



DISASTER MANAGEMENT PLAN

2025/2026

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ABBREVIATIONS

DM	: Disaster Management
ECR	: Emergency Control Room
HOD	: Head of Department
IAP	: Incident Action Plan
IC	: Incident Commander
ICC	: Incident Command Centre
ICS	: Incident Command System
ICT	: Information and Communication Technology
IDP	: Integrated Development Plan
IMT	: Incident Management Team
JOC	: Joint Operations Centre
NGO	: Non-Government Organisation
SAPS	: South African Police Services
UC	: Unified Command
WCEMS	: Western Cape Emergency Medical Services

DEFINITIONS

Complex: two or more individual incidents located in the same general areas that are assigned to a single Incident Commander or Unified Command

Coordination: means the process of systematically analysing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Disaster: means a progressive or sudden, widespread or localized, natural or human-caused occurrence which causes or threatens to cause death, injury or disease, damage to property, infrastructure or the environment; or disruption of a community; and is of a magnitude that exceeds the ability of those affected to cope using only own resources.

Disaster Management: means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at preventing or reducing the risk of disasters, mitigating the severity or consequences of disasters, emergency preparedness, rapid and effective response to disasters, and post-disaster recovery and rehabilitation

Disaster risk management: the systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental technological disasters. This comprises of all forms of activities, including structural and non-structural measures to avoid (prevention) and to limit (mitigation and preparedness) adverse effects of hazards.

Hazard: means something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: means an occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, forest and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, public unrest, weather-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Commander: means the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and 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 Command Post (ICP): means the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a great rotating or flashing light.

Incident Command System (ICS): means the standardised on-scene emergency management construct specifically designed to provide for the adoption of an integrated organisational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organisational structure, designed to aid the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organise field-level incident management operations.

Incident Management Team (IMT): means the Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Joint Operations Centre: means the physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. A JOC may be a temporary facility or located in a more central or permanently established facility, perhaps at a higher level of organisation within a jurisdiction. JOCs may be organised by major functional disciplines (e.g. fire, law enforcement, and medical services), by jurisdiction (e.g. National, Provincial, District or local), or some combination thereof.

Resources: means personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

Response: means the activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operational plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other

unfavourable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine.

Risk: the probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damage) resulting from interactions between natural or human-induced hazards and vulnerable conditions.

Typing: means the identifying or categorising of resources or incidents along predetermined and agreed descriptions. Typing of resources allows for there to be an understanding of the capabilities of a resource. Typing of incidents allows the incident personnel to understand the size and/or complexity of an incident. Incidents are typed from Type 5 (small or simple) up to Type 1 (large or complex)

Unified Command (UC): means an application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies in a single Incident Action Plan

Vulnerability: the conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards.

1. LEGAL FRAMEWORK AND DISTRIBUTION

1.1. In terms of the Disaster Management Act, section 53:

Each Municipality must prepare a Disaster Management Plan/Framework for its area according to the circumstances prevailing in the area, after consulting with the District Municipality and other Local Municipalities within the area of the District Municipality

Sections 25, 38, 52 and 53 specify that those organs of state, must each prepare a disaster management plan setting out, amongst others, its roles and responsibilities regarding emergency response, post-disaster recovery and rehabilitation, as well as an outline of the capacity to fulfil these roles and responsibilities and contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

1.2. The formulation and implementation of a Disaster Management Plan forms part of the IDP (Integrated Development Plan) process for the Overstrand Municipality. The purpose of this Disaster Management Plan is to ensure disaster management coordination and response at all times, enhancing the Overstrand Municipality's ability to prevent and deal with disasters and to avoid development that is considered high risk in terms of the potential for disasters.

1.3. Overstrand Disaster Management Plan:

- a. Forms an integral part of the Municipality's Integrated Development Plan.
- b. Anticipates the type of disasters and its possible effects likely to occur in the municipal area.

1.4. The Plan places emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households.

1.5. The plan seeks to develop a system of incentives that will promote disaster management in the Overstrand through:

- a. Identifying the areas, communities and households that are at risk.
- b. Taking into account indigenous knowledge relating to disaster management.
- c. Promote disaster management research.
- d. Identifying and addressing weaknesses in the capacity to deal with possible disasters.
- e. Provide for prevention and mitigation strategies.
- f. Facilitate maximum emergency preparedness.
- g. Contain contingency plans and emergency procedures in the event of disasters, providing for:
 - i. The allocation of responsibilities to the various role-players and co-ordination in the execution of those responsibilities.
 - ii. Prompt disaster response and relief.

- iii. Procurement of essential goods, equipment and services.
- iv. Establishment of strategic communication links; and
- v. Dissemination of information.

1.6. The Overstrand Municipality must establish and implement a policy framework for Disaster Management in the municipality which is aimed at:

- a. Risk identification
- b. Risk assessment
- c. Risk response
- d. Risk response development

1.7. The Overstrand Disaster Management Plan is consistent with –

- a. The provisions of the Disaster Management Act 57 of 2002.
- b. The Disaster Management Policy Framework of the Overberg District, Provincial Government and National Government.

1.8. Disaster management plans are compiled based on a generic plan including standard operating procedures and best practice, and then expanded with risk-specific plans that address disaster management for special circumstances where the generic plan needs to be adapted.

1.9. Risk-specific plans are produced by Overstrand Disaster Management as part of its responsibility in terms of the Disaster Management Act, 2002

2. INTRODUCTION

2.1. The Disaster Management Act, 2002, is a legal instrument that provides coherent and transparent information with the aim of reducing, minimizing, and preventing disasters through risk assessment and mitigation strategies. This can be achieved through excellent communication and expertise of different services, access to funds and access to sufficient resources.

2.2. Priority will be given to development measures that reduce the vulnerability of disaster-prone areas, communities, agriculture and infrastructure within each line function

2.3. Disaster Management is also responsible for promoting disaster management training and community awareness to reduce vulnerability to communities most at risk.

3. PURPOSE

3.1. To establish a disaster management strategy guiding the disaster management plans of the various departments and role-players. It is critical that an efficient and effective disaster response can be mobilized. The response is a collective responsibility. In a

major emergency or disaster, people need to know what to do, who will do it and how it will be done.

3.2. The ability to respond quickly and effectively will depend on good preparation.

3.3. An Emergency Preparedness Plan is designed to establish the framework for implementation of the provisions of the future.

3.4. The purpose of the Emergency Preparedness Plan is to outline procedures for both the proactive disaster prevention and the reactive disaster response and mitigation phases of Disaster Management.

3.5. The Emergency Preparedness Plan intends to facilitate multi-agency and multi-jurisdictional co-ordination in both proactive and reactive programs.

4. ROLE OF DISASTER MANAGEMENT UNIT

4.1. To compile and adopt a disaster management policy

4.2. Compile and maintain disaster management plans/framework

4.3. Establish a disaster management committee

4.4. Establish community partnerships that combine the access and attributes of everyone with a stake in disaster resistance.

5. DISASTER RISK REGISTER

Please see Annexure “D”

6. RISK REDUCTION

6.1. Risk awareness programs

6.2. Risk prevention programs

6.3. Formal and informal training about emergency services and disaster relief

6.4. Research in formal and informal settlements about location, growth and development

6.5. Upgrading of vehicles, equipment, and protective clothing

7. INCIDENT COMMAND SYSTEM

- 7.1. The Incident Command System (ICS) is the recognised management tool adopted by the Western Cape Provincial Government to manage an incident or event efficiently and effectively. The three primary purposes of ICS are:
- 7.1.1. To provide for the overall safety of personnel and members of the public at an incident or planned event.
 - 7.1.2. To provide for a clear integrated management structure and hierarchy.
 - 7.1.3. To ensure that the achievement of objectives is carried out efficiently and effectively.
- 7.2. ICS is modular and can expand or shrink to the changing needs of the incident or event for emergency and non-emergency situations and across all levels of government (local, district or provincial). It is therefore a system that allows different organisations to work together.
- 7.3. The Incident Commander (IC) or Unified Command (UC) are responsible for the management of the incident or event. Incident Command is implemented when the incident or event occurs in a single jurisdiction or function. Where the incident or event occurs across multiple jurisdictions or functions, or an overlap exists, Unified Command is applied so that joint decision-making can take place with a single set of strategies and objectives.
- 7.4. Incident Management Teams (IMT) will be activated, depending on the type of incident. The IMT (some or all) will be activated from Type 3 to Type 1.
- 7.4.1. **Type 5 Incident:** an incident that can be handled with one or two single resources and is contained within the first operational period (within an hour to a few hours) i.e. vehicle fire, injured person.
 - 7.4.2. **Type 4 Incident:** an incident where several resources are required to mitigate the incident and is limited to one operational period. No Incident Action Plan (IAP) is required but resources must be tracked.
 - 7.4.3. **Type 3 Incident:** an incident in which the needs thereof exceed the capabilities of the responding agencies. Some command and general staff may be activated and the incident may extend multiple operational periods. An IAP is required for each operational period.
 - 7.4.4. **Type 2 Incident:** an incident that extends beyond the capabilities of local control and is expected to go into multiple operational periods. A type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command and general staffing. An IAP is required for all operational periods and almost all command and general staff positions will be filled. The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

7.4.5. **Type 1 Incident:** means a complex incident, requiring national resources for safe and effective management and operation. All command and general staff positions are filled and an IAP is required for each operational period. There is a high impact on the local authority, requiring additional staff for office administrative and support functions.

7.5. Depending on the location of the incident or event, an Incident Command Post (ICP) or Joint Operations Centre (JOC) will be established. As far as practically possible, the staging area and ICP will be separate from each other to minimize interferences.

7.6. Due to the layout of the Overstrand jurisdiction, more complex incidents are taking place i.e. extended wildfires taking place at the same time.

7.7. Where Overstrand Municipality is unable to cope with the incident or complex incidents with own resources, a code red will be declared and additional resources acquired.

8. GEOGRAPHICAL OVERVIEW PROFILE

8.1. The municipality spans approximately 1,708 km² and had a recorded population of 132,495 as of the 2022 Census (Statistics South Africa, 2022). It encompasses the areas of Hangklip-Kleinmond, Greater Hermanus, Stanford, and Greater Gansbaai. The municipal area has a coastline of approximately 230 km, stretching from Rooi Els in the West to Quinn Point in the East.

9. DEMOGRAPHIC PROFILE

9.1. The 2022 Census by Statistics South Africa reports that Overstrand's population grew from 80,432 in 2011 to 132,495 in 2022, marking a 65% increase over this period.

9.2. During festivals and festive seasons, the influx of visitors can increase the population of Overstrand with up to 50%.

9.3. The population of Overstrand is projected to reach approximately 150,639 by 2027. Additionally, the estimated average annual population growth rate between 2022 and 2027 is 2.6%.

9.4. The total number of households within the municipal area increased from 36,076 in the 2021/22 financial year to 36,583 in 2022/23, reflecting a 1.42% increase in the total number of households over this period.

Household	2020/21	2021/22	2022/23
Number of households in municipal area	35 451	36 076	36 583
Number of indigent households in municipal area	7 278	7 367	1 491

9.5. As indicated in the above table, the total number of indigent households decreased from 7,367 in the 2021/22 financial year to 1,491 in 2022/2023. This decline is primarily attributed to the change in the Indigent Policy, with Categories B and C being discontinued. To address this, the municipality has launched an outreach campaign through pamphlets, social media, and ward committee meetings. Additionally, qualifying indigents will be notified in advance that their applications have expired and must be renewed. Municipal staff will also engage directly with communities to assist them through the application process.

