (4) interns are appointed in the unit. They are funded by the PDMC through the disaster management intern programme.

Emergency procurement in any disaster is allowed by the MFMA. Should there be an emergency the HOC will send the request to the Director who will then forward the request to the CFO. The CFO 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 the Provincial Disaster Management Centre through the Department of Local Government for disaster internship (reviewed annually).

Private institutions such as Santam will be engaged for possible funding to support 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: Risk assessment

Annexure B: Social dev protocol

Annexure C: SOP: Activation of the Disaster Management Centre

Annexure D: Provincial guideline for Disaster Declaration

Annexure E Provincial Preparedness response and relief plan

Annexure F: Contact List (Database and add internal and external role players)