

DISASTER MANAGEMENT PLAN 2024



CAPE AGULHAS MUNICIPALITY



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COMPILED IN TERMS OF THE DISASTER MANAGEMENT ACT 57 OF 2002

CAPE AGULHAS MUNICIPALITY DISASTER MANAGEMENT PLAN

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INTERPRETATION AND TERMINOLOGY

Throughout this document, unless stated otherwise, the words below have the following meanings:

ALERT - An “Alert” is an incident that currently does not affect the local or general population but has the potential 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.

CO-ORDINATION - The bringing together of organizations and elements to ensure effective emergency / disaster management response, primarily 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.

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 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 event 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 event, combined with the development of increased resistance to future similar occurrences.

DISASTER RISK (or RISKS) – 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 (RISK) MANAGEMENT - means a continuous and integrated multi-sectorial, multi-disciplinary process of planning and implementation of measures aimed at:

- (a) preventing or reducing the risk of disasters.
- (b) mitigating the severity or consequences of disasters,
- (c) emergency preparedness.
- (d) a rapid and effective response to disasters.
- (e) post-disaster recovery and rehabilitation.

DISASTER (RISK) MANAGEMENT PLAN – A document describing the organisational structure, its roles and responsibilities and concept of operation covering all aspects of the Disaster Risk 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 prevent 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 – A local event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization or community, or which requires the co-ordination of a number of significant emergency management activities.

HAZARD AREA - Area(s) designated by the Disaster Risk 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.

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).

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 COMMANDER – The Incident Commander is an individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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 organised system that is incorporated within everyday management activities, to ensure an acceptable level of emergency incident preparedness.

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.

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)**.

OUTER PERIMETER (SAFE ZONE) – The area outside of the Restricted Zone / Inner Perimeter, still with limited public access, to act as a safety (buffer) zone from the public.

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 prevent, 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 risk management, the private sector, communities, and individuals to mobilise, organise, and provide relief measures to deal with an impending or current disaster, or the effects of a disaster. Preparedness differs from prevention and mitigation, as it focuses on activities and measures taken in advance of a specific threat or disaster.

PREVENTION - Actions taken to avoid an incident or intervene to stop an incident from occurring.

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.

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.

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

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.

1 INTRODUCTION

This document constitutes a revision of the Disaster Management Plan (DMP) of the Cape Agulhas Municipality (CAM) which has been compiled in terms of Section 53(1)(a) of the Disaster Management Act, 2002 (Act 57 of 2002).

1.1 PURPOSE

This DMP aims to establish a framework for the implementation of the provisions of the Disaster Management Act (Act 57 of 2002) as well as the related provisions of the Municipal Systems Act, 2000 (Act 32 of 2000). It facilitates multi-agency and multi-jurisdictional coordination of emergency operations in alignment with the Overberg District and Provincial Disaster Management Plans.

The DMP also aims to:

- Formulate planned responses to normal, emergency, and extraordinary emergency situations, associated with natural disasters, technological incidents as well as national security emergencies affecting the Municipality.
- Provide a framework to regulate the provision of essential services during an emergency.
- Set out the procedures to be followed and in which responses to emergencies will be coordinated.
- Define the duties and responsibilities of specific departments and agencies in emergency situations.
- Reduce the vulnerability of disaster-prone areas, communities, and households and to promote sustainable development, management, and conservation of natural resources.

1.2 BACKGROUND TO THE CAPE AGULHAS MUNICIPAL AREA

Cape Agulhas Municipality is a Category B Municipality established in terms of Section 12 of the Local Government Municipal Structures Act, Act 117 of 1998 as a Municipality with a Mayoral Executive System combined with a Ward Participatory System.

1.2.1 GEOGRAPHIC AREA

Cape Agulhas Municipality is situated in the Overberg District of the Western Cape Province and comprises 2411km². It is bordered by the Overstrand, Theewaterskloof and Swellendam Municipalities.

The Municipality is geographically diverse and includes 9 urban settlements namely Bredasdorp which is the administrative seat, Napier, Struisbaai, Arniston / Waenhuiskrans, Elim, L'Agulhas, Klipdale, Proteem and Suiderstrand. It also includes the vast rural areas in between including De Hoop (previously a District Management Area (DMA) and approximately 178 Km of coastline.

A distinct geographical feature of the Municipality is that it is located at the southernmost tip of the African continent. It is surrounded by the Atlantic Ocean and the Indian Ocean which meet at the southernmost town in Africa namely L'Agulhas.

The topography influences the **local climate**. The westerly winds associated with cold fronts result in rain in the west but in summer the ridging South Atlantic high, cut-off lows and southerly air brings summer showers especially to the area east of Cape Agulhas.

FIGURE 1: Geographical image of Cape Agulhas area



1.3 SCOPE

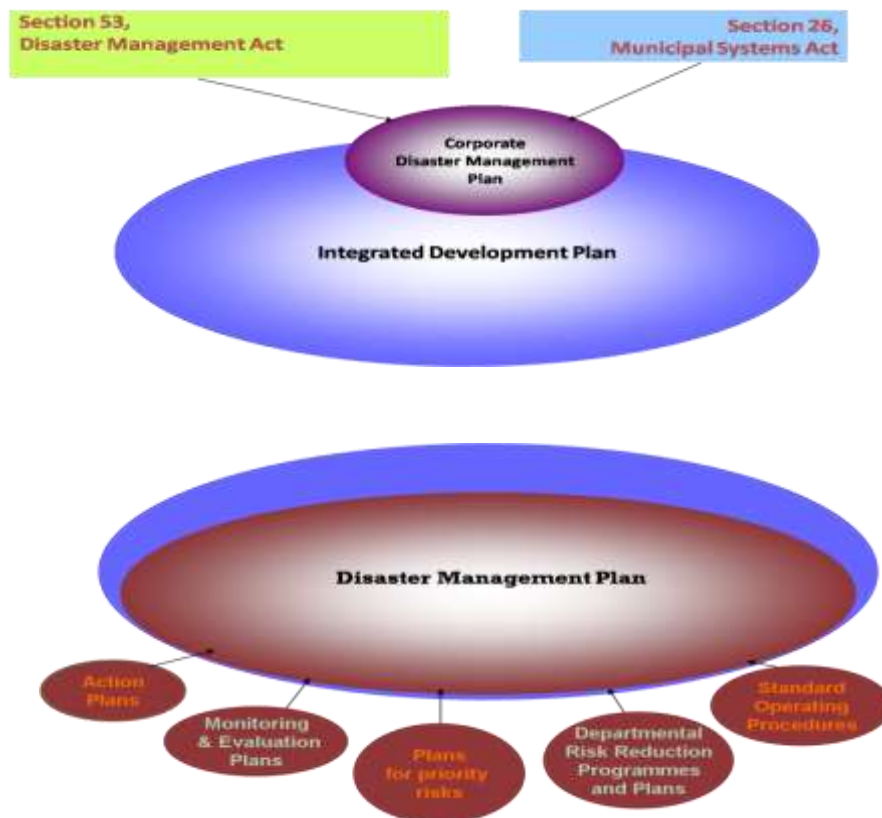
Section 53 of the Disaster Management Act (Act 57 of 2002) stipulates that: “Each municipality must, within the applicable municipal disaster management framework prepare a disaster management plan for its area according to the circumstances prevailing in the area.”

The Disaster Management Plan aims to establish a framework for the implementation of the provisions of the Disaster Management Act (Act 57 of 2002) as well as the related provisions of the Municipal Systems Act, 2000 (Act 32 of 2000). It facilitates multi-agency and multi-jurisdictional coordination of emergency operations in alignment with the Overberg District and Provincial Disaster Management Plans.

The Disaster Management Plan is also one of the sector plans of the IDP because all planning activities must be cognisant of the risks that might occur and also plan to minimise such risks accordingly. To ensure good management and handling of financial implications due to disasters all legislation (Municipal Systems Act, Municipal Structures Act, The Constitution, etc.) which impacts on the Disaster Management chapter and Integrated Development Plan must interact with one another.

The diagrams below illustrate briefly how the Municipal Disaster Management Plan and the IDP are linked to each other:

FIGURE 2: DISASTER MANAGEMENT PLAN LINKAGE TO THE IDP



Disaster Management is co-ordinated by the Protection Services Office. This Department is linked to the Overberg Disaster Management Centre, which is used during major incidents to guide, assess, prevent and reduce the risk of disasters.

The District Municipality are primarily responsible for the coordination and management of local disasters that occur in the Cape Agulhas area and will assist and coordinate with the Municipality in identifying of disaster risks in the Municipality and the drawing up of the contingency and prevention plans to address related risks. Currently all fires in our Municipal area are dealt with by the Overberg District Municipality. All other disaster related functions are the responsibility of the Local Municipality.

Cape Agulhas Municipality work in collaboration with ODM and currently have no dedicated Disaster Management Unit.

Action plans provide the strategic vision and direction, guiding overall response efforts.

Municipal Manager

- Gives effect to the Disaster Management Act, 2002 and the regulation there under for the establishment and Disaster Management Operations.
- Integrate disaster risk management activities into the core mandate of the Cape Agulhas Municipality to ensure that disaster risk reduction does take place.
- Ensures the effective integration of disaster management within the Cape Agulhas IDP.
- Encourages research in disaster risk management and publication of any internal research findings.
- Notify next of kin in the event when a municipal employee is injured, missing, or killed during a disaster response effort.
- Ensure that the disaster management function is executed in an effective and efficient manner in the area of the Cape Agulhas Municipality.
- Ensuring that Council administrative support services are maintained under abnormal circumstances.
- Documenting information for potential municipal insurance claims.
- Documenting information for remuneration of municipal employees involved in emergency response.
- Identifying persons/organizations to receive recognition for contributions to emergency response.

Director: Management Services

- Ensure that disaster plans are compiled and maintained in his/her service.
- Establish and ensure the effective functioning of the disaster management coordinating committee.
- Identifies specific hazards and vulnerability relating to the core function of the directorate and/or prioritise disaster risks for the directorate.
- Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.
- Identifies directorate projects which will reduce risk in vulnerable communities.
- Compiles both a contingency and business continuity plan for department/s. ultimately, they are additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- Ensures that early warnings are linked to contingency plans.
- Identifies specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.
- He/she must ensure that disaster plans are compiled and maintained in his/her directorate, with specific reference to the following:
 - (i) Establishment and maintenance of the Municipal Disaster and Emergency Services Operations Centre.
 - (ii) Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
 - (iii) Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
 - (iv) Coordinating response and mutual aid agreements with adjacent municipalities in the Overberg District.

- (v) Protecting health and safety of emergency responders.
- (vi) Coordinating of donations received.

Manager: Protection Services

- The compilation and maintenance of the Municipality's Disaster Management Plan. (Each department will be responsible for its own departmental disaster plan).
- Implementing and coordinating the Municipality's Disaster Management Plan.
- Distribution of the updated Disaster Management Plan.
- When deemed necessary, initiate the process for declaring a disaster.
- Liaising with provincial officials and national officials during disasters.
- Requesting provincial and national assistance during disasters.
- Coordinating responses with Non-Government Organizations (NGO's).
- Authorize area evacuation/re-entry.
- Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations.
- Conducts a (scientific) disaster risk assessment annually.
- Identifies specific hazards and vulnerability relating to the core function of the municipality.
- Integrates disaster risk management activities into the core mandate of the Municipality to ensure disaster risk reduction takes place.
- Ensures the effective integration of the disaster management within the Cape Agulhas Municipality's IDP.
- Create separate budget for Disaster Management.
- Identifies municipal projects which will reduce risk in vulnerable communities.
- Ensures that early warnings are linked to Disaster Management Plan.
- Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management Coordinator.
- Encourages research in disaster risk management and publication of any internal research findings.
- Protecting health and safety of emergency responders.

Senior Superintendent: Traffic

- Ensures that operational staff (Traffic and Law Enforcement) understands their functions and responsibilities during a disaster.
- Instructs the disaster officials to respond to incidents.
- Arranges volunteers to be trained primarily for disaster response and recovery, crowd control tasks and surveying.
- Ensures that vehicles involved in managing the disaster is unrestricted to move to and from the disaster area.
- Arrange with Fleet department for additional vehicles, if needed.
- Create separate budget for Disaster Management.

Disaster Management Coordinator

Monitoring and promoting the disaster management strategy with respect to disaster operations and implements disaster management procedures by;

- Preparing reports detailing qualitative and quantitative information on the activities and progress made with regards to the implementation of Disaster Management plans and interventions and forwarding to the Manager for perusal prior to presentation.
- Verifying compliance with the Disaster Risk Management Framework of 2005, Disaster Management Act of 2002 by conducting site visits to ensure that Disaster Management plans are in place and is operational and continuously updated.
- Monitoring and promoting an integrated and coordinated approach to disaster management in the Cape Agulhas region.
- Coordinating and establishment of municipal advisory disaster management advisory forums and attending said meetings.
- Updating, maintaining and/ or approving recording, entries of major disaster occurrences in specific Disaster Management schedules and registers and aligned specific processes/ outcomes to facilitate compliance with statutory and internal procedural requirements.
- Preparing documentation and submitting for monthly reporting to the Manager.
- Compiling training schedules (for Disaster Operatives and Volunteers) and plans to coordinate exercises/practice sessions on Disaster Management techniques and applications and forwarding for approval prior to circulating to relevant stakeholders for attention, adaption and execution.
- Completing requisitions/ procedural forms and documentation, forwarding for further processing and/ or responding to specific correspondence/ enquires on the activities of the functionality.
- Attending to various external forums (District, Provincial, etc.) for the coordination of the Municipality's functionality associated with its role and responsibilities.
- Analysing trends, operating requirements, and forward plans to establish/ determine funding/ expenditure for the period.
- Compiling and providing inputs into revenue and capital budget/ adjustments budgets for the section and submits to the Manager for final approval to ensure that the section is adequately represented.

Manager: Community Support Services

- Identifies specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risk for the directorate.
- Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.
- Compiles a contingency and business continuity plan for the department/s. Such plans are ultimately additions to the basic plan as development by the Disaster management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Identifying and prioritizing essential services that require restoration as the result of an emergency or disaster.
- Establishing and maintaining a resources database that is integrated with the Disaster Management Resources Database.
- Ensures that early warnings are linked to the contingency plan.
- Motivate the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects.

Director: Finance and Information technology Services

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Managing donations for emergency response.
- Facilitating emergency procurement.
- Initiating and facilitating efforts to make funds available for disaster management in the municipal area.
- Supplying resources for disaster management purposes.
- Liaising with the Provincial officials with respect to the utilization of Provincial Emergency Relief Funds if applicable.

Manager: ICT

- Establish an offsite backup system to ensure all critical data is being backed up effectively.
- Implement replication of critical services through a virtual environment.
- Implement electronic archiving to allow archiving of critical documents.
- Implement automated fire suppression systems.
- Implement environmental monitoring.
- Document system recovery procedures for current systems.
- Implement a single integrated directory services environment.
- Sign service level agreements with technology suppliers.
- Implement change control and root cause analysis.

Director: Infrastructure Services

- Ensuring that disaster plans are compiled and maintained in his/her service.
- Identifying buildings which are unsafe.
- Identifying areas, buildings and structures which may require restoration.
- Coordinating responses with businesses and industries affected by the emergency.
- Coordinate response with National and Provincial Public Works departments.
- Identify persons/organizations to contribute to post-emergency reports/debriefings.
- Plan and ensure that risk reduction and disaster mitigation principles are adhered to in the recovery and redevelopment phases.
- Ensure that risk reduction and mitigation principles are applied in all development projects.
- Compilation of pro-active departmental disaster management programmes to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure essential service continuation during emergency/disaster situations.
- Identifying and prioritizing of essential services that may require restoration because of an emergency or a disaster.
- Controlling the consumption of public water supplies.
- Providing alternative water supplies for domestic, industrial, and other uses.
- Providing technical advice in preventing or reducing the effects of flooding.
- Providing technical advice when requested on removing debris from transportation routes and other sites as required.
- Rendering of emergency repairs to damaged road infrastructure.
- Support service to other departments as required.

Manager: Stormwater

- Implementing of pro-active Departmental Disaster Risk Management programmes to support disaster risk reduction or elimination and disaster preparedness.
- Compiling and implementing a Maintenance Plan and Contingency Plan to ensure and support adequate infrastructural disaster risk management preparedness.
- Identify appropriate integrated development projects for incorporation into the Cape Agulhas IDP to target the highest hazard risk areas and the most vulnerable communities to assist with disaster risk reduction efforts.
- Compilation of re-active Departmental Disaster Risk Management Plans to ensure service continuation and functional performance during emergency/disaster situations.
- Link all roads and storm water infrastructure network with disaster risk profile maps,
- Confining and containing flood water where possible.
- Assist in the identification of appropriate and significant risk reduction projects for related infrastructure at risk.
- Providing technical advice in preventing or reducing the effects of flooding and storm damage.
- Incorporate all roads and storm water infrastructure projects with identified disaster risk reduction projects related to roads and storm water.
- Liaison with the Department of Water Affairs as required.
- Removal of debris and other obstacles from transportation routes, water canals, rivers, streams and other sites as required.
- Assist in the planning of reconstruction works of damaged roads and storm water systems after disasters.
- Repairing any damaged or dysfunctional road infrastructure to restore optimal functioning of the transport network in the shortest possible time.

Manager: Electricity

- Compilation of pro-active departmental Disaster Risk Management programmes to support disaster risk reduction or elimination.
- Compilation of reactive departmental Disaster Risk Management Plans to ensure service continuation during emergency / disaster situations,
- Co-ordinating response with businesses and industries affected by the emergency,
- Co-ordinating response with national and provincial Public Works departments,
- Co-ordinating response with Eskom regarding electricity supply to the City,
- Allocating available electricity,
- Planning alternate electrical supply
- Arranging for an alternate telephone or communication service, if required,
- Controlling telecommunications system load,
- Identifying buildings which are electrically unsafe.
- Identifying and prioritising essential services that may require restoration as the result of an emergency or disaster,
- Supplying resources for Disaster Risk Management purposes as requested by the Disaster Co-ordination Team (DCT),
- Establishing and maintaining a resources database that is integrated with the Disaster Risk Management Resources Database (DisRes).

3.1 ANNUAL REPORTS

Section 50 of the Disaster Management Act requires that:

(1) A report must be submitted annually to the Municipal Council regarding the Disaster Management Centre, on

- a) Its activities during the year*
- b) The results of the Centre's monitoring of prevention and mitigation initiatives*
- c) Disasters that occurred during the year in the Municipal area*
- d) The classification, magnitude, and severity of these disasters*
- e) The effects they had*
- f) Problems that were experienced –*
 - (i) In dealing with these disasters, and*
 - (ii) Generally, in implementing this Act, the national disaster management framework of the province concerned and the disaster management framework of its municipality.*
- g) The way in which these problems were addressed and any recommendations the Centre wishes to make in this regard.*
- h) Progress with the preparation and regular updating in terms of sections 52 and 53 of disaster management plans and strategies by municipal organs of state involved in disaster management in the municipal area, and*

(2)(a) A municipal Disaster Management Centre must, while its report is submitted to the municipal council in terms of subsection (1) submit a copy of the report to the National Centre and the Disaster Management Centre of the province concerned.

The following are some of the ways in which monitoring information and evaluation plans can be highly useful for the effective management of disasters in Cape Agulhas:

- To provide quality information on the coordination of disaster management across internal and external stakeholders.
- To support planning, budgeting and policy making decisions that are based on evidence rather than opinion.
- To help municipal officials in their policy development and policy analysis work, and in programme development.
- To help Disaster Management Coordinator and external stakeholders manage activities at the sector, programme, and project levels. This includes municipal service delivery and the management of staff. M&E identifies the most efficient use of available resources; it can be used to identify implementation difficulties. For example, performance indicators can be used to make cost and performance comparisons (performance benchmarking) among different stakeholders. Comparisons can also be made over time which helps identify good, bad, and promising practices. This can prompt a search for the reasons for this level of performance. Evaluations or reviews are used to identify these reasons. This is the learning function of M&E, and it is often termed "results-based management".
- To enhance transparency and support accountability relationships by revealing the extent to which the DMP has attained its desired objectives, with specific reference to the overall coordination of disaster management in the Cape Agulhas.
- To provide the essential evidence necessary to underpin strong accountability relationships, such as of government to the Parliament and civil society.
- To support the accountability relationships within the municipality and between key stakeholders. Strong accountability, in turn, can provide powerful incentives to improve performance. M&E is closely

related to many other aspects of public sector management, such as decentralization, and the extent to which they encompass a focus on government performance.

- To create a platform for civil society (non-government organisations (NGOs), universities, research institutes, think tanks, and the media) to play meaningful roles in M&E in several ways, including both as a user and producer of M&E information. Disaster management requires coordination.
- Relevant, timely and accurate data are made available to all program leaders and managers at each level of implementation.

3.2 REVIEW

This Disaster Management Plan shall be reviewed annually.

4 PLANS FOR PRIORITY RISK

In the realm of disaster management, prioritizing risks is paramount to effective preparedness and response efforts. By identifying and focusing on the most critical hazards and vulnerabilities, disaster management plans can allocate resources efficiently, minimize the impact of disaster, and save lives.

4.1 RISK ASSESSMENT

Responsible Stakeholder – Strategic, Planning & Administration / Disaster Management/ ODM

Will determine the priorities for Disaster Management programs and projects. The amount of possible benefit to be derived from a project in terms of lives protected, livelihoods secured, and property or natural resources defended, will be the criteria that determine priorities.

4.2 VULNERABILITY ASSESSMENT

Responsible Stakeholder: Disaster Management/ Strategic, Planning & Administration

Assessing the vulnerabilities of communities, infrastructure, and essential services to various hazards to prioritize interventions and resource allocation.

4.3 EARLY WARNING SYSTEMS

Responsible Stakeholder: Disaster Management/ ODM

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 members are then responsible to disseminate.

the information amongst other community members to inform them of the possible danger.

4.4 PREPAREDNESS PLANNING

Responsible Stakeholder: All Stakeholders/ All CAM Internal

Developing comprehensive preparedness plans that outline actions to be taken before, during, and after disasters to mitigate risks and minimize impacts.