10. OVERSTRAND POPULATION PROFILE

- 10.1. According to the Statistics South Africa 2022 Census figures, the Overstrand population increased from 80,432 in Census 2011 to 132,495 in Census 2022, representing a 65% increase over this period. The estimated population for Overstrand in 2027 is 150,639, with an anticipated average annual growth rate of 2.6% between 2022 and 2027.
- 10.2. Projections are based on the 2022 Census figures and the previous ward boundaries. As a result, certain calculated adjustments were necessary to isolate figures for specific areas within some wards and incorporate them into the newly established Ward 14. These adjustments specifically impacted Wards 1, 2, 11, and 14. Refer to the table below extracted from the IDP:

Areas	Ward	Population		
		2011 Census	2022 Census	2024 projection
Stanford, Thembihle	1	6 454	8977	9 449
Gansbaai North-East, Masakhane	2	6 866	11311	11907
Hermanus	3	4 267	7030	7400
Westcliff, Mount Pleasant, Hemel & Aarde Valley	4	7 801	12851	13528
Zwelihle South	5	6 345	10453	11003
Zwelihle North	6	6 529	10755	11322
Sandbaai, Hemel & Aarde Estate	7	4 102	6757	7113
Hawston, Fisherhaven & Honingklip	8	9 412	15504	16321
Kleinmond, Proteadorp, Mountain View, Palmiet, Beverley Hills, Ext 6	*9	2 446	4029	4242
Pringle Bay, Overhills, Mooiuitsig, Betty's Bay, Rooiels	10	6 638	10935	11511
Baardskeerdersbos, Eluxolweni, Pearly Beach, Buffeljagsbaai, Franskraal	11	9 086	10628	11188
Zwelihle North-West	12	5 335	8789	9252
Onrus & Vermont	13	5 151	8485	8932
Blompark, De Kelders, Gansbaai South-West, Van Dyksbaai	*14		5991	6307
GRAND TOTAL		80 432	132 495	139 474

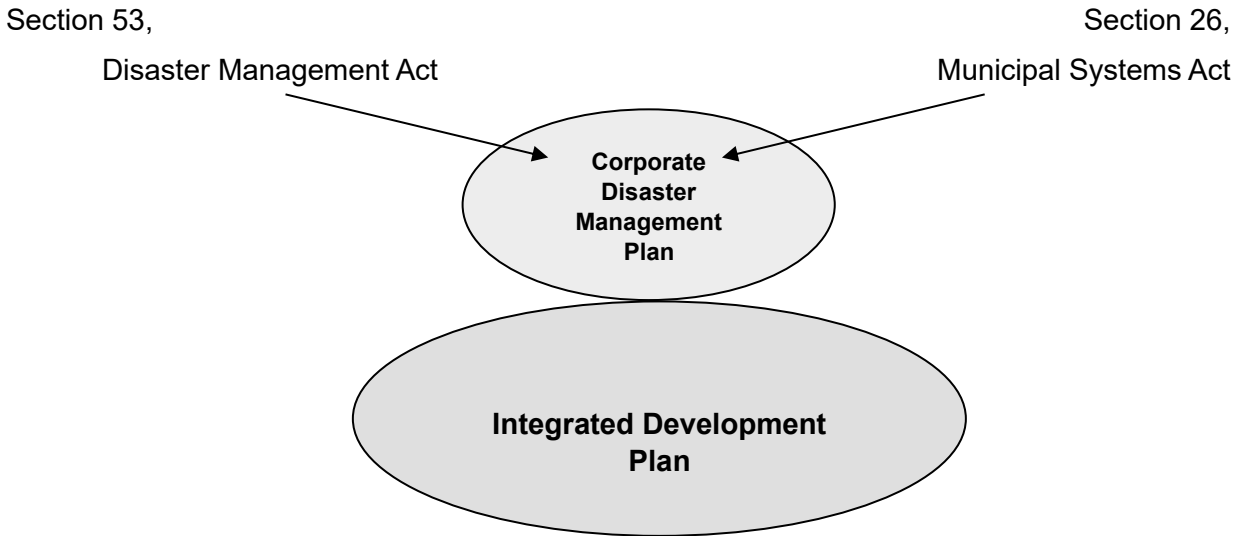
- 10.3. The projected figures from 2022 onwards show an annual increase in population growth.



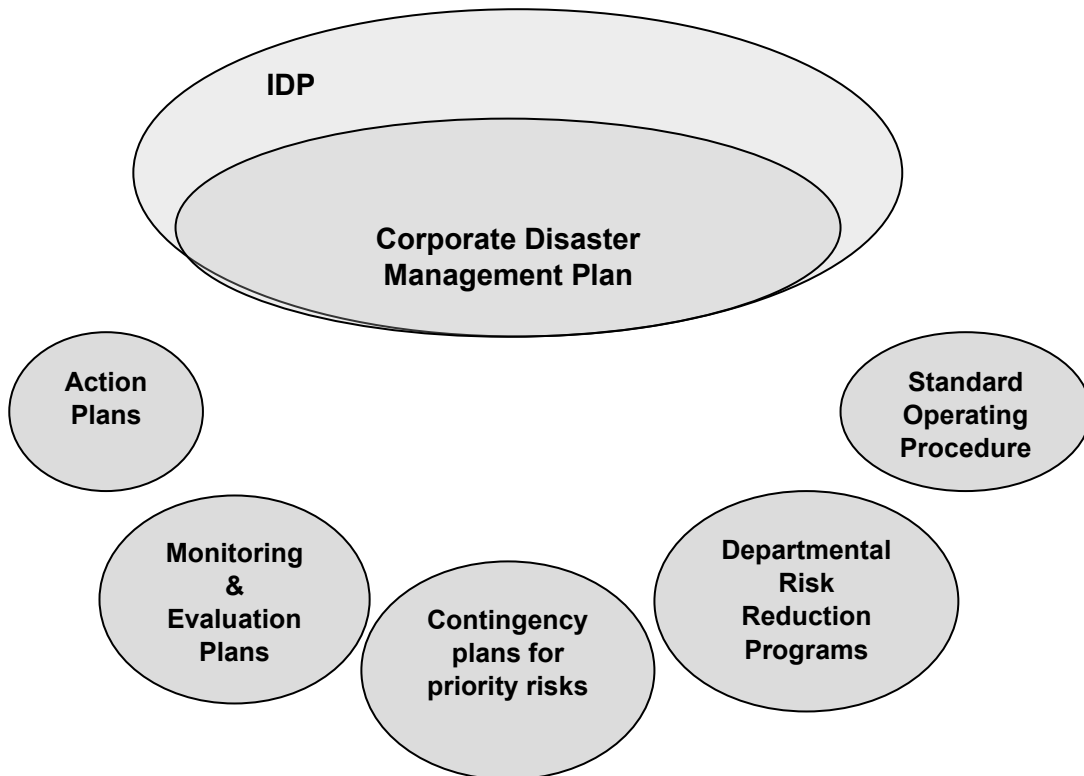
- 10.4. Overstrand is the fastest growing municipality in the Overberg District.

11. INTEGRATED DEVELOPMENT PLANNING

- 11.1. An active public participation process was followed during the finalization of the Disaster Management Plan
- 11.2. The two diagrams below illustrate how the Corporate Disaster Plan and the IDP interact



Interaction of the IDP and the Corporate Disaster Management Plan



DIRECTIVES

11.3. **Municipal Manager**

- 11.3.1. Gives effect to the Disaster Management Act, 2002 and Regulation(s) as amended from time to time for the establishment of Disaster Management operations.
- 11.3.2. Integrated Disaster Risk Management activities into the core mandate of the Overstrand Municipality to ensure that disaster risk reduction takes place.
- 11.3.3. Ensures the effective integration of Disaster Management within the Overstrand IDP (Integrated Development Plan).
- 11.3.4. Encourages research in Disaster Risk Management and publication of any internal research findings.
- 11.3.5. Coordinates integrated and disaster risk management activities in conjunction with the Chief: Fire, Rescue & Disaster Management of Overstrand to ensure disaster risk reduction takes place.
- 11.3.6. Ensure all contingency plans for the department(s) are coordinated with Overstrand Disaster Management. Every line function must have a formal contingency plan for a disaster as defined by the Disaster Management Act of 2002.
- 11.3.7. Ensure that early warnings are linked to the contingency plan(s).
- 11.3.8. Identify specific target groups in consultation with Disaster Management for awareness campaigns and coordinate such campaigns with Disaster Management.

11.3.9. **Duties**

- 11.3.9.1. May respond to disaster incidents or delegate official(s) to make decisions independently.
- 11.3.9.2. May report to the Incident Command Centre or delegate official(s) to make decisions independently.

11.3.10. **Procedures**

- 11.3.10.1. Receives emergency by radio / telephone or orally.
- 11.3.10.2. Instructs the disaster officials to respond to incidents.
- 11.3.10.3. Place Directors on standby.
- 11.3.10.4. Tacit approval of emergency expenditure(s).
- 11.3.10.5. Act as a media liaison.

11.4. **Director: Municipal Public Safety**

- 11.4.1. Identifies specific hazards and vulnerabilities relating to the core function of the directorate and/or prioritises disaster risks for the directorate.

- 11.4.2. Integrates Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.4.3. Identifies directorate projects which will reduce risk in vulnerable communities.
- 11.4.4. Compiles a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- 11.4.5. Ensures that early warnings are linked to contingency plan(s).
- 11.4.6. Identifies specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.
- 11.4.7. Motivates allocation of a percentage of the annual budget to implement Disaster Risk Management projects (capital as well as operational).

11.4.8. Duties

- 11.4.8.1. May respond to disaster incidents or delegate official(s) able to take decisions independently.
- 11.4.8.2. May report to Incident Command Centre or delegate official(s) able to take decisions independently.

11.4.9. Procedures

- 11.4.9.1. Receives emergency by radio / telephone or orally.
- 11.4.9.2. Instructs the disaster officials to respond to incidents.
- 11.4.9.3. Place Chiefs and departmental heads on standby.
- 11.4.9.4. Places departmental heads on standby.
- 11.4.9.5. Tacit approval of emergency expenditure(s).

11.5. Chief: Fire, Rescue & Disaster Management.

- 11.5.1. Gives effect to the Disaster Management Act 57 of 2002 and the regulation for the establishment and Disaster Management operations.
- 11.5.2. Conducts a (scientific) disaster risk assessment annually.
- 11.5.3. Identifies specific hazards and vulnerabilities relating to the core function of the municipality.
- 11.5.4. Integrate disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.5.5. Ensures the effective integration of disaster management within the Overstrand IDP.
- 11.5.6. Identifies Municipal projects which will reduce risk in vulnerable communities.
- 11.5.7. Ensures that early warnings are linked to the Disaster Management Plan.
- 11.5.8. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.
- 11.5.9. Encourages research in disaster risk management and publication of any internal research findings.

11.5.10. **Duties**

- 11.5.10.1. Gives effect to the Disaster Management Act 57 of 2002 and the regulation there under for the establishment and Disaster Management operations.
- 11.5.10.2. Acts as chairman of the coordination committee.
- 11.5.10.3. Take control of an organization during a disaster or emergency.
- 11.5.10.4. Any other duties as the council may assign.
- 11.5.10.5. Gives instruction to activate the Incident Command Centre.

11.5.11. **Procedures**

- 11.5.11.1. Receives emergency reports by radio/telephone or orally.
- 11.5.11.2. Instructs the disaster to respond to incidents.
- 11.5.11.3. Activate emergency control room/centre and staff.
- 11.5.11.4. Place department heads on standby.

11.6. **Principal Administrator: Incident Command Centre, Emergency Control & Support Services**

- 11.6.1. Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.6.2. Identify directorate projects which will reduce risk in vulnerable communities.
- 11.6.3. Ensures that early warnings are linked to contingency plans.
- 11.6.4. Activation of the Incident Command Centre.

11.6.5. **Duties**

- 11.6.5.1. Respond to disaster incidents.
- 11.6.5.2. Reports to Incident Command.

11.6.6. **Procedures**

- 11.6.6.1. Receives emergency reports by radio/telephone or orally.
- 11.6.6.2. Instructs the disaster officials to respond to incidents.
- 11.6.6.3. Places department heads on standby.

11.7. **Assistant Chief: Disaster Management**

- 11.7.1. Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations.
- 11.7.2. Conducts a (scientific) disaster risk assessment annually.
- 11.7.3. Identifies specific hazards and vulnerabilities relating to the core function of the municipality.

11.7.4. Integrates disaster risk management activities into the core mandate of the Municipality to ensure disaster risk reduction takes place.

11.7.5. Ensures the effective integration of disaster management within the Overstrand Municipality's IDP.

11.7.6. Identifies municipal projects which will reduce risk in vulnerable communities.

11.7.7. Compiles a Disaster Management Plan for the Overstrand Municipality.

11.7.8. Ensures that early warnings are linked to the Disaster Management Plan.

11.7.9. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

11.7.10. Encourages research in disaster risk management and publication of any internal research findings.

11.7.11. **Duties**

11.7.11.1. Perform the duties of the Chief: Fire, Rescue & Disaster Management in his absence.

11.7.11.2. Any other duties that the Chief: Fire, Rescue & Disaster Management may request.

11.7.12. **Procedures**

11.7.12.1. Receives emergency reports by radio/telephone or orally.

11.7.12.2. Instructs the disaster officials to respond to incidents.

11.7.12.3. Activates emergency control room/centre and staff.

11.7.12.4. Place department heads on standby.

11.8. **Assistant Chief: Operations and Training**

11.8.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.

11.8.2. Identifies directorate projects which will reduce risk in vulnerable communities.

11.8.3. Ensure that early warnings are linked to the contingency plan.

11.8.4. **Duties**

11.8.4.1. Respond to disaster incidents.

11.8.4.2. Reports to Incident Command.

11.8.4.3. Any other duties as may be assigned.

11.8.5. **Procedures**

11.8.5.1. Receives emergency reports by radio/telephone or orally.

11.8.5.2. Instructs officials to respond to incidents.

11.8.5.3. Inform all relevant role-players and stakeholders of the incident.

11.9. **Assistant Chief: Fire Safety and Health & Safety**

11.9.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.

11.9.2. Identifies directorate projects which will reduce risk in vulnerable communities.

11.9.3. Ensure that early warnings are linked to the contingency plan.

11.9.4. **Duties**

11.9.4.1. Respond to disaster incidents.

11.9.4.2. Reports to Incident Command.

11.9.4.3. Any other duties as may be assigned.

11.9.5. **Procedures**

11.9.5.1. Receives emergency reports by radio/telephone or orally.

11.9.5.2. Instruct officials to respond to incidents.

11.9.5.3. Inform all relevant role-players and stakeholders of the incident.

11.10. **Assistant Chief: Safety and Security & CCTV**

11.10.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.

11.10.2. Identifies directorate projects which will reduce risk in vulnerable communities.

11.10.3. Ensure that early warnings are linked to the contingency plan.

11.10.4. **Duties**

11.10.4.1. Respond to disaster incidents.

11.10.4.2. Reports to Incident Command.

11.10.4.3. Any other duties as may be assigned.

11.10.5. **Procedures**

11.10.5.1. Receives emergency reports by radio/telephone or orally.

11.10.5.2. Instruct officials to respond to incidents.

11.10.5.3. Inform all relevant role-players and stakeholders of the incident.

11.11. **Director: Community Services**

11.11.1. Identifies specific hazards and vulnerabilities relating to the core function of the directorate and/or priority disaster risk for the directorate.

11.11.2. Integrates Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.

- 11.11.3. Identifies directorate projects which will reduce risk in vulnerable communities.
- 11.11.4. Compiles a contingency and business continuity plan for the departments. The contingency and/or business continuity plan will form an addition to the basic plan as developed by 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.
- 11.11.5. Ensures that early warnings are linked to the contingency plan(s).
- 11.11.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.
- 11.11.7. Motivate the allocation of a percentage of the annual budget to implement Disaster Risk Management projects (capital as well as operational).

11.11.8. **Duties**

- 11.11.8.1. May respond to disaster incidents or delegate an official able to make independent decisions.
- 11.11.8.2. Must report to the Incident Command Centre or delegate an official to take independent decisions.

11.11.9. **Procedures**

- 11.11.9.1. Receives emergency reports by radio/telephone or orally.
- 11.11.9.2. Instruct the Community Services officials to respond to incidents.
- 11.11.9.3. Places department heads on standby.
- 11.11.9.4. Tacit approval of emergency expenditure(s) as and when required.

11.12. **Director: Corporate Services**

- 11.12.1. Identifies specific hazards and vulnerabilities relating to the core function of the directorate and/or priority disaster risks for the directorate.
- 11.12.2. Integrates Disaster Risk Management activities into the core mandate of the Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.12.3. Identifies directorate projects which will reduce risk in vulnerable communities.
- 11.12.4. Compiles a contingency and business continuity plan for the department/s. The contingency and/or business continuity plan will form an addition to the basic plan as developed by 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.
- 11.12.5. Ensures that early warnings are linked to contingency plan(s).
- 11.12.6. Motivate the allocation of a percentage of the annual budget to implement Disaster Risk Management projects (capital as well as operational).

11.12.7. **Duties**

- 11.12.7.1. May respond to disaster incidents or delegate an official able to make independent decisions
- 11.12.7.2. May report to Incident Command Centre or delegate an official able to make independent decisions.

11.12.8. **Procedures**

- 11.12.8.1. Receives emergency reports by radio/telephone or orally
- 11.12.8.2. Instructs Corporate Services officials to respond to incidents
- 11.12.8.3. Places department heads on standby
- 11.12.8.4. Tacit approval of emergency expenditure(s) as and when required

11.13. **Director: Financial Services**

- 11.13.1. Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.13.2. Identifies directorate projects which will reduce risk in vulnerable communities.
- 11.13.3. Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by 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.
- 11.13.4. Motivates the allocation of a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational).

11.13.5. **Duties**

- 11.13.5.1. May respond to disaster incidents or delegate an official able to make decisions independently
- 11.13.5.2. May report to Incident Command Centre or delegate an official able to make decisions independently
- 11.13.5.3. Initiates and facilitates efforts to make funds available for disaster management in the municipal area.
- 11.13.5.4. Facilitates and prioritizes emergency procurement processes.
- 11.13.5.5. Facilitate and prioritize payment of vendors utilized during emergency procurement processes.
- 11.13.5.6. Documents and information for potential municipal insurance claims.

11.13.6. **Procedures**

- 11.13.6.1. Receives emergency reports by radio/telephone or orally.
- 11.13.6.2. Instructs the finance officials to respond to incidents.
- 11.13.6.3. Places department heads on standby.
- 11.13.6.4. Tacit approval of emergency expenditure(s) as and when required.

11.14. **Director: Infrastructure Services**

- 11.14.1. Identifies specific hazards and vulnerabilities relating to the core function of the directorate and/or priority disaster risks for the directorate.
- 11.14.2. Integrates Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.14.3. Identifies directorate projects which will reduce risk in vulnerable communities.
- 11.14.4. Compiles a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by 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.
- 11.14.5. Ensures that early warnings are linked to contingency plan(s).
- 11.14.6. Identifies specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.
- 11.14.7. Allocate a percentage of the annual budget to implement Disaster Risk Management Projects (capital as well as operational).

11.14.8. **Duties**

- 11.14.8.1. Must respond to disaster incidents or delegate an official able to make independent decisions.
- 11.14.8.2. Must report to the Incident Command Centre or delegate an official to make independent decisions.

11.14.9. **Procedures**

- 11.14.9.1. Receives emergency reports by radio/telephone or orally
- 11.14.9.2. Instructs the Infrastructure Service officials to respond to incidents.
- 11.14.9.3. Places department heads on standby.
- 11.14.9.4. Tacit approval of emergency expenditure(s) as and when required.

11.15. **Director: Planning & Development**

- 11.15.1. Identifies specific socio-economic vulnerabilities or risks relating to the core function of the Directorate.

- 11.15.2. Integrates Disaster Risk Management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.15.3. Identifies directorate projects which will reduce risk in vulnerable communities.
- 11.15.4. Compile a contingency and business continuity plan for the department. The contingency and/or business continuity plan will form an addition to the basic plan as developed by Disaster Management that provides for the coordinated utilization of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- 11.15.5. Motivates the allocation of a percentage of the annual budget to implement Disaster Risk Management projects (capital as well as operational).

11.15.6. **Duties**

- 11.15.6.1. May respond to disaster incidents or delegate an official able to make independent decisions.
- 11.15.6.2. May report to the Incident Command Centre or delegate an official able to make independent decisions.

11.15.7. **Procedures**

- 11.15.7.1. Receives emergency reports by radio/telephone or orally
- 11.15.7.2. Instructs the Planning & Development officials to respond to incidents.
- 11.15.7.3. Places department heads on standby.
- 11.15.7.4. Tacit approval of emergency expenditure(s) as and when required.

11.16. **Chief: Traffic Services**

- 11.16.1. Identifies specific hazards and vulnerabilities relating to the core function of the department and/or priority disaster risk for the department.
- 11.16.2. Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.16.3. Identifies department projects which will reduce risk in vulnerable communities.
- 11.16.4. Compiles a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by 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.
- 11.16.5. Ensures that early warnings are linked to contingency plans.

11.16.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

11.16.7. **Duties**

11.16.7.1. Responds to disaster incidents.

11.16.7.2. Reports to Incident Command.

11.16.7.3. Arrange volunteers to be trained in primary traffic control tasks to fulfil at point service.

11.16.7.4. Ensures that vehicles involved in managing the disaster are unrestricted to move to and from the disaster area.

11.16.7.5. Reporting of any damage to the road surface.

11.16.7.6. Divert the traffic flow to an alternate road.

11.16.7.7. Good communication between officials on scene and in the ICP.

11.16.8. **Procedures**

11.16.8.1. Early weather warnings will be sent via email from the ICT department.

11.16.8.2. Receive emergency by Emergency Control Room (ECR), radio / telephone, cell phones, data links, or orally.

11.16.8.3. Heads of departments must be on standby (HOD).

11.16.8.4. Standby officials must report to the ICS.

11.16.8.5. Continuously report on the conditions on the road to the ICP.

11.16.8.6. Complete report must be submitted to the IC/DM coordinator.

11.17. **Chief: Law Enforcement Services**

11.17.1. Identifies specific hazards and vulnerabilities relating to the core function of the department and/or priority disaster risk for the department.

11.17.2. Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.

11.17.3. Identifies department projects which will reduce risk in vulnerable communities.

11.17.4. Compiles a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by 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.

11.17.5. Ensures that early warnings are linked to contingency plans.

11.17.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

11.17.7. **Duties**

- 11.17.7.1. Responds to disaster incidents.
- 11.17.7.2. Reports to Incident Command.
- 11.17.7.3. Public Safety & Security will be provided to support the incident operations.
- 11.17.7.4. Assist evacuees/homeless with transportation to safe shelters.

11.17.8. **Procedures**

- 11.17.8.1. Early weather warnings will be sent via email from the ICT department.
- 11.17.8.2. Receive emergency by Emergency Control Room (ECR), radio / telephone, cell phones, data links, or orally.
- 11.17.8.3. Heads of departments must be on standby (HOD).
- 11.17.8.4. Standby officials must report to the ICS.
- 11.17.8.5. Continuously report on the conditions on the road to the ICP.
- 11.17.8.6. Complete report must be submitted to the IC/DM coordinator

11.18. **South African Police Services (SAPS)**

- 11.18.1. Coordinates integrated disaster management activities with Overstrand Municipality to ensure disaster risk reduction takes place.
- 11.18.2. Ensures all contingency and business continuity plans for the department are coordinated with Overstrand Disaster Management. Such plans are ultimately additions to the basic plan as developed by the District Municipality 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.
- 11.18.3. Ensures that early warnings are linked to contingency plans.
- 11.18.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

11.18.5. **Duties**

- 11.18.5.1. Responds to disaster incidents.
- 11.18.5.2. Reports to Incident Command.

11.18.6. **Procedures**

- 11.18.6.1. Receives emergency reports by radio/telephone or orally, Director: Municipal Public Safety, Chief of Fire, Rescue & Disaster Management.
- 11.18.6.2. Instructs the disaster officials to respond to incidents.

11.19. **Western Cape Emergency Medical Services (WCEMS)**

- 11.19.1. Coordinates integrated disaster risk management activities with Overstrand Municipality to ensure disaster risk reduction takes place.
- 11.19.2. Ensures all contingency and business continuity plans for the Western Cape Emergency Medical Services are coordinated with Overstrand Disaster Management. Such plans are ultimately additions to the basic plan as developed by 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 act.
- 11.19.3. Ensures that early warnings are linked to contingency plans.
- 11.19.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management.

11.19.5. **Duties**

- 11.19.5.1. Respond to disaster incidents.
- 11.19.5.2. Reports to Incident Command.
- 11.19.5.3. Establishing staging area.
- 11.19.5.4. Informs closed hospitals of additional patients.
- 11.19.5.5. Treats patients.
- 11.19.5.6. Keeps record of all patients treated.
- 11.19.5.7. Requests additions resources.

11.19.6. **Procedures**

- 11.19.6.1. Receives emergency reports by radio/telephone or orally, Director: Municipal Public Safety, Chief of Fire, Rescue & Disaster Management.
- 11.19.6.2. Instructs the METRO officials to respond to incidents

11.20. **Media Liaison**

- 11.21. Coordinate, integrate and disaster risk management activities with Overstrand Municipality to ensure disaster risk reduction takes place.
- 11.22. Ensure that early warnings are linked to contingency plans.
- 11.23. Identify specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.

11.23.1. **Duties**

- 11.23.1.1. Respond to disaster incidents.
- 11.23.1.2. Reports to Incident Command.
- 11.23.1.3. Municipal spokesperson.
- 11.23.1.4. Interviews and statements.
- 11.23.1.5. Development of a plan on how to keep the public (internal and external) up to date on the current situation.

11.23.1.6. Decide on the appropriate methods to release information or statements (e-mail, fax, social media, news conference etc).

11.23.1.7. Verifying all facts with the Incident Information Officer.

11.23.1.8. Consult Incident Information Officer on any fatalities or injuries.

11.23.2. **Procedures**

11.23.2.1. Receives emergency reports by radio/telephone or orally, Director: Municipal Public Safety, Chief of Fire, Rescue & Disaster Management.

11.24. **Non – Government Organizations**

11.24.1. Coordinates integrated disaster management activities with Overstrand Municipality to ensure disaster risk reduction takes place.

11.24.2. Ensures that all contingency and business continuity plans are coordinated with Overstrand Disaster Management. Such plans are ultimately additions to the basic plan as developed by the District Municipality 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.