4.6 RESOURCE ALLOCATION

Responsible Stakeholder: All CAM Internal

Risk and vulnerabilities will determine the priorities for Disaster Management programs and projects. The amount of possible benefit to be derived from a project in terms of lives protected, livelihoods secured, and property or natural resources defended, will be the criteria that determine priorities.

4.7 CAPACITY CONSTRAINTS IDENTIFIED FOR RESPONSE EFFORTS

Capacity constraints in disaster managements refer to the limitations and challenges that faced by the organization and community in effectively responding to and recovering from disasters.

4.4.1 CONSTRAINTS

1. **Human Resources:** No designated body for the crucial role in ensuring swift, coordinated and effective response.
2. **Financial Resources:** No budget allocated for Disaster Management.
3. **Infrastructure:** Inadequate facilities for emergency shelters and transportation for effective response.
4. **Community Engagement:** Challenges in mobilizing and educating the public on disaster preparedness and response protocols.

4.7.2 ADDRESSING THE CONSTRAINTS

1. **Human Resources:** Appoint a Designated Official that is responsible for the coordination of Disaster Management. Recruit and train additional staff and volunteers from the local community.
2. **Financial Resources:** Create a separate budget for Disaster Management and make funding available for disaster management activities, training, equipment procurement and infrastructure development.
3. **Infrastructure:** Upgrade and repair existing facilities such as Community Halls for disaster response capabilities.
4. **Community Engagement:** Challenges in mobilizing and educating the public on disaster preparedness and response protocols.

5 DEPARTMENTAL RISK REDUCTION PROGRAMS AND PLANS

5.1 PROTECTION SERVICES

The Manager Protection Services is responsible for Disaster Management in the Municipality and will in consultation with the District Disaster Management Centre, determine when the incident or disaster is adequately dealt with, and the response structure can be de-activated. In the recovery and rehabilitation phase a project team can be convened to take responsibility for further activities that address the causal factors of the disaster or incident. This team will receive a brief from and report back to the District Disaster Management Advisory Forum as well as senior management.

Disaster Management is co-ordinated by the Protection Services Office. This Department is linked to the Overberg Disaster Management Centre, which is used during major incidents to guide, assess, prevent, and reduce the risk of disasters.

Currently Disaster Management is part of the Manager Protection Services portfolio which also includes responsibility for the management of Traffic Services, Licensing and Law Enforcement (Municipal By-Laws). No provision is made on the structure for a dedicated Disaster Management Officer and Disaster Management is listed as a Key Performance Area of the Manager Protection Services. This is a capacity problem which poses challenges in relation to best practices.

6 DECLARATIONS OF A DISASTER

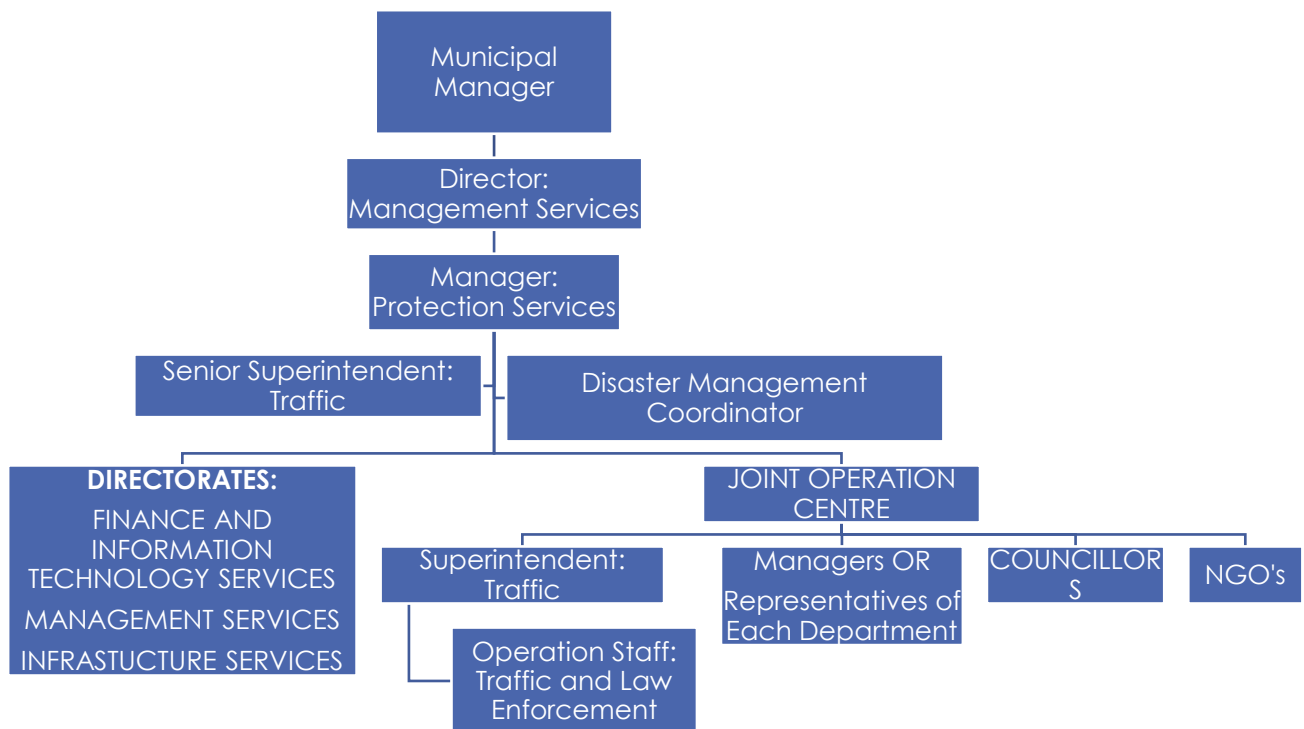
In terms of section 55 of the Disaster Management Act, 2002 (Act 57 of 2002) Council may by notice in the Provincial Gazette declare a local state of disaster if (a) existing legislation and contingency arrangements do not adequately provide for that municipality to effectively deal with the disaster; or (b) other special circumstances warrant the declaration of a local state of disaster. The Act further stipulates, when a local state of disaster has been declared, the Council concerned may release any available resources of the municipality and personnel for the rendering of emergency services.

7 STANDARD OPERATING PROCEDURES

7.1 INTERNAL ROLE PLAYERS DURING A DISASTER

The principal functions of CAM must as far as possibly continue to be rendered during a disaster. The management structure will adapt to deal with the changed circumstances during major incidents or disasters. The internal structure of CAM during a disaster is as follows:

FIGURE 3: MANAGEMENT STRUCTURE



7.2 SEVERE WEATHER/ FLOOD

7.2.1 MUNICIPAL MANAGER

FUNCTIONS ASSIGNED TO THE OFFICE OF THE MUNICIPAL MANAGER DURING A DISASTER

The Municipal Manager will be responsible for:

- Respond to Disaster Incidents, if necessary.
- Reports to JOC, if necessary.
- Instruct the Disaster Officials to respond to incidents.
- Place Departmental Heads on Standby.
- Report on the emergency impact and response to the mayor.
- Report on the emergency impact and response to Councillors in the emergency area.
- Report on the emergency impact and response to the remaining Councillors.
- Authorize extraordinary expenditures.

7.2.2 MANAGEMENT SERVICES

Protection Services – Incident Command

The Manager: Protection Services will be the incident command in the event of an incident and assisted by a temporary disaster coordinator. An official had been identified for this development opportunity.

- Where an event is anticipated, prior to the event, the incident commander will:
 - Consult with district disaster management to determine to which extent the municipal resources should prepare for any alert.
 - Convene a meeting with internal stakeholders to inform them about the risk and confirm their response assignments.
- When an event transpires, the incident commander, with the assistance of the coordinator will:
 - Set up JOC
 - Establish Communication with District Disaster Management (Fire Chief - Reinard Geldenhuys)
 - Set up initiation meeting, via Teams with CAM management.
 - Manage Incident Protocols
 - Coordinate Resources
 - Keep incident log based on information received from all stakeholders
- After an event has occurred the incident commander will:
 - Prepare a Disaster Report.

7.2.3 TRAFFIC AND LAW ENFORCEMENT

Traffic and Law Enforcement – Responsible Person: **Superintendent**

On being informed of the materialisation of disaster event the superintendent will:

- Deploy standby officers at decentralised municipal points. Standby Officers per Locality:
 - Struisbaai: Law Enforcement and/or Traffic Officer/s
 - Arniston: Law Enforcement and/or Traffic Officer/s
 - Napier: Law Enforcement and/or Traffic Officer/s
 - Bredasdorp: Law Enforcement and/or Traffic Officer/s
- Arrange for the collection of keys for municipal shelter points.
- Distribute gumplast (Supplier CAM Stores) – as and when required.
 - Napier – 20 prepared pieces (Municipality Building)
 - Struisbaai – 30 prepared pieces (Caravan Park Struisbaai North)
 - Bredasdorp – 35 prepared pieces (Protection Services Building)
 - Arniston – 15 prepared pieces (Caravan Park)

7.2.4 PUBLIC WORKS

Public Works – Responsible Person: **Manager: Public Works**

On being informed of the materialisation of disaster event the manager will:

- Accommodation: Key-holder arrangements for municipal points. Key Holders per Locality:
 - Struisbaai Community Hall – Marelese Nomdo

- Struisbaai Resort – Andre/Estelle
- Arniston Community Hall & Arniston Resort – Lorna/Angela
- Agulhas Resort – Florida/Sherwin
- Napier Community Hall – Mark Nkathani
- Bredasdorp Community Hall, Nelson Mandela Hall & Suikerbossie – (Hershal/Doreen/Busi)
- Chainsaw operator (John Jantjies) – (Standby of chain saw operator will be finalised once the event severity is confirmed.)

7.2.5 SOCIAL DEVELOPMENT

*Social Development – Responsible Person: **Manager: Social Development***

On being informed of the materialisation of disaster event the manager will:

- Coordinating soup kitchens
- Arrange distribution of humanitarian aid

(Staff standby arrangements will be finalised, once the event severity is confirmed.)

7.2.6 HUMAN SETTLEMENTS

*Human Settlements – Responsible Person: **Manager: Human Settlements***

On being informed of the materialisation of disaster event the manager will:

- Informal settlements monitoring & communications with local committees.
- Arrange distribution of humanitarian aid
- Identify and make available alternative emergency housing/shelter for persons displaced by an emergency/disaster.
- Identify suitable shelter to be utilised to accommodate displaced persons,
- Ensure the relocation of communities out of risk areas (e.g. floodplains),

(Staff standby arrangements will be finalised once the event severity is confirmed.)

7.2.7 INFRASTRUCTURE SERVICES

*Roads & Storm Water – Responsible Person: **Manager: Roads & Stormwater***

On being informed of the materialisation of disaster event the manager will:

- Check Road Conditions
- Sandbags – distribution of sandbags have already commenced.
- Any other protocol interventions
- Digger

7.2.8 ELECTRICITY SERVICES

*Electricity Services – Responsible Person: **Manager Electrotechnical Engineer***

On being informed of the materialisation of disaster event the manager will:

- Electricity supply monitoring and incident response.
- Establish communication with Eskom. (Lizette Shulze)

(Staff standby arrangements will be finalised, once the event severity is confirmed.)

7.2.9 FINANCIAL SERVICES

*Procurement – Responsible Person : **Manager: Supply Chain***

On being informed of the materialisation of disaster event the manager will:

- Assist with stores purchases.
- Assist with emergency procurement processes.

7.2.10 INFORMATION TECHNOLOGY

*Information Technology – Responsible Person: **Manager: Information Technology***

On being informed of the materialisation of disaster event the manager will:

- Assist with ICT faults and accessibility.
- Assist with the development of online registration of victim profiles. (ICT is currently assisting with the development of an online feature on the municipal app.)

7.2.11 PROCUREMENT SERVICES

*Procurement – Responsible Person : **Accountant : Insurance***

On being informed of the materialisation of disaster event the manager will:

- Coordinate insurance reporting of municipal assets that constitutes part of the municipal insurance portfolio.

7.2.12 COMMUNICATION SERVICES

*Communications – Responsible Person : **Manager : Strategic Services***

On being informed of the materialisation of disaster event the manager will:

- Update all social media platforms.
- Issue press embargos to mainstream media.
- Updates on CAM Management, MAYCO & Disaster Management WhatsApp groups.

7.3 XENOPHOBIA

7.3.1 MANAGEMENT SERVICES

Protection Services- Incident Command

The Manager: Protection Services will be the incident command in the event of an incident and assisted by a temporary disaster coordinator.

- Where in the event is anticipated, prior to the event, the incident commander will:
 - Consult with the relevant Ward Councillor and Col. Tamboer of SAPS to determine the extent of the threats and how the municipality should prepare its resources.
 - Convene a meeting with the relevant internal stakeholders to inform them about the risks and confirm their response assignments.
- When an event transpires, the incident command, with the assistance of the disaster coordinator:
 - Set up meeting with relevant internal stakeholders:
 - Bredasdorp – Traffic Department
 - Arniston – Community Hall
 - Struisbaai – SAPS Office
 - Napier – SAPS Office
 - Or any other place that is accessible to convene, depending on the severity of the event.
- Establish communication with David Williams (071 921 1515).
- Set up meeting with Community Leaders, Ward Councillors, MM and David Williams.
- set up meeting with Foreigners, Ward Councillors, MM and David Williams.
- Coordinate resources.
- After the incident has been resolved, the commander will:
 - Prepare an Incident report.

7.3.2 TRAFFIC SERVICES

*Traffic and Law Enforcement – Responsible Person: **Superintendent***

On being informed of the materialisation of disaster event the Superintendent will:

- Deploy all operational staff to do crowd control at the scene.
- Instruct operational staff to assist with transporting victims to safety.
- Instruct operational staff to safeguard all stakeholders from bodily harm and violence.

7.3.3 HUMAN SETTLEMENTS

*Human Settlement – Responsible person: **Manager: Human Settlement***

On being informed of the materialisation of civil unrest the manager will:

- Informal settlements monitoring and communications with local committees.
- Where Foreign Nationals has been threatened with violence:
 - Temporary shelter must be arranged with the Community Halls of CAM or the Mosque.
- Where a Ward Councillor or employee of CAM has been threatened with violence -Temporary shelter must be provided for safekeeping in available resorts within the CAM area.
- Arrange distributions of humanitarian aid.
- After the incident has been resolved, the manager will:
 - Prepare an Incident report.

7.4 PROLONGED ELECTRICITY DISRUPTIONS

7.4.1 ELECTRICITY SERVICES

*Electricity Services – Responsible Person: **Manager Electrotechnical Engineer***

On being informed of the materialisation of disaster event the manager will:

- Electricity supply monitoring and incident response.
- Establish communication with Eskom. (Lizette Shulze) (Deon May).
- Co-ordinating response with businesses and households affected by the emergency,
- Co-ordinating response with national and provincial Public Works Departments.
- Co-ordinating response with Eskom regarding electricity supply to Cape Agulhas.
- Allocating available electricity.
- Planning alternate electrical supply.

(Staff standby arrangements will be finalised, once the event severity is confirmed.)

7.4.2 COMMUNICATION SERVICES

*Communications – Responsible Person : **Manager: Strategic Services***

On being informed of the materialisation of disaster event the manager will:

- Update all social media platforms.
- Issue press embargos to mainstream media.
- Updates on CAM Management, MAYCO & Disaster Management WhatsApp groups.

7.5 PANDEMICS (COVID 19)

7.5.1 MANAGEMENT SERVICES

*Protection Services- **Incident Command***

The Manager: Protection Services will be the incident command in the event of an incident and assisted by a temporary disaster coordinator.

- When an event transpires, the incident command, with the assistance of the disaster coordinator:
 - Consult with Col. Tamboer SAPS to determine the resources that needs to be deployed.
 - Establish Communication with District Disaster Management (Fire Chief - Reinard Geldenhuys).
 - Establish communication with Otto Du Plessis Hospital to determine the severity of the pandemic.

- Set up JOC at Traffic Department.
- Issue staff with PPE.
- Deploy operational staff (Traffic, Law Enforcement, SAPS, Fire Fighters) to main entrances or exits of CAM to perform access control duties.

7.5.2 FINANIAL SERVICES

*Procurement – Responsible Person: **Manager: Supply Chain***

On being informed of the materialisation of disaster event the manager will:

- Assist with stores purchases of PPE.
- Assist with emergency procurement processes.

7.6 LANDGRABS

7.6.1 MANAGEMENT SERVICES

*Protection Services- **Incident Command***

The Manager: Protection Services will be the incident command in the event of an incident and assisted by a temporary disaster coordinator.

- Where in the event is anticipated, prior to the event, the incident commander will:
 - Consult with the relevant Ward Councillor and Col. Tamboer of SAPS to determine the extent of the threats and how the municipality should prepare its resources.
 - Convene a meeting with the relevant internal stakeholders to inform them about the risks and confirm their response assignments.
- When an event transpires, the incident command, with the assistance of the disaster coordinator:
 - Set up JOC or meeting with relevant internal stakeholders:
 - Bredasdorp – Traffic Department
 - Arniston – Community Hall
 - Struisbaai – SAPS Office
 - Napier – SAPS Office
 - Or any other place that is accessible to convene, depending on the severity of the event.
 - Establish communication with David Williams (071 921 1515).
 - Set up meeting with Community Leaders, Ward Councillors, MM and David Williams.
 - Set up meeting with Foreigners, Ward Councillors, MM and David Williams.
 - Coordinate resources.
 - After the incident has been resolved, the commander will:
 - Prepare an Incident report.

7.4 CONTINGENCY PLANS

The Multi-Disciplinary Incident Management Plan (MIMP) is attached as **Annexure A**

The Procedure for Emergency Incidents and Disaster Response is attached as **Annexure B**

8.1 INTERNAL STAKEHOLDERS

DEPARTMENT	Contact Person Details	Area of Responsibility
Mayor's Office	<p>Mayor: Mr. P Swart 072 359 2015 (C) PaulS@capeagulhas.gov.za</p> <p>Mayor Assistant: SK 067 044 3465 (C)</p>	
Municipal Manager's Office	<p>Municipal Manager: Mr. E Phillips 082 338 0964 (C) EbenP@capeagulhas.gov.za</p> <p>MM Assistant: Mrs. E Zieff 084 515 8495 (C)</p>	
Management Services	<p>Acting Director: Mrs. L Smith 081 049 3210 (C) LuzethS@capeagulhas.gov.za</p>	Co-ordinate the responses of the various services and to ensure good liaison and information flow between services.
Protection Services	<p>Manager: Mrs MM. Saptou 028 – 425 38 23 (F) 079 6996 051 (C) myllisons@capeagulhas.gov.za</p> <p>Supt. E. Everts 074 349 1895 (C) esaue@capeagulhas.gov.za</p> <p>Temporary DMC: Mrs. N Salies 073 568 4326 (C) nadiaz@capeagulhas.gov.za</p>	Assist with co-ordination of responses of various services to ensure good liaison between services.
Infrastructure Services	<p>Director: Mr. H. Krohn 072 093 6538 (C) hendrikk@capeagulhas.gov.za</p>	The management structure will plan to maintain existing services and to adapt to deal with the changed circumstances during major incidents or disasters.
Stormwater and Streets	<p>Manager: Deon Wasserman 083 707 4670 (C) deonw@capeagulhas.gov.za</p>	
Finance and Information Technology	<p>Director: Mr. H. van Biljon 082 806 7887 (C) hannesv@capeagulhas.gov.za</p>	

Budget and Treasury Office	Manager: Shaun Stanley 082 580 6200 (C) shauns@capeagulhas.gov.za	
ICT Section	Manager: Willem Van Zyl 074 585 8309 (C) willemv@capeagulhas.gov.za	
Strategic Planning and Administration	Manager: Tracey Stone traceys@capeagulhas.gov.za	

8.2 EXTERNAL STAKEHOLDERS

DEPARTMENT	Contact Person Details	Area of Responsibility
Fire Rescue ODM	Mr R. Geldenhuys Overberg District Municipality 028 – 425 1157 (W) 028 – 425 2157 (F) 083 2738 234 (C)	Protect and rescue life and property against fire or other threatening danger. Prevent outbreak or spread of fire.
Social Services	Mrs. Elsabe Raymond Dept. Social Development Bredasdorp 028 – 425 1080 (W) 028 – 425 1035 (F) 083 4859 431 (C) 076 5572 260 (Child Protection)	Give assistance by giving social relieve during a major incident by providing – food, blackest, shelter. Support with training of children during the incident. Helping the community in need to apply for the disaster relief fund if needed.
SANDF	Major: E. Van Der Westhuizen L/Cornel R. Kotze National Defence Force 028 – 425 4182 (W) 028 – 425 4198 (F) 082 7399 764 (C)	Primary function is to ensure national defence and related issues. Secondary function in the case of a major incident or disaster is to assist where life/property is threatened.
SAPD	Cornel: G. Tamboer SAPD, Bredasdorp 028 – 425 5400 (W) 028 – 425 1444 (F) 082 1254 216 (C)	Maintain law and order during an incident
EMS	Chief: Mr V. Thasabisho Ambulance Services 028 – 4251907 (W) 10177 (Emergency Number)	Ensure emergency medical care and medical rescue of patients and their rapid evacuation to the

	072 2363 672 (C) / 0726135160 (C)	nearest appropriate health facility.
Hospital	Mrs Nicole Adams Otto Du Plessis Hospital 028 – 814 3505 (W) 028 – 4241912 (F) Dr J. Du Toit 082 567 9800 (C)	Assist by treating injured people and to hospitalise them if needed. To supply medication in the case of an incident for treatment.
Eskom	Mr. D. May 028 – 425 4904 (W) 083 235 5435 (C)	Non-governmental organisations that can assist and support the local authority with expertise and resources during emergency and disaster situations.
Telkom	Mr. M. Roots: 028 – 424 1620 (W)	

LIST OF CONTACT DETAILS PER TOWN

Town	Area Incident Report - Contact Details	Area of Responsibility
Elim & Napier	Napier Office 028 – 423 3231 (W) or 028 – 425 5500 (24 Hours Available) 082 457 1774 (C) (Standby)	Receive telephonic complaint or information. Provide information to activate the responses of the various services and to ensure good liaison and information flow between the public and services.
Ward 1	Ward Councillor: Cllr. R Ross 079 015 6492 (C)	Community Assistance by ensuring information is reported and action is in process
Bredasdorp & Klipdale	Cape Agulhas Municipality 028 – 425 5500 (24 Hours Available) 082 4571 774 (C) (Standby)	After hours Standby Service for assistance of the various services
Ward 2	Ward Councillor: Cllr D Jantjies 082 905 5064 (C)	Community Assistance by ensuring information is reported and action is in process.
Bredasdorp Ward 3	Ward Councillor: Cllr R Louw 078 148 9188 (C)	Community Assistance by ensuring information is reported and action is in process
Bredasdorp & Proteem Ward 4	Ward Councillor: Cllr J. Nieuwoudt 082 9055 057 (C)	Community Assistance by ensuring information is reported and action is in process.
Struisbaai	Struisbaai Office 028 – 435 6538 (W) or 028 – 425 5500 (24 Hours Available) 072 5138 981 (C) (Standby)	Receive telephonic complaint or information. Provide information to activate the responses of the various services and to ensure

		good liaison and information flow between the public and services.
Ward 5	Ward Councillor: Cllr A. Eksteen 081 7148 919 (C)	Community Assistance by ensuring information is reported and action is in process.
Arniston / Waenhuiskrans	Arniston Office 028 445 9620 (W) or 028 425 5500 (24 Hours Available) 082 457 1774 (C) (Standby)	Receive telephonic complaint or information. Provide information to activate the responses of the various services and to ensure good liaison and information flow between the public and services.
(Ward 6)	Ward Councillor: Cllr. J. August - Marthinus 063 275 5653	Community assistance by ensuring information is reported and action is in process.

MIMP

**MULTI-DISCIPLINARY
INCIDENT MANAGEMENT PLAN**

1 **PURPOSE**

The purpose of this plan is to confirm policies and procedures in the Cape Agulhas Municipal area to ensure effective inter-discipline co-operation at incidents that require multi-discipline operations.

2 **SCOPE**

The policies and procedures defined in this plan must be implemented in the Cape Agulhas Municipal area, at any scene, which require the response of more than one service.

3 **REFERENCES**

- N2 Incident Management System
- PAWC Emergency Medical Services: Plan Delta (Mass casualty)
Law Enforcement Operational Co-ordinating Mechanism as per NCPS
- Overberg Fire & Rescue Standard Procedures for Command and Control at Incidents
- Major Aircraft Disaster Plan
- Coastal Oil Spill Contingency Plan
- Spoornet Rail and Terminal Service Contingency Plan
- Provincial Hazmat Plan
- SASAR Contingency plan – Provincial
- SASAR Contingency Plan - Overberg
- Fire Plan - Overberg
- Overberg Fire Rescue USAR PLAN

4 **LEVELS OF PLANNING AND RESPONSE: COMPARISON OF DISCIPLINES**

There are two distinct planning strategies, which must be considered when it comes to inter-disciplinary planning. The one being the National Crime Prevention Strategy driven mainly by the Security Forces, and then the National Disaster Management Strategies driven by the Department of Provincial Affairs and Local Government. Attachment A illustrates levels of planning and response in different disciplines and spheres of government.

National Crime Prevention Strategy

The joint implementation of National Crime Prevention Strategies and operations and / or operational projects take place within an inter-departmental co-ordinating structure called the Operational Co-ordinating Mechanism.

The various levels of planning and co-ordination take place in the following forums.

National Sphere - National Joint
Provincial Sphere - Provincial Joint
Area Sphere - Area Joint
Sub Area - Sub area Joint.

Local Sphere - Local Joint

Disaster Management Strategy

The joint implementation of National Disaster Management strategies and operations take place within the Inter – Ministerial Committee for Disaster Management, and the national Inter-Departmental Disaster Management Committee.

The structure designed for the above planning and co-ordination function is as follows.

National Sphere - National Disaster Management Centre NDMC
Provincial Sphere - Provincial Disaster Management Centre PDMC
Area / Local - Municipal Disaster Management Centre MDMC

The municipal official tasked with the responsibility of co-ordinating disaster management will manage the local/area structure and is accountable to the Municipal Manager.

General

All disciplines are responsible for their own functional planning and routine responses in accordance with their relevant enabling legislation.

Definitions

5 DEFINITIONS

CASUALTY CLEARING STATION

An area demarcated for the triage and treatment of patients in preparation for evacuation.

DISASTER

A situation that impacts on human health and/or resources of a magnitude that exceeds the mitigation capacity of a district, provincial or national government.

ECC - EMERGENCY CONTROL CENTRE

(Also known as JOC – Joint operations Centre)

An off-site, centralised facility where multi-disciplinary co-ordination and strategic decision-making takes place.

ECC CO-ORDINATOR (ECCC)

The appointed person in the ECC who is responsible for the implementation of strategic decisions made to deal with the major incident or disaster in co-operation with the multi-disciplinary team and other role players.

ECC MANAGEMENT TEAM

The multi-disciplinary team and other role players at the ECC, under direction of the ECC Co-ordinator (ECCC) that is responsible for the strategic planning and directing of the functions required in mitigation of the major incident or disaster.

FCP – Forward Control Post (Also known as Forward Command Post)

An on-scene facility where tactical decision-making and control of inter-disciplinary co-ordination takes place.

FCP CO-ORDINATOR (FCPC)

The responsible role-player at the FCP who is selected to co-ordinate and control the incident with the assistance and co-operation of all other line functionaries.

FCP MANAGEMENT TEAM

The multi-disciplinary team at the FCP, under direction of the FCPC, that co-ordinates the effective execution of line-function responsibilities.

HOLDING AREA

(Also known as staging area, mustering point)

An identified safe area close to an incident where a reserve of resources can be located to provide for co-ordinated deployment.

INCIDENT

A situation requiring limited co-ordinated emergency resources.

INNER CORDON

(Also known as Hot Zone, Danger Zone)

Demarcated perimeter of an area that encompasses the directly affected area and representing the nearest line of safety to the affected area, and where only persons involved in the operational phase who are either named in an action plan, or on instruction from the FCPC shall be allowed.

LANDING ZONE (LZ)

An area demarcated at a scene for landing helicopters for the primary objective of evacuating emergency patients.

MAJOR INCIDENT

A complex situation requiring co-ordinated multiple emergency resources.

OUTER CORDON

(Also known as the security zone, exclusion zone, restricted zone)

The demarcated perimeter of an area, surrounding the inner cordon, restricted to services and agencies, for the performance of functions in support of personnel within the inner cordon and to ensure the safety of the public.

PATIENT LOADING AREA

An area demarcated and held open for the access and egress of ambulances to load and evacuate patients from an incident.

SERVICE COMMAND POST (SCP)

The facility from where a service formation (the collection of personnel and equipment of a single service) on the scene of an incident is managed.

6 RESPONSIBILITIES

The primary functions of the services involved in the plan are as follows.

Disaster Management

The primary function of disaster management during the response phase of a major incident or disaster is to co-ordinate the responses of the various services and to ensure good liaison and information flow between services.

Traffic Services

The primary function of traffic services during an incident is to manage the flow of traffic around the incident and to safeguard the scene/ area from a traffic point of view to facilitate speedy response by all services.

Fire

The primary function of Fire services is to:

To protect life and property against fire or other threatening danger

The rescue of life and property from fires or other threatening danger.

To prevent the outbreak or spread of fire and the fighting or extinguishing of fires.

The performance of any other function connected with the above duties.

Ambulances / EMS

The primary function of EMS at an incident is the emergency medical care and medical rescue of patients and their rapid evacuation to the nearest appropriate health facility.

SAPS

*The primary function of the SAPS is to maintain law and order during an incident by-
Assessment of the situation.*

To activate SAPS and other services via radio control.

Establish a cordon in the immediate area to prevent further loss of life and/or looting.

Assist to implement effective command and control on scene via the FCP.

SANDF

The primary function of the SANDF is national defence and related issues. A secondary function of the SANDF in the case of major incidents and disasters is to assist where life and/or property is/are threatened.

Law Enforcement

The primary function of the Municipal Law Enforcement Services is to enforce municipal by-laws, to safeguard municipal assets and to support National and Provincial law-enforcement agencies in the prevention of crime and public safety operations.

NGO's

NGO'S are non-governmental organisations who are able to assist and support the local authority with expertise and resources during emergency and/or disaster situations i.e. Health and Welfare Committees

7 MULTI-DISCIPLINARY INCIDENT MANAGEMENT PROCEDURE

Incident development (Sequence of events)

Incident Reporting

- *Notification / Activation of Services*
- *Dispatch / First Response*
- *Liaison between Service/Discipline Control Centres*

First Arrival

- *Initial Assessment*
- *Feedback / Sitrep*

Additional Response and Actions

Establishment and functioning of FCP.

- *FCP Coordinator*
- *Co-ordinates between services on scene*
- *Liases with and updates ECC.*
- *Facilitates joint decision-making.*
- *FCP Management Team*
- *Senior representatives from all services involved.*
- *Service representatives liases via FCP co-ordinator with other services involved.*
- *Service representatives updates and liases with service representative in ECC via FCP.*
- *Identification and confirmation of Inner Cordon, Outer Cordon, and Holding Area*

Establishment and functioning of Service Command Post

- *Commands service formation on scene*
- *Liases with and updates FCP.*

Activation and functioning of ECC (Emergency Control Centre / Joint Operations Centre)

- *ECC co-ordinator*
- *Chairs ECC Management Team*
- *Liaises with other services internally and externally.*
- *Facilitates joint decision-making.*
- *ECC Management Team*
- *Service representatives supports service formation on scene via FCP.*
- *Supports and advises ECC Co-ordinator.*

Mop-up operations and stand-down

Closing of incident

Identification

FCP

Green/orange rotating light.

Command Post

Service specific identification.

- *Fire: Fire Command: Orange rotating light*
- *Fire Vehicle: Red rotating light.*
- *EMS Medical Post: White rotating light*
- *EMS Medical command: Green Rotating Light*
- *EMS Vehicle: Red Rotating Light*
- *SAPS, Traffic, Law Enforcement: Blue rotating light*
- *Disaster Management: Green rotating light.*

FCP Coordinator,

Identification bib, clearly identifiable with wording "FCP COORDINATOR".

FCP Representatives

Identification bib with wording "FCP REP".

Communication

Representative of each service with communications to own service in FCP, ECC.

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PROCEDURE FOR EMERGENCY INCIDENTS AND DISASTER RESPONSE

LOCAL MUNICIPAL AREA

(I) EMERGENCY INCIDENTS

Emergency incidents are line function-specific and emergency services operate according to their own standard operating procedures, or in the case of larger incidents the Overberg Multi-Disciplinary Incident Management Plan (attached)

As soon as an incident escalates, or has the potential to escalate to the point of a disaster, as per the definition in the Disaster management Act 57 of 2002, or the sudden onset incident immediately falls within the definition, the following protocol will apply:

(II) DISASTER RESPONSE

1. Introduction

Disaster response is the total of actions taken by people and institutions in the face of a disaster. These actions commence with the warning of an oncoming threatening event or with the event itself if it occurs without warning. It furthermore includes the implementation of disaster preparedness plans and procedures, thus overlapping with disaster preparedness. The end of disaster response comes with the completion of disaster rehabilitation programmes.

Legislation places the responsibility for the coordination and management of local disasters in its area with the District Municipality:

Responsibilities in event of local disaster

54. (1) Irrespective of whether a local state of disaster has been declared in terms of section 55-

- (a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and*
- (b) the council of a district municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co-ordination and management of local disasters that occur in its area.*

In the event of a disaster the Overberg District Municipality Disaster Management Centre will initiate a response.

The scope of response is usually extensive, and success depends vitally on good preparedness. The effectiveness or otherwise of response also has a considerable bearing on subsequent recovery requirements and activities.

Response operations usually must be carried out under disruptive and sometimes traumatic conditions. Often, they are difficult to implement, and they tend to make heavy demands on personnel, equipment and other resources. Thus, without a sound basis of planning, organisation and training, response operations are unlikely to achieve optimum success.

2. Aim

The aim of disaster response is to take effective measures immediately prior to and following the disaster to save lives, protect property and to deal with the immediate damage caused by the disaster.

3. Disaster response

3.1 Goals

The goals of disaster response are to:

- *Provide rapid, effective, and accurate resources and information.*
- *Ensure rapid and effective response to a disaster.*
- *Assist communities in need for them to subsist through the emergency phase and beyond.*
- *Limit casualties.*
- *Alleviate hardship and suffering.*
- *Restore essential life support and community systems.*
- *Mitigate further damage and loss; and*
- *Provide the foundation for subsequent recovery.*

3.2 People/ organisations involved.

The following organisations, line functions and/or individuals are involved in disaster risk reduction:

- *Overberg Disaster Management Centre*
- *Local Municipality*
- *Municipal council*
- *Councillors*
- *Social services*
- *Fire and rescue.*
- *SAPS*
- *SANDF*
- *Community development workers*
- *Housing*
- *Public works*
- *NGOs involved.*
- *Agriculture*

3.3 Actions needed to be taken.

A JOINT OPERATIONS CENTRE will be established under the direction of the Head of the Overberg DM Disaster Management Centre.

The following actions will be taken:

- a. *Collect information about hazard/disaster situation:*
 - *surveys.*
 - *early warning systems.*
- b. *Tap onto available resources as directed by emergency preparedness plan and necessity.*
- c. *Assess situational factors and handle accordingly:*
 - *main needs for warning.*
 - *closing of schools, offices, and other public places.*
 - *check emergency power supplies and similar facilities.*
 - *taking precautions in households to ensure supplies of food and drinking water.*

- d. *Assess needs for evacuation of communities, as need be:*
 - *precautionary, or*
 - *post-impact.*
- e. *Co-ordinate response operations and ensure good communications between all relevant role-players.*
- f. *Identify key aspects of assistance to community:*
 - *rescue.*
 - *treatment and care of victims – e.g. dispose of the dead.*
 - *evacuation.*
 - *shelter.*
 - *food.*
 - *communications.*
 - *clearance and access.*
 - *water and power supplies.*
 - *temporary subsistence supplies.*
 - *health and sanitation.*
 - *public information.*
 - *security.*
 - *construction requirements.*
 - *disaster welfare enquiry.*
 - *maintenance of public morale.*
- g. *Allocate tasks to relevant parties*
- h. *Implement emergency preparedness and contingency plans.*

3.4 COMMUNICATION

Council and Mayor

The mayor and council of the affected municipality will be kept informed by the JOC on actions and developments on a time basis agreed.

Media and Press

Providing accurate information to the media is of critical importance.

Therefore, ALL press release and statements must be made from the JOC.

The Head of Disaster Management Centre or a JOC appointed press.

liaison will brief the media on the factual context of the disaster and actions taken. Members of the council or the mayor wishing to address.

the press will do so from the JOC.