11.24.3. Ensure that early warnings are linked to contingency plans.

11.24.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

11.24.5. **Duties**

11.24.5.1. Respond to disaster incidents.

11.24.5.2. Reports to Incident Command.

11.24.5.3. Any other duties as may be assigned.

11.24.6. **Procedures**

11.24.6.1. Receives emergency reports by radio/telephone or orally, Director: Municipal Public Safety, Chief of Fire, Rescue & Disaster Management.

12. RISK MITIGATION

12.1. Joint Operations Centre (JOC) can be convened to address specific risk-mitigation issues during the post-disaster recovery and rehabilitation phase or the pre-disaster risk reduction and preparedness phase.

12.2. Disaster Management will ensure that the JOC is convened and maintained to address risk-specific disaster management plans, such as plans for aircraft emergencies, flooding, large fires, transport disasters, hazardous materials incidents or mass events. Policies plans and procedures that address efficient

incident-management and inter-disciplinary cooperation during incidents are included in this category of plans. The input of specialist advisers in the various fields must be obtained on an ongoing basis.

- 12.3. In the recovery and rehabilitation phase, the head of disaster management and disaster management coordinator will take over the responsibility once the JOC is demobilized and/or in cases where recovery and rehabilitation take place over extended periods.
- 12.4. The disaster management coordinator under a line function can be convened to take responsibility for activities that address the casual factors of a disaster / incident.

13. AMENDMENTS/UPDATES

- 13.1. New amendments or updates will be added to the Amendments and Updates Listing below, and it is the responsibility of the individual to regularly check the currency of their Disaster Management Plan.
- 13.2. Proposals for amendment or additions to the text of this Plan should be forwarded to: -

Chief: Fire & Rescue, Disaster Management
L. Smith
Telephone: (028) 313 5041
E-mail: lestersmith@overstrand.gov.za

DATE OF REVIEW	DETAILS OF PAGE(S) AMENDED OR REPLACED
22 March 2013	Par 5: Top 10 risks; Par 9: Population Profile Par 15: Post vacant
7 April 2014	Annexure H, K and L was removed, Appendix I was replaced by strategic risk register
9 April 2015	Par 1.8 Taken out Par 1.9 Taken out Par 3.4 Amended Par 4.3 Amended Par 5 Amended
20 April 2016	Par 8.1 Amended Par 9 Amended Par 10 The Corporate Disaster Management Plan in Context taken out Par 12 Roles and responsibilities replaced with Directorate Directives
2017	Emergency Contact numbers amended
2018	Emergency Contact numbers amended
2019	Rename of Annexures Additional contact persons for Annexure I, J & K
2020	Par 7 updated to figures published in IDP (27 May 2020)

	<p>Par 8 updated to figures published in IDP (27 May 2020) Par 9 updated to figures published in IDP (27 May 2020) Par 11 updated, to include Incident Command Centre, Councillors and NGO's Annexure L: new addition Emergency Contact numbers amended</p>
2021	
2022	
2023	<p>Amend Hermanus High School contact details Remove ward councillor details (Ward 5) Amend contact details preparedness plans</p>
2024	<p>Date on front page updated More definitions added Replace original Annex A, revised Veld Fire Management in the Urban Interface Annexures – more annexures added and alphabetical listing revised Annexure details updated to include more details Par 7 updated Par 8 updated Par 9 updated New section added: Incident Command System Directives partially updated Contact persons and contact details updated where applicable</p>
2025	<p>Date on front page updated Annexures revised (wording) New directive: Chief: Law Enforcement Contact persons and contact details updated where applicable</p>



Veld Management in the Urban Interface

Read in conjunction with the Overstrand Fire Management Plan

2025/2026

1. INTRODUCTION

Wildland fires have a range of social, economic, and environmental impacts – positive and negative – that are well-researched. The practice of Integrated Fire Management arose from a need to ensure that wildland fires are able to serve a greater good than the harm they cause. Integrated Fire Management addresses the problems and issues posed by damaging and beneficial wildland fires within the context of the natural environment and the socio-economic systems in which they occur. It evaluates and balances the relative risks posed by wildland fire with the beneficial or necessary ecological and economic roles that fire may play in a given area, landscape, or region.

1.1. As a result, Integrated Fire Management Integrates the following:

- 1.1.1. The entire fire cycle and its different components of prevention, protection, suppression, and rehabilitation.
- 1.1.2. The fire management efforts of all land managers whether in respect of public or private land.
- 1.1.3. The actions of regulatory agencies with the management measures on the ground.
- 1.1.4. The funding and resource allocation to optimise its benefits and impacts.

An integrated approach seeks to ensure the maximum benefit from the available resources and to help communities find cost-effective approaches to maintain desirable wildland fire programmes while limiting fire damage.

1.2. When wildland fires do occur, Integrated Fire Management provides a framework for:

- 1.2.1. Weighing the relative benefits and risks of different wildfire scenarios.
- 1.2.2. Evaluating whether the effects of a wildfire will be detrimental, beneficial, or benign; and
- 1.2.3. Responding appropriately, based on stated objectives.

This plan will seek to find the balance between landscape management and responding to wildfires. Overstrand Municipality as a landowner have a responsibility to manage the wildfire risk on their properties and to assist other landowners to mitigate their risks. Overstrand Fire & Rescue is also responsible for the enforcement of policies and by-laws to create and maintain a safe and healthy environment.

2. WILDLAND URBAN INTERFACE

Wildlands are places where there is enough vegetation to sustain a vegetation fire. These areas include nature reserves, vacant land often invaded by woody invasive alien plants, timber plantations, orchards, vineyards, and agricultural land. The Wildland-Urban Interface is the transition zone between open land that is generally unoccupied and contains flammable vegetation fuels and human settlements, the area where urban development meets wildlands (in town planning this area is sometimes referred to as the “urban edge”), where homes and structures are built among forests, shrubs or

grasslands, or where there is a presence of people and permanent infrastructure in the proximity of flammable vegetation. This is where people live and earn their livelihoods, and it is here where people are exposed to the greatest risk of being injured or killed by wildfires, and property has the greatest potential to be damaged or destroyed by wildfires. As urbanization spreads and urban populations increase, the buffers between the urban edge and natural areas disappear. In addition, more residences are being built within the natural areas. As a result, the number of buildings and homes damaged by wildfires is increasing drastically. It is on this interface that wildfires can cause the greatest harm and communities living in the vicinity of it are at greater risk from wildfires.

The majority of wildfires start on the Wildland-Urban Interface and are mostly caused by humans. The risk of wildfires starting from human settlements is exacerbated in South Africa by the number of informal settlements located on the urban edge (in the Wildland-Urban interface). Integrated Fire Management strategies must proactively manage the interface and reduce the damage caused to it. In addition, it should limit the number of fires that emanate from human settlements abutting the interface, or from homes and human infrastructure such as roads located within the natural areas.

3. RISK REDUCTION ACTIVITIES IN THE URBAN INTERFACE AREAS

Activities related to fuel and fire hazard reduction in the wildland-urban interface are essential for mitigating the risk of wildfires spreading into residential areas. One such activity is prescribed burning, where controlled fires are deliberately set during periods of favourable weather conditions to reduce the buildup of combustible vegetation. By burning away excess fuel, prescribed burns help decrease the intensity and spread of wildfires, making it easier for firefighters to manage and contain them. Additionally, prescribed burns can promote the growth of fire-resistant plant species and create natural firebreaks, further reducing the risk of wildfires encroaching on urban areas.

Another important activity for fuel and fire hazard reduction in the veld fire urban interface is vegetation management. This involves thinning out dense vegetation, removing dead or diseased plants, and creating defensible spaces around homes and other structures. By reducing the amount of flammable vegetation near residential areas, vegetation management helps decrease the likelihood of wildfires igniting buildings and spreading rapidly through urban environments. Additionally, maintaining clear and well-maintained firebreaks and access roads can improve firefighters' ability to respond quickly and effectively to wildfires, minimizing property damage and protecting lives.

4. THE IMPACT OF ALIEN INVASIVE SPECIES ON WILDFIRES

Alien invasive vegetation has the potential to increase wildfire risk due to the flammability and greater fuel load of the species. Alien invasive vegetation can increase the fire intensity exponentially in proportion to its density in a specific area. Within natural vegetation, age can be used to classify fire hazards as low, moderate, high, or extreme. A common calculation would be to adjust wildfire hazard one class upward if alien vegetation density is 20 – 50%, two classes upward if the density is 50 – 75%, and three

classes upward if the density is 75 – 100%. According to the National Environmental Management: Biodiversity Act (Act No. 10 of 2004) it is the landowners' responsibility to clear their land of alien invasive vegetation. This act is in this case very important because alien invasive vegetation is common across South Africa. The Overstrand municipal area is no different from the rest of South Africa in the fact that large parts of our natural areas have been invaded by woody invasive alien vegetation. Common woody alien invasive vegetation includes (but are not limited to):

- 4.1. Australian myrtle (*Leptospermum laevigatum*).
- 4.2. Port Jackson (*Acacia saligna*).
- 4.3. Rooikrans (*Acacia cyclops*).
- 4.4. Eucalyptus species.
- 4.5. Hakea species.

Bringing alien invasive vegetation under control is an important step towards preventing uncontrolled wildfires. Wildfires in areas that are invested with alien invasive species are difficult to control, especially under dry, hot, and windy conditions.

5. EDUCATION AND TRAINING

Education remains a strategy to reduce or stop the ignition of any runaway veld fires. Educational programs are built on the following Philosophy.

- 5.1. **Engineering** (the reserve management should manage the veld in such a manner that it has resilience to withstand any uncontrolled veld fires, for example, divide the reserve into blocks, fire breaks, do regular prescribed burns to manage the veld age etc)
- 5.2. **Education** (conduct regular education programs)
- 5.3. **Enforcement** (react immediately to any non-compliance and try to prosecute any offenders)
- 5.4. **Economic Incentive** (arrange outings to other reserves for children who participate in education programs)
- 5.5. **Emergency response** (this should be seen as the last resort, if we manage to ensure that we do engineering, education, enforcement and economic incentives then the opportunity for uncontrolled fire is reduced)

6. INTEGRATED FIRE MANAGEMENT

Wherever possible, landowners are encouraged to have a written plan so that it is easier for them to consider fire risk issues on their property and to communicate these issues to others. As part of this process stakeholders need to:

- 6.1. Identify key assets and key fire safety risks, including those from adjacent properties and features.
- 6.2. consider other risks such as economic, environmental, and legal risks.

- 6.3. assess whether the risks identified are relevant and/or significant to the property, by considering the likelihood and consequences of these risks happening.
- 6.4. selected interventions that minimise the identified risks.
- 6.5. consult and work with adjacent public and private landowners, managers, and land users to achieve fire safety benefits for all involved.

An integrated fire-risk reduction strategy encompasses environmental modifications, engineering, education, enforcement (including legislation), and evaluation.

Environmental modifications focus on modifying the physical environment, e.g. separating fire-prone areas with barriers such as firebreaks.

Engineering is directed at enhancing fire safety with equipment, e.g. sprinklers and smoke detectors.

Education involves the provision of training and information to improve fire safety.

Enforcement focuses on interventions that enforce safety legislation.

Evaluation provides information to determine fire-risk reduction priorities and which interventions work.

7. FIREWISE COMMUNITIES

The primary focus of Firewise is to create awareness of the dangers of uncontrolled fires by equipping homeowners, community leaders, planners, and developers with knowledge about risk reduction so that they can find local solutions to veld fire safety. The protection of families, property, and the environment before a fire starts is a priority, as is the provision of an action plan for an emergency.

Firewise Community aims to:

- 7.1. Improve safety in the wildland-urban interface by learning to share responsibility.
- 7.2. Create and nurture local partnerships for improved decision-making in communities.
- 7.3. Encourage the integration of Firewise concepts into community and disaster alleviation planning.

8. FIRE DANGER INDEX

The Fire Danger Index (FDI) is provided daily by the Greater Overberg Fire Protection Association. The crew are on high alert during orange days and on red days they are placed at strategic points.

Colour	Description	Precaution
Blue	Safe	Low fire hazard. Controlled burn operations can normally be executed with a reasonable degree of safety.

Green	Moderate	Although controlled burning operations can be executed without creating a fire hazard, care must be taken when on exposed, dry slopes. Keep constant watch for unexpected wind speed and direction changes.
Yellow	Dangerous	Controlled burning not recommended when fire danger index exceeds 45. Aircraft should be called in at early stages of a fire.
Orange	Very Dangerous	No controlled burning of any nature should take place. Careful note should be taken of any sign of smoke anywhere, especially on the upwind side of any plantation. Any fire should be attacked with maximum force at hand, including all aircraft at the time.
Red	Extremely Dangerous	All personnel and equipment should be removed from the field. Fire teams, labour and equipment are to be placed on full standby. At first sign of smoke, every possible measure should be taken in order to bring the fire under control in the shortest possible time. All available aircraft are to be called for without delay.

9. MANUAL DETECTION SYSTEM

Active and informed citizens are the only detection system and provide the backbone of reporting any fires. At this stage, the department does not have any automated fire detection system.

10. WILDFIRE INFLUENCES

- 10.1. Absent Landowners,
- 10.2. Lack of integrated landscape management,
- 10.3. Religious Activities in wildland areas,
- 10.4. Sour fig pickers, both legal and illegal,
- 10.5. Wood harvesting (legal and illegal),
- 10.6. Flower pickers,
- 10.7. Malicious intent,

11. FIREBREAKS

What is the purpose of a firebreak? Within the Fynbos Biome where wind-driven fires can spot up to a kilometre ahead of the fire line, it would appear that the principal purpose of a firebreak is to provide an area of reduced fuel load which will reduce the intensity of a fire and therefore allow for more effective combatting; and to serve as an anchor from which a back burn can be started. Landowners are legally obliged to create firebreaks.

Section 12(1) of the National Veld and Forest Fire Act provides that “every owner on whose land a veld fire may start or burn or from whose land it may spread must prepare and maintain a firebreak on his or her side of the boundary between his or her land and any adjoining land”.

Section 13 provides further that “an owner who is obliged to prepare and maintain a firebreak must ensure that, with due regard to the weather, climate, terrain and vegetation of the area-

(a) *It is wide enough and long enough to have a reasonable chance of preventing a veld fire from spreading to or from neighbouring land.*

(b) *It does not cause soil erosion.*

(c) *It is reasonably free of inflammable material capable of carrying a veld fire across it*

In addition to the statutory duty to create a firebreak established by the NVFFA, landowners have a common-law duty to conduct themselves in such a way that they do not cause harm to others. Part of this duty, it is argued, requires landowners to reduce the fuel loads on their properties to reasonable levels and another part, regardless of the provisions of any legislation, is that they should take reasonable measures to prevent the spread of wildfires to adjoining properties.

12. WATER SUPPLY

Water supply for firefighting is fully dependent on the municipal water network to supply water to fire hydrants. Open water sources can also be used to fill fire engines with the use of portable water pumps. Firefighters test and clean fire hydrants during the winter months. The engineering department is responsible for the installation and maintenance of the water network and fire hydrants.

Proactive activities mitigation measures remain the most cost-effective measure to manage the wildfire risk in the Overstrand Municipal Jurisdiction. The following activities are done to reduce the impact of wildfires on our communities.

- 12.1. Fire and Life Safety Education session with children, adults and workers,
- 12.2. Advise Fire Management Units (FMU),
- 12.3. Meet with GOFPA, ODM and other strategic partners,
- 12.4. Assist with prescribing burns on municipal and private properties,
- 12.5. Conduct risk assessments and map high-risk areas,
- 12.6. Manage and issue fire permits, and
- 12.7. Issue notices and ensure overgrown plots are cleaned.

13. RESPONSE PLAN TO WILDFIRE INCIDENTS

Wildfires are an integral part of the Overstrand Municipal Jurisdiction. When wildfires occur Overstrand Fire & Rescue is the primary responder to reports of wildfires. Firefighters will respond and commence with firefighting operations and can request additional resources if needed. All incidents will be managed with ICS principles. A code red can be declared when there is an immediate threat to life and damage to properties and additional resources can be requested from neighbouring Fire Brigades.

14. INCIDENT COMMAND SYSTEM (ICS)

ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of equipment, resources, personnel, communication etc. operating within a common organizational structure, designed to enable effective and efficient domestic incident management. The ICS system is flexible and can expand easily from a very small organization for routine operations to a larger organization capable of handling major incidents. Unified command will be implemented where a representative of all the agencies that have jurisdictional authority will be part of the Incident Command Staff. Specific objectives shall be agreed upon and all the staff will try to achieve those objectives.

Command staff: Incident commander (IC), Public Information Officer, Safety Officer, Liaison Officer.

General staff: Chief Operation, Chief Logistics, Chief Planning, Chief Finance and Administration. They report directly to the IC.

Branch: Organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. It's the organizational level between sections and divisions/groups in an operational section and between sections and units in the logistical section.

Division: Responsible for operations within a defined geographical area. It's the organizational level between the strike team and the branch.

Group: Groups are established to divide the incident into functional areas of operation.

Task Force: A group of resources with common communications and a leader that may be pre-established and to an incident or formed at an incident.

Strike team: Specified combinations of the same kind and type of resources. With common communications and a leader.

Single resource: An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

15. TRANSFER OF COMMAND

The process of moving the responsibility for incident command from one incident commander to another is called "transfer of command". It should be recognized that a transition of command on an expanding incident is to be expected. It does not reflect on the competency of the current Incident Commander.

16. INITIAL ATTACK

When a wildfire is reported the closest Fire Station will be activated and the on-duty crew will respond. They can request assistance from the neighbouring station. During the Western Cape Fire Season, 1 December – 30 April aerial resources can also be activated through the Overberg District Municipality for all high-risk areas. Aerial resources can be requested for assistance with initial attack to prevent the incident from escalating.

The strategy in the Western Cape is “OVERKILL” in the First Hour and review your objectives from the second hour (extended attack).

Overkill includes all available resources and aerial firefighting resources.

17. EXTENDED ATTACK

Fire incidents are declared as an extended attack incident when the incident is not contained within the first hour, extended fires require more resources and a formal Incident Action Plan.

18. MOP-UP ACTIVITIES

Mop activities will start as soon as the fire is contained, and fire crews can remain on scene for up to 24 hours after the fire has been extinguished. Mop-up activities include walking the fire line to ensure that all hot spots are extinguished. Creating a break between the burned and unburned areas.

19. EMERGENCY EVACUATION PROCEDURES

Emergency evacuation is done after careful consideration, with life safety as the only objective when an instruction to evacuate is issued.

Emergency evacuation is two-fold:

19.1. Self-evacuation

Any resident should leave their residence or any area when they feel unsafe due to any threatening danger, they do not have to wait for official evacuation instructions.

19.2. **Evacuation under the instruction of the Incident Commander**

- 19.2.1. Instruction to evacuate areas that are in danger and might suffer harm or death. They might receive a precautionary evacuation order, where they can leave the area, or they should be ready to leave the area with short notice.
- 19.2.2. Mandatory evacuation instructions are given when there is an immediate danger that can cause harm or death.
- 19.2.3. All residents must have a GO BAG, and individual evacuation plans per household.
- 19.2.4. Traffic, Law Enforcement and SAPS will assist with evacuation in the various areas.

- 19.2.5. Residents should leave the areas when instructed, move to safety and only return when it is safe to do so.

Legal and statutory powers of a member of service:

FIRE BRIGADE SERVICES ACT 99 OF 1987, section 8. Powers of members of service:

- (1) A member of service of a controlling authority, including a chief fire officer, may, whenever he regards it necessary or expedient in order to perform his functions, perform any act, and may also-*
- (a) Close any road or street*
 - (b) Enter or break and enter any premises*
 - (c) Damage, destroy, or pull down any property*
 - (d) Forcibly remove or cause to be removed from the scene any persons who is in danger or who obstructs that member in the performance of his duties.*

20. FIRE INVESTIGATION

All extended fire is investigated by an independent Wildfire Investigator, SAPS are also consulted to explore the possibility for prosecution.

21. DEBRIEFING

A debriefing session should be conducted after every extended fire.



Flood Management Contingency Plan

Read in conjunction with the Overstrand Disaster Management Plan

2025/2026

EMERGENCY FLOOD PLAN

Flood plans can enable a flexible response to problems caused by flooding. Although barriers may protect potential flood areas from predictable tidal or storm surges, flooding can occur at any time due to:

- Prolonged or intensive rainfall.
- Abnormally high river levels.
- Major storms, tidal waves or tsunami.

FLOOD WARNINGS

Overstrand's Head of Fire- & Disaster Management is kept informed by the District Municipality Head of Disaster Management as well as City Cape Town Head of Disaster Management. A typical flood warning time is around 30 to 60 minutes. Overstrand's Head of Fire & Disaster Management has the capability to issue flood warnings via text, radio or public address systems.

Sample flood warning messages are:

- Flood Alert – Flooding is possible.
- Flood Warning – Flooding of homes, businesses and main roads is expected.
- Severe Flood Warning – Severe flooding may cause Imminent danger.
- All Clear – No Flood Alerts or Warnings are in force.

ROLES AND RESPONSIBILITIES

When a flood warning message is received, Overstrand Disaster Management will alert relevant agencies/ departments. Depending upon the scale of potential flooding, the main challenges may include:

- Care of evacuated, hurt or homeless people.
- Protection of utilities.
- Transport Availability.
- Flood alleviation e.g. clearing blocked culverts and drains.
- Providing emergency health advice.
- Providing road barriers and signs.
- Coordinating emergency support.
- Activation of the Incident Command Centre.

LOCAL AUTHORITIES (SAPS, LAW ENFORCEMENT AND TRAFFIC)

Primary responsibilities:

- Assist evacuation.

- Provisionally identify deceased victims (SAPS).
- Restore normality.

INCIDENT COMMAND AND EMERGENCY CONTROL

Primary Incident Command and Emergency Control responsibilities.

- Call-taking and dispatching resources.
- Establishing of ICP.
- Activating additional resources.
- Activating external role players.
- Informing directorates as per the instruction of the Incident Commander.
- Record keeping of the incident (incident documents).

FIRE & RESCUE SERVICES

Primary fire service responsibilities:

- Rescue trapped casualties.
- Control fires released chemicals and other hazards.
- Assess hazards concerning evacuation.
- Ensure the safety of rescue personnel.
- Minimize environmental dangers.
- Recover dead in conjunction with the SAPS.
- Stand by during recovery.
- Deploy sandbags for flood defense.

AMBULANCE SERVICES

Primary ambulance service responsibilities:

- Save lives in conjunction with other emergency services.
- Extricate, assist and stabilize injured people.
- Provide ambulances, medical staff, equipment and resources.
- Establish effective triage points and systems.
- Provide a central point for medical resources.
- Alert receiving hospitals.
- Provide transport for medical teams and their equipment.
- Arrange transport for injured people.
- Maintain emergency cover.

DISASTER MANAGEMENT

Primary Disaster Management responsibilities:

- Coordinate local resources and use of equipment.
- Liaison with relevant emergency services.
- Provide communication facilities.

- Advise residents of flood-prone areas to obtain sandbags.
- Advise on weather, water flow, warnings and evacuation.
- Issuing warning messages to local authorities.
- A single point of contact for information.
- Issue media statements and situation updates.

ADVICE FOR PUBLIC

- FLOOD WARNING: 'GO IN, STAY IN, TUNE IN.'
- Stay calm.
- Ensure that neighbours know of the warning and be prepared to help them.
- Keep a list of useful telephone numbers.
- Monitor local radio stations.
- Make a flood kit: medications, warm clothing, sealed food, blankets, matches, candles, flashlights, portable radio, spare batteries, rubber gloves, water purification tablets, personal documents etc.

PERSONAL FLOOD PLANS

- Discuss a plan with family members, friends and neighbours.
- Know how to disconnect gas, electricity and water supplies.
- Know where to move vehicles in an emergency.
- Store valuable property in a raised secure location.
- Fill containers with clean water (Avoid using flood waters or local waters).
- Care for the needs of pets and domestic animals.

REMEMBER

If you live in a flood-risk area, have:

- Sufficient sandbags or other devices to block doors, ventilators and openings.
- Appropriate insurance cover.
- Essential sealed foods, as food supplies may become limited.

If evacuated, you may not be able to return to your property for some time.

IF FLOODING IS IMMINENT

- Turn off electricity and gas.
- Move family members, pets and supplies upstairs.

SANDBAGS

- Fill sandbags not more than $\frac{3}{4}$ full
- Lay them in layers with each row tight to each other, end to end
- Stamp them down before laying another row on top
- If a wall is more than two sandbags high, place a double line of bottom sandbags, followed by a second double line and then a single line on top.
- Make sandbags with compost bags, carrier bags or pillowcases filled with sand or earth.
- Put a plastic sheet down first to act as an extra seal.
- Protect all water entry points including air bricks, air vents and utility openings.
- If gas vents are sealed, disconnect any gas supply.
- Seals around doors and windows should be made watertight.
- It can take 60 sandbags to correctly seal an external door.

GENERAL HEALTH AND SAFETY

- Do not walk, drive or swim through floods.
- Be aware of hidden dips in a road.
- Floods often contain sewage.
- Avoid food that may have been contaminated by floodwater.
- Avoid wet electrical equipment.
- Ventilate your property as much as possible, while maintaining security.
- If evacuation is necessary, follow police advice from Law Enforcement and Security Services.



Public Violence Contingency Plan

Read in conjunction with the Overstrand Disaster Management Plan

2025/2026

PURPOSE

The objective of the plan is as follows:

- To regulate the Disaster Response to the benefit of all Communities and Visitors
- To respond effectively to the requirements of individuals towards the protection of life and property.
- To establish those most vulnerable and at risk.
- To provide temporary shelter accommodation, clothing and feeding arrangements for persons evacuated or temporarily made homeless.
- To restore normality to the affected community within a reasonable timescale, dependent on the seriousness of the incident.

INCIDENT COMMAND AND EMERGENCY CONTROL

Primary Incident Command and Emergency Control responsibilities

- Call taking and dispatching of resources
- Establishing of ICP
- Activating additional resources
- Activating external role players
- Informing directorates as per the instruction of the Incident Commander
- Record keeping of the incident (incident documents)

RESPONSE AND RELIEF ACTIVITIES

Action Steps

- Activate JOC
- Establish needs
- Monitor safety (establish area of impact)
- Ensure communication (Liaison Officer)
- Establish a safe location proactive identification
- Activate relevant role players
- Plan for feeding
- Admin System (Recordkeeping)
- Security (Mobilization of Law Enforcement)
- Storage facilities
- Request SAPS support
- Implement access Control – Support at site
- Activate responsible services

Take Note

- Ensure correct info
- Ensure health standards
- Ensure adequate ablution facilities
- Identify social problems
- Avoid overcrowding
- Observe special population (religion) groups
- Control public donation

First Responders

- * SAPS - Illegal or violent action
- * Municipal Disaster management
- * Overberg District Municipality Disaster Management
- * Municipal Law Enforcement
- * National Intelligence Agency
- * Social Development
- * Dept Community Safety
- * Municipal Solid Waste
- * Media
- * Municipal Engineering
- * Municipal Water
- * Emergency Medical Services

Supporting Role Players

- Red Cross
- Municipal Fire Services
- SANDF
- Private Companies
- Provincial Social Security Agency
- Provincial Dept of Safety & Security
- World Food Bank

'DISPLACED PERSONS' TEMPORARY PLACE OF SAFETY

1. Hermanus (Auditorium)
2. Thusong Centre
3. Zwelihle Community Hall
4. Mount Pleasant (Moffat Hall)
5. Sandbaai Hall
6. Onrus (De Wet Hall)
7. Fernkloof Hall
8. Gansbaai (Buffeljachts Hall)
9. Gansbaai (Eluxolweni Hall)
10. Gansbaai (Masakhane Hall)
11. Gansbaai (Blompark Hall)
12. Gansbaai (Baardskeerdersbos Hall)

13. Stanford (Community Hall)
14. Kleinmond (Town Hall)
15. Kleinmond (Proteadorp Hall)
16. Kleinmond (Overhills Hall)
17. Betty's Bay (Mooiuitsig Hall)
18. Betty's Bay (Crassula Hall)
19. Pringle Bay (Community Hall)

Displaced Persons' Temporary Place of Safety: Inspection Guidelines

Important because

- Prevent disease
- Ensures a safe well run camp and reduces the risk of problems
- Identify problems
- Opportunity to chat and meet displaced people, answer questions and provide information

Who should do the inspection – Senior Personnel?

- Municipality
- Red Cross
- Health Inspectors
- Church groups/other groups

What to inspect

- Water
- Toilets/drains/portals
- Rubbish
- Fires/cooking fires
- Security
- Too crowded
- Cold children, mothers
- First Aid kits available
- Kitchen condition, enough food
- Clinic services
- Sick people/children
- Personal security (guards)
- Special diet needs i.e. Halaal, etc

SAFETY MANAGEMENT PLAN: REQUIREMENTS

- Venue
- Structures

- Capacity, Duration
- Food
- Toilets
- Fire precautions
- Emergency Medical Care
- Access and exits

PUBLIC VIOLENCE SPECIFIC CONTACT NUMBERS:

Designation	Name	Telephone
Chief: Fire, Rescue & Disaster Management	L. Smith	028 313 5041 028 312 2400
Assistant Chief Fire Officer: Disaster Management & Risk Management & Support Services	Vacant	
Disaster Risk Management Officer	S. Mackay	028 313 5053 028 313 8980
Principal Administrator: Incident Command, Emergency and Support Services.	M. Carelse	028 313 8941 028 313 8980
Chief Clerk: Disaster Risk Management Logistical Support	S. Coert	028 313 5052 028 313 8980
Chief: Traffic Services	R. Fraser	028 313 8165
Chief: Law Enforcement Services	J. Du Toit	
Assistant Chief Traffic	X. Titus	028 313 5033
Director Protection Services	N. Michaels	028 313 8054
Housing/Emergency Shelter	Aron Gcotyelwa	028 313 8908
SAPS Hermanus	Brigadier Heilbron	028313 5300
SAPS Kleinmond	Lt Col May	028 271 8200
SAPS Stanford	W.O. Booysen	028 341 0601
SAPS Gansbaai	Lt Col Coetzee	028 384 0201



DISASTER RISK REGISTER

2025/2026

ANNEXURE “D”

HAZARD	HAZARD				Vulnerability						CAPACITY						Relative Risk Rating	Relative Risk Priority		
	SCORE	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare	Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years	Score: 4. Major 3. Serious 2. Minor 1. Negligible	Hazard Rating	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Vulnerability Rating	Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor							Capacity Rating	
		Probability	Frequency	Severity		Political	Economical	Social	Technological	Environment		Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity				Institutional capacity
Drought	3	3	4	10	1	4	4	3	4	16	2	3	1	3	1	1	11	14.545	extremely high	
Wildland fire	4	4	4	12	1	3	3	2	2	11	2	3	2	2	3	2	14	9.429	high	
Social conflict	3	4	3	10	1	4	3	2	2	12	2	2	1	2	3	3	13	9.231	high	
Tsunami	3	1	3	7	1	4	3	3	3	14	2	2	1	2	2	2	11	8.909	high	
Structural fire	4	4	3	11	2	2	2	2	1	9	2	3	2	2	2	2	13	7.615	high	
Coastal erosion	3	4	2	9	1	2	2	2	3	10	2	2	2	2	2	2	12	7.500	high	
HAZMAT: ocean spill	2	2	4	8	1	2	2	1	4	10	2	2	2	2	2	1	11	7.273	high	
Pest infestation	3	4	2	9	1	3	3	1	3	11	3	2	3	2	3	2	15	6.600	tolerable	
Nuclear event	1	1	4	6	1	3	3	2	4	13	3	2	1	2	2	2	12	6.500	tolerable	
Endemism	3	4	2	9	1	3	3	1	3	11	3	3	2	3	3	2	16	6.188	tolerable	
Water supply disruption	3	4	2	9	1	3	3	2	1	10	2	3	2	3	3	2	15	6.000	tolerable	
HAZMAT: road	3	2	2	7	1	2	2	2	3	10	2	2	2	2	2	2	12	5.833	tolerable	
Disruption of electricity	4	4	2	10	1	2	2	2	1	8	2	3	2	3	3	2	15	5.333	tolerable	
Floods	4	3	3	10	1	2	2	2	1	8	2	3	2	2	3	3	15	5.333	tolerable	
Shipping incident	2	2	3	7	1	2	2	1	3	9	2	3	2	2	2	1	12	5.250	tolerable	
Sea level rise	3	1	2	6	1	2	2	2	3	10	2	2	2	2	2	2	12	5.000	tolerable	
Storm surge	3	3	2	8	1	2	2	2	2	9	2	2	2	3	3	3	15	4.800	tolerable	
Human diseases	4	4	3	11	1	2	2	1	1	7	3	3	3	3	3	3	18	4.278	tolerable	
Severe weather	3	4	1	8	1	2	2	2	1	8	2	2	2	3	3	3	15	4.267	tolerable	
Aircraft incident	2	2	2	6	1	2	2	2	2	9	2	2	3	3	3	3	16	3.375	low	
Road incident	4	4	1	9	1	1	2	1	1	6	3	3	2	3	3	3	17	3.176	low	

Source by WCDM



**DISASTER MANAGEMENT PREPAREDNESS PLAN
GANSBAAI AREA**

General Description of the Area:	
Area:	Approximately 4430 ha
Topographical Characteristics:	Uilenskraalsrivier Duinefontein Mountains situated to the north-north-east. Wolfhuiskop north-east of Pearly Beach
Vegetation:	Fynbos
Connectivity Routes:	R43 (Connect Stanford with Pearly Beach) (Connect Stanford with Hermanus) R326 (Connect Stanford with Riviersonderend)
Infrastructures	
Population:	Gansbaai area comprises of wards 2, 11 and 14 with a combined projected population of 24 175 (IDP, Table 5: Projected population by ward, 2023)
Hospital:	none
Clinics:	Gansbaai Clinic; Eluxoweni Clinic
Schools:	3 (Refer to Emergency Resource Telephone List – Gansbaai)
Community Halls:	8 (Refer to Emergency Resource Telephone List – Gansbaai)
Bridges:	Concrete construction
Roads:	Tar and gravel roads.
Power Station:	Substation.
Power Lines:	Present in area
Sewage Pipelines:	Present in area.
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.

DISASTER MANAGEMENT PREPAREDNESS PLAN GANSBAAI AREA

Action			Disaster Management	
1. Establishment of a JOC (Joint Operations Centre)				
Resources				
Role Players	Name	Telephone		E-mail
Director: Municipal Public Safety	N. Michaels	028 313 8054		nmichaels@overstrand.gov.za
Chief: Fire, Rescue & Disaster Management	L. Smith	028 313 5041		lestersmith@overstrand.gov.za
Assistant Chief: Fire Operations	A. Aplon	028 313 8978		aaplon@overstrand.gov.za
Assistant Chief: Fire, Health & Safety	E. Solomons	028 313 8979		esolomons@overstrand.gov.za
Assistant Chief: Disaster Management	Vacant			
Disaster Risk Management Officer	S. Mackay	028 313 5053		smackay@overstrand.gov.za
Principal Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941		mcarelse@overstrand.gov.za
Disaster Risk Management Officer	S. Coert	028 313 5052		scoert@overstrand.gov.za
Transport	Johan Venter	028 313 8096		jventer@overstrand.gov.za
Basic Services	Jason Solomons	028 384 8312	079 377 8963	jasonsolomons@overstrand.gov.za
Housing	A. Gcotyelwa	028 381 8300		agcotyelwa@overstrand.gov.za
Western Cape Emergency Medical Services		023 346 6023		
Western Cape Emergency Medical Services		028 284 1900		

Station Commander	G. Badenhorst	028 313 8980		gbadenhorst@overstrand.gov.za
Station Commander	E. Isaacs	028 313 8980		eisaacs@overstrand.gov.za
Station Commander	A. Mars	028 313 8980		amars@overstrand.gov.za
Station Commander	J. Brussel	028 313 8109		jbrussel@overstrand.gov.za
Senior Firefighter	T. Samuels	028 313 8109		tsamuels@overstrand.gov.za
Assistant Chief: Safety, Security & CCTV	D. Esau	028 313 5017		desau@overstrand.gov.za
Principal Inspector: Law Enforcement & CCTV	R. Stewart	028 313 8975		rstewart@overstrand.gov.za
Media Liaison	R. Steenekamp	028 313 8043		rsteenekamp@overstrand.gov.za
Chief: Traffic	R. Fraser	028 313 8165		rfraser@overstrand.gov.za
Assistant Chief: Traffic Services & Licensing	X. Titus	082 313 5033		xtitus@overstrand.gov.za
Chief: Law Enforcement	J. du Toit			johandutoit@overstrand.gov.za
Communication Department	Vacant			
Police	Lt Col Coetzee	028 341 0601		
Red Cross	A. Heslop	028 312 1663		aheslop@hermanus.co.za
Eskom	Control Room	08600 37566		
Cape Nature: Walker Bay Complex	Andrae Marais			andrae@capenature.co.za
Fire & Rescue control room		028 312 2400		
Municipal control room		028 313 8111		
Ward 2	Cllr Theodorah Nqinata	028 313 8002 028 313 8000		
Ward 11	Cllr Steven Fourie	028 313 8002 028 313 8000		
Ward 14	Cllr Riana de Coning	028 313 8002 028 313 8000		

Franskraal Buurtwag (Neighbourhood watch)				
Fire Protection Association (FPA)				
ODM Councillor				
SLV				
SLV				

MANAGER: DISASTER MANAGEMENT

FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Municipal Public Safety (reports the incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports the incident to role players as per schedule.
 - e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its discipline, to determine within its own line function.
 - i. Damage to infrastructure (e.g. water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. Life and property-threatening situations
 - iii. Immediate mitigation operations
 - iv. Auxiliary resources need (e.g. Private contractors, specialist equipment, other external institutions/organizations, including NGO's)
 - v. Projected short and long-term implications of the incident
 - vi. The impact the incident has on the road and access for emergency transport and teams to the incident
 - vii. Any other aspect that needs immediate response for rapid service delivery continuation

- viii. Give a regular situation report to the Head of disaster management in order for him to be informed of the total picture

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

- 2.
 - a. Coordinates operations according to priorities for
 - i. Early warning of potentially afflicted areas
 - ii. The saving of lives
 - iii. Emergency housing
 - iv. Emergency rations
 - v. Other disaster management mitigation strategies
 - b. Coordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
 - c. Debrief at JOC.



**DISASTER MANAGEMENT PREPAREDNESS
PLAN STANFORD AREA**

General Description of the Area	
Area:	Approximately 3960m2
Topographical Characteristics:	Klein River flows through the area with the Klein River Mountain situated to the north.
Vegetation:	Fynbos
Connectivity Routes:	R43 (Connect Stanford with Hermanus) (Connect Stanford with Gansbaai) R326 (Connect Stanford with Riviersonderend)
Infrastructures	
Population:	Stanford comprise of ward 1 and has a projected population of 7 770 (IDP, Table 5: Projected population by ward, 2023)
Hospital:	none
Clinics:	none
Schools:	3 (Refer to Emergency Resource Telephone List – Gansbaai / Stanford)
Community Halls:	1
Bridges:	Concrete construction
Roads:	Tar and gravel roads.
Power Station:	Substation.
Power Lines:	Present in area
Sewage Pipelines:	Present in area.
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.



DISASTER MANAGEMENT PREPAREDNESS PLAN STANFORD AREA

Role Players	Name	Telephone	E-mail
Director: Municipal Public Safety	N. Michaels	028 313 8054	nmichaels@overstrand.gov.za
Chief: Fire, Rescue & Disaster Management	L. Smith	028 313 5041	lestersmith@overstrand.gov.za
Assistant Chief: Fire Operations	A. Aplon	028 313 8978	aaplon@overstrand.gov.za
Assistant Chief: Fire, Health & Safety	E. Solomons	028 313 8979	esolomons@overstrand.gov.za
Assistant Chief: Disaster Management	Vacant		
Disaster Risk Management Officer	S. Mackay	028 313 5053	smackay@overstrand.gov.za
Principal Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941	mcarelse@overstrand.gov.za
Disaster Risk Management Officer	S. Coert	028 313 5052	scoert@overstrand.gov.za
Transport	Johan Venter	028 313 8096	jventer@overstrand.gov.za
Basic Services	J. Solomons	028 384 8312	jasonsolomons@overstrand.gov.za
Housing	A. Gcotyelwa	028 381 8300	agcotyelwa@overstrand.gov.za
Western Cape Emergency Medical Services		023 346 6023	
Western Cape Emergency Medical Services		028 284 1900	

Station Commander	E. Isaacs	028 313 8980	eisaacs@overstrand.gov.za
Station Commander	A. Mars	028 313 8980	amars@overstrand.gov.za
Station Commander	G. Badenhorst	028 313 8980	gbadenhorst@overstrand.gov.za
Station Commander	J. Brussel	028 313 8109	jbrussel@overstrand.gov.za
Senior Firefighter	T. Samuels	028 313 8109	tsamuels@overstrand.gov.za
Assistant Chief: Safety, Security & CCTV	D. Esau	028 313 5017	desau@overstrand.gov.za
Principal Inspector: Law Enforcement & CCTV	R. Stewart	028 313 875	rstewart@overstrand.gov.za
Media Liaison	R. Steenekamp	028 313 8043	rsteenekamp@overstrand.gov.za
Chief: Traffic	R. Fraser	028 313 8165	rfraser@overstrand.gov.za
Assistant Chief: Traffic Services & Licensing	X. Titus		xtitus@overstrand.gov.za
Chief: Law Enforcement	J. du Toit		johandutoit@overstrand.gov.za
Communication Department	Vacant		
Police	Lt Col. Coetzee	028 384 0201	Gansbaaisaps@gov.za
Red Cross	Angela Heslop	028 312 1663	aheslop@hermanus.co.za
Eskom	Control Room	08600 37566	
Cape Nature: Walker Bay Complex	Andrae Marais		andrae@capenature.co.za
Fire & Rescue control room		028 312 2400	
Municipal control room		028 313 8111	
Councillor Ward 1	Cllr Dudley Coetzee	028 313 8000 028 313 8002	

MANAGER: DISASTER MANAGEMENT

FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL DISASTER:

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Municipal Public Safety (reports the incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports the incident to role players as per schedule.
 - e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its discipline, to determine within its line function.
 - i. Damage to infrastructure (e.g. water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. Life and property-threatening situations.
 - iii. Immediate mitigation operations.
 - iv. Auxiliary resources need (eg. Private contractors, specialist equipment, other external institutions/organizations, including NGO's).
 - v. Projected short- and long- term implications of the incident.
 - vi. The impact the incident has on the road and access for emergency transport and teams to the incident.
 - vii. Any other aspect that needs immediate response for rapid service delivery continuation

- viii. Give a regular situation report to the Head of disaster management in order for him to be informed of the total picture

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

- 2.
 - a. Coordinates operations according to priorities for
 - i. Early warning of potentially afflicted areas
 - ii. The saving of lives
 - iii. Emergency housing
 - iv. Emergency rations
 - v. Other disaster management mitigation strategies
 - b. Coordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
 - c. Debrief at JOC.



**DISASTER MANAGEMENT PREPAREDNESS PLAN
HERMANUS AREA**

General Description of the Area:	
Area:	Approximately 5660 ha
Topographical Characteristics:	Mossel-, Onrus- and Bot Rivers flows through the area with the Klein River Mountain situated to the north.
Vegetation:	Fynbos
Connectivity Routes:	R43 (Connect Gansbaai, Onrus, Hawston, Fisherhaven & Kleinmond with Hermanus)
Infrastructures	
Population:	Greater Hermanus comprise of wards 3, 4, 5, 6, 7, 8, 12, 13 and has a projected population of 69 782 (IDP, Table 5: Projected population by ward, 2023)
Hospital:	Hermanus Provincial Hospital
Clinics:	Hermanus Mediclinic; Zwelihle; Onrus; Hawston
Schools:	12 (Refer to Emergency Telephone List HERMANUS)
Community Halls:	5 (Refer to Emergency Telephone List HERMANUS)
Bridges:	Concrete construction
Roads:	Tar and gravel roads.
Power Station:	Substation.
Power Lines:	Present in area
Sewage Pipelines:	Present in area.
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.



DISASTER MANAGEMENT PREPAREDNESS PLAN HERMANUS AREA

Action		Disaster Management		
1. Establishment of a JOC (Joint Operations Centre)				
Resources				
Role Players	Name	Telephone Office / Home		E-mail
Director: Municipal Public Safety	N. Michaels	028 313 8054		nmichaels@overstrand.gov.za
Chief: Fire, Rescue & Disaster Management	L. Smith	028 313 5041		lestersmith@overstrand.gov.za
Assistant Chief: Fire Operations &	A. Aplon	028 313 8978		aaplon@overstrand.gov.za
Assistant Chief: Fire, Health & Safety	E. Solomons	028 313 8979		esolomons@overstrand.gov.za
Assistant Chief: Disaster Management	Vacant			
Disaster Risk Management Officer	S. Mackay	028 313 5053		smkackay@overstrand.gov.za
Principal Administrator: Incident Command Centre ,Emergency Control and Support Services.	M. Carelse	028 313 8941		mcarelse@overstrand.gov.za
Disaster Risk Management Officer	S. Coert	028 313 5052		scoert@overstrand.gov.za
Transport	Johan Venter	082 384 8906		jventer@overstrand.gov.za
Basic Services	T. Marx	028 313 8092		tmarx@overstrand.gov.za
Housing	A.Gcotyelwa	028 381 8300		agcotyelwa@overstrand.gov.za
Western Cape Emergency Medical Services		023 346 6023		

Western Cape Emergency Medical Services		028 284 1900	
Station Commander	E. Isaacs	028 313 8980	eisaacs@overstrand.gov.za
Station Commander	G. Badenhorst	028 313 8980	gbadenhorst@overstrand.gov.za
Station Commander	A. Mars	028 313 8980	amars@overstrand.gov.za
Station Commander	J. Brussel	028 313 8109	jbrussel@overstrand.gov.za
Senior Firefighter	T. Samuels	028 313 8109	tsamuels@overstrand.gov.za
Assistant Chief: Safety, Security & CCTV	D. Esau	028 313 5017	desau@overstrand.gov.za
Principal Inspector: Law Enforcement & CCTV	R. Stewart	028 313 8975	rstewart@overstrand.gov.za
Media Liaison	R. Steenekamp	028 313 8043	rsteenekamp@overstrand.gov.za
Chief: Traffic	R. Fraser	028 313 8165	rfraser@overstrand.gov.za
Assistant Chief: Traffic Services & Licensing	X. Titus	082 313 5033	xtitus@overstrand.gov.za
Chief: Law Enforcement	J. du Toit		johandutoit@overstrand.gov.za
Communication Department	Vacant		
Police	Supt Chityana	028 313 5300	
Red Cross	Angela Heslop	028 312 1663	aheslop@hermanus.co.za
Eskom	Control Room	08600 37566	
Cape Nature: Walker Bay Complex	Andrae Marais		andrae@capenature.co.za
Fire & Rescue control room		028 312 2400	
Municipal control room		028 313 8111	
Councillor Ward 3	Kari Brice	028 13 8002 028 313 8000	
Councillor Ward 4	Ronald Nutt	028 316 4454	
Councillor Ward 5	Bongiwe Nombula	028 313 8002 028 313 8000	
Councillor Ward 6	Vuyisani Bandeza	028 313 8000 028 313 8002	

Councillor Ward 7	Hybre Lombard	028 313 8002 028 313 8000		
Councillor Ward 8	Arnie Africa	028 313 8002 028 313 8000		
Councillor Ward 12	Masibongwe Sihlalahla	028 313 8002 028 313 8000		
Councillor Ward 13	Charmaine Resandt	028 313 8000 028 313 8002		

MANAGER: DISASTER MANAGEMENT

FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Municipal Public Safety (reports the incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports the incident to role players as per schedule.
 - e. All discipline heads arrange for the immediate size-up of the incident regarding the impact it has on its discipline, to determine within its line function.
 - i. Damage to infrastructure (e.g. water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. Life and property-threatening situations
 - iii. Immediate mitigation operations
 - iv. Auxiliary resources need (e.g. Private contractors, specialist equipment, other external institutions/organizations, including NGO's)
 - v. Projected short and long-term implications of the incident.
 - vi. Impact the incident has on the road and access for emergency transport and teams to Incident.
 - vii. Any other aspect that needs immediate response for rapid service delivery continuation

viii. Give a regular situation report to the Head of disaster management in order for him to be informed of the total picture.

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

2. a. Co-ordinates operations according to priorities for
 - i. Early warning of potentially afflicted areas
 - ii. The saving of lives
 - iii. Emergency housing
 - iv. Emergency rations
 - v. Other disaster management mitigation strategies
- b. Co-ordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/ infrastructure.
- c. Debrief at JOC.



ANNEXURE “H”

**DISASTER MANAGEMENT PREPAREDNESS PLAN
HANGKLIP / KLEINMOND AREA**

General Description of the Area:	
Area:	Approximately 5560 ha
Topographical Characteristics:	Bot-, Palmiet- and Rooiels River flows through the area with the Kogel Mountain situated to the north.
Vegetation:	Fynbos & Alien Vegetation
Connectivity Routes:	R43 (Connect Stanford with Hermanus) R44 (Connect Betty’s Bay, Pringle Bay, and Gordon’s Bay)
Infrastructures :	
Population:	Hangklip / Kleinmond comprises of wards 9 and 10 and has a projected population of 12 953 (IDP, Table 5: Projected population by ward, 2023)
Hospital:	none
Clinics:	1 in Proteadorp
Schools:	(Refer to Emergency Telephone List – Kleinmond)
Community Halls:	6 (Refer to Emergency Telephone List – Kleinmond)
Bridges:	Concrete construction (Palmiet; Herold Porter; Rooi Els)
Roads:	Tar and gravel roads.
Power Station:	1 x Substation 40 x Mini Substations
Power Lines:	1 x Medium Voltage 20 x Low Voltage
Sewage Pipelines:	Present in area
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.



MANAGEMENT PREPAREDNESS PLAN KLEINMOND AREA

Action			Disaster Management	
1. Establishment of a JOC (Joint Operations Centre)				
Resources				
Role Players	Name	Telephone	Cellular Telephone	E-mail
Director: Municipal Public Safety	N. Michaels	028 313 8054		nmichaels@overstrand.gov.za
Chief: Fire, Rescue & Disaster Management	L. Smith	028 313 5041		lestersmith@overstrand.gov.za
Assistant Chief: Fire Operations	A. Aplon	028 313 8978		aaplon@overstrand.gov.za
Assistant Chief: Fire, Health & Safety	E. Solomons	028 313 8979		esolomons@overstrand.gov.za
Assistant Chief: Disaster Management	Vacant			
Disaster Risk Management Officer	S. Mackay	028 313 5053		smackay@overstrand.gov.za
Principal Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941		mcarelse@overstrand.gov.za
Disaster Risk Management Officer	S. Coert	028 313 5052		scoert@overstrand.gov.za
Transport	J. Venter	082 384 8906		jventer@overstrand.gov.za
Essential Services	D. van Rhodie	028 271 8432		dvanrhodie@overstrand.gov.za
Housing	J. Smith A Gcotyelwa	028 271 8424 028 381 8300		jsmith@overstrand.gov.za agcotyelwa@overstrand.gov.za
Western Cape Emergency Medical Services		023 346 6023		

Western Cape Emergency Medical Services		028 284 1900		
Station Commander	E. Isaacs	028 313 8980		eisaacs@overstrand.gov.za
Station Commander	G. Badenhorst	028 313 8980		gbadenhorst@overstrand.gov.za
Station Commander	A. Mars	028 313 8980		amars@overstrand.gov.za
Station Commander	J. Brussel	028 313 8109		jbrussel@overstrand.gov.za
Senior Firefighter	T. Samuels	028 313 8109		tsamuels@overstrand.gov.za
Assistant Chief: Safety, Security & CCTV	D. Esau	028 313 5017		desau@overstrand.gov.za
Principal Inspector: Law Enforcement & CCTV	R. Stewart	028 313 8975		rstewart@overstrand.gov.za
Chief: Traffic	R. Fraser	028 313 8165		rfraser@overstrand.gov.za
Assistant Chief: Traffic Services & Licensing	X. Titus	028 313 8000		xtitus@overstrand.gov.za
Chief: Law Enforcement	J. du Toit			johandutoit@overstrand.gov.za
Communication Department	Vacant			
Police	Lt Col May	028 271 8200		kleinmondSAPS@saps.org.za
Red Cross	Angela Heslop	028 312 1663		aheslop@hermanus.co.za
Eskom	Control Room	08600 37566		
Cape Nature: Walker Bay Complex	Andrae Marais			andrae@capenature.co.za
Fire & Rescue control room		028 312 2400		
Municipal control room		028 313 8111		
Councillor Ward 9	Grant Cohen	028 313 8000		gcohen@overstrand.gov.za
Councillor Ward 10	Theresa Els	028 313 8000		
Pringle Bay Volunteer Firefighters	Coleen Johnson			coleen.redfern@gmail.com
Betty's Bay Volunteer Firefighters	Liz Buncker (Cartwright)			liz@purpleangles.co.za
Betty's Bay Volunteer Firefighters	Jorika Rabie			jorika@purpleangles.co.za

MANAGER: DISASTER MANAGEMENT

FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Municipal Public Safety (reports incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports the incident to role players as per schedule.
 - e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its discipline, to determine within its own line function.
 - i. Damage to infrastructure (e.g. water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions) .
 - ii. Life and property-threatening situations.
 - iii. Immediate mitigation operations.
 - iv. Auxiliary resources need (e.g. Private contractors, specialist equipment, other external institutions/organizations, including NGO's).
 - v. Projected short and long-term implications of the incident.
 - vi. The impact the incident has on the road and access for emergency transport and teams to the incident.
 - vii. Any other aspect that needs immediate response for rapid service delivery continuation.

- viii. Give a regular situation report to the Head of disaster management in order for him to be informed of the total picture.

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

- 2. a. Coordinates operations according to priorities for:
 - i. Early warning of potentially afflicted areas.
 - ii. The saving of lives.
 - iii. Emergency housing.
 - iv. Emergency rations.
 - v. Other disaster management mitigation strategies.
- b. Coordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
- c. Debrief at JOC.



Emergency Resource Telephone List - HERMANUS

Read in conjunction with Overstrand Disaster Management Plan

2025/2026

SOUTH AFRICAN POLICE SERVICES (SAPS)		
NAME	ADDRESS	TELEPHONE
SAPS Hermanus	61 Main Road, Hermanus	028 313 5300

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE
Andre Coetzee	28 Main Road, Hermanus	028 312 1170
GP Care, Hermanus Doc: M Barnard Doc: Elize Stoop Doc: Shelly Loots	20 Arundel, Hermanus	028 007 0274
G F Enslin; J C Boshoff (locum)	36 Molteno Street, Onrus	028 316 1414
A Greeff	17 Arundel, Westcliff	028 312 2846
Dr Muller & Abel	7 Myrtle Street, Hermanus	028 313 1190
Dr Du Toit & Munnik	5 Aberdeen Street, Hermanus	028 312 1119
Dr J van der Merwe	Main Road, Hermanus	028 897 3542
Dr CE Gotz	90 Main Road, Hermanus	028 312 2641
Dr van Rensburg	Cnr De Goede & Church Street, Hermanus	028 316 2961
Dr Watson	Selkirk Street, Hermanus	028 313 1108

CLINICS		
NAME	ADDRESS	TELEPHONE
Hermanus	Swartdam Road	028 313 5700
Hawston	25 George Viljoen Street	028 315 2063
Onrus Clinic	Onrus Trading Post Main Rd, Onrus River, Vermont	028 316 1717

HOSPITALS		
NAME	ADDRESS	TELEPHONE
Medi-Clinic	Hospital Street	028 313 0168
Provincial	Hospital Street	028 312 1166
Hermanus Day Hospital	44 Church Street	028 312 2722

AMBULANCE SERVICES			
NAME	ADDRESS	MANAGER	TELEPHONE
Priority Care	11 Argon Avenue Sandbaai.	Marthinus Stoffels	076 109 5660
CMC (Critical Medical Care)	4 Jimmy Street, Sandbaai	Christo Prinsloo	066 222 7219 operations@cmcmmedical.co.za
Government Ambulance Services	Magnolia Avenue, Hermanus		10177 landlines 112 cellular

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Huis Lettie Theron	De Goede Street	Simon v Vuuren Julianne Bacon	028 312 3721 / 2
Sofca	1 Hospital Road	Gail Smith	028 312 3236 Sofcafrailcare@gmail.com
Kidbrooke Place	R43 Highway, Onrus	Caroline Gibbs	028 316 1142 (frail care) 079 087 8115
Onrus Manor	Chanteclair Ave, Onrus Hermanus	Karin Lourens Christal Du Plessis	028 316 5001 028 316 5056
Golden Harvest	Cnr Main & Long Street, Sandbaai	Henk Oostenbrink	028 316 5200

MAJOR CONSTRUCTION COMPANIES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
W A Bishop Transport	10 Arum Street	Wiaan Bishop	028 312 2298
D J Transport & Excavating	2 Mimosa Street	William Jackson	028 312 3116
Alan Bailey Civil Engineering & Construction	20 Argon Street	Frikkie Rabe	028 313 211
Overberg Consulting Eng	7 Magnolia Street	Ion Williams	028 313 2600

HALLS		
NAME	MANAGER	TELEPHONE
Grobbelaar Hall		028 312 3909
Sandbaai Hall	Lydia Schmidt	084 515 8205
Moffat Hall, Mount Pleasant, Hermanus	Overstrand Municipality	028 313 8148
Thusong Community Hall, Hawston	Overstrand Municipality	028 315 2784
De Wet Hall, Sandbaai	Overstrand Municipality	028 316 2109
Zwelihle Community Hall, Hermanus	Overstrand Municipality	028 313 8000

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Checkers (Whale Coast Mall)	Whale Coast Mall	Luke Hoposch	028 313 6400
Checkers (Hermanus)	Cnr Royal & Lord Roberts Road	Chandre Mr Hill	028 313 7480
Pick n Pay	81 Main Road, Hermanus	Jacques	028 312 1137

Kwik Spar	3 Fairways Avenue, Eastcliff, Hermanus	Andre Vermaak	028 313 0062
Super Spar	Gateway Centre, Main Road, Hermanus	Bern van Niekerk	028 313 0085
Food Lovers Market	Whale Coast Mall	Janine	028 312 4475
Ok Mini Market	76 7th St, Hermanus, 7200	Samantha Maritz	028 314 0794
Ok Mini Market	Gateway Centre, Hermanus	Jay-Jay Lee-Roy	028 312 3518
OK Mini Market	Marine & Vermont Road, Vermont, Hermanus	Steven Murray	028 316 3711

TRANSPORT

NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Overstrand Taxi Association	Overstrand	Director: Chairperson: Mr T Deutshen Vice Chairperson Mr S Malinga	073 865 6808 079 355 1448

SCHOOLS

NAME	ADDRESS	PRINCIPAL	TELEPHONE
Bosko Christian School	Fairways Avenue, Eastcliff	Maureen van Niekerk	028 312 2552
Christian Academy	1823 Bergsig Road, Sandbaai	Dr. Ross	028 316 1910

Hawston Primary	402 Church Street	Mr. Pedro	028 315 1631
Hawston Secondary	Church Street	Mrs. Poole	063 582 0941
Hermanus High	Moffat Street		082 850 1724
Hermanus Primary	Dirkie Uys Street	Mr Collin Suderland	028 312 3670
Lukhanyo Primary	1 Lusiba St, Zwelihle	Mr. Tshabalala	028 312 1552
Mt Pleasant Primary	Dhalia St, Mt Pleasant	Mr. Wilskut	028 313 0816
Qhayiya Secondary	37 Hlobo St, Zwelihle		028 313 0001
Northcliff House College	36 Berghof Dr, Onrus River, Onrus, 7201	Gerhard Coetzee	028 316 4437
Generations	Fairways Ave, Hermanus, 7200		021 205 5915
Curro Private School	1 Sandbaa, Hermanus	Mr Kobus Vermeulen	028 316 4911
Hermanus Waldorf School	18 End Street,	Mr van Zyl	028 316 2938
Fisherhaven Academy	38 School Rd, Fisherhaven	Stephen Cupido	

FILLING STATIONS		
NAME	ADDRESS	TELEPHONE
Total	The corner of Mimosa Street & Main Road	028 313 1212
Shell	40 Main Road	028 312 4993
Quest Fuel	251 Main Road	028 313 2429
Caltex, CEM Motors	30 10 th Avenue, Voëlklip	028 314 1893
Total	16 Main Road, Onrus	028 316 1391
Engen	Corner of Main Road & R43	028 316 2943
BP Garage	Goerge Viljoen Street, Hawston	028 315 1266

NON-GOVERNMENT ORGANISATIONS (NGO's)		
NAME	CONTACT PERSON	TELEPHONE
Red Cross	Angela Heslop Aheslop@hermanus.co.za	072 609 8655
Hermanus Rotary Club	metcalf.fick@mweb.co.za	028 316 4667
Sofar Christian Church	Pastor Andries van der Merwe	028 312 2514 Hermanus@soforonline.org
Heaven and Earth Church, Hermanus	10 Gateway Centre, R43, Main Road, Hermanus,	082 745 6408 info@hechurch.com



Emergency Resource Telephone List – GANSBAAI

Read in conjunction with Overstrand Disaster Management Plan

2025/2026

SOUTH AFRICAN POLICE SERVICES (SAPS)		
NAME	ADDRESS	TELEPHONE
SAPS Gans Baai	16 Main Road, Gans Baai	028 384 0201

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE
Helena Hendriks	1 Main Road, Gans Baai	028 007 0348

CLINICS		
NAME	ADDRESS	TELEPHONE
Gans Baai Clinic	Main Road (behind the municipality)	028 384 1917
Unjani Private Clinic	Mandela Road, Masakhane	

PRIVATE AMBULANCE SERVICES			
NAME	ADDRESS	MANAGER	TELEPHONE
OMR	10 Koöperasie Street, Gans Baai	Chantell Carstens	078 699 6995 overstrandmedics@gmail.com
CMC (Critical Medical Care)	26 Fabriek St, Gans Baai, 7220	Christo Prinsloo	066 222 7219 operations@cmcmmedical.co.za

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Herberg-aan-See	10 Kerk Street, Gans Baai		028 384 0501
Silwerjare	24 Gousblom Street, Blompark		
VolvertroueDienssentrum			028 341 0969
Mattanja House	14 De Wet St, Gans Baai	Christel	082 632 3494

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
OK	45 Main Road		028 384 0001
Spar	Main Road		028 384 0269

TRANSPORT			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Overstrand Taxi Association	Overstrand	Chairperson: Mr T Deutchen Vice Chairperson: Mr S Malinga	073 865 6808 079 355 1448

HALLS			
NAME		MANAGER	TELEPHONE
Blompark Masakhane Baardskeedersbos Eluxolweni Buffeljachts	Overstrand Municipality	Overstrand Municipality	028 384 8331
Gans Baai NG Kerk - Pretoriussaal	20 Main Road, Gans Baai		028 384 0510

SCHOOLS			
NAME	ADDRESS	PRINCIPAL/SEC	TELEPHONE
Academia School	Kampeerweg, Blompark, Gansbaai	Mrs. Katrina Fortuin	028 384 2370 028 007 0332
Gans Baai Primary	Ridderspoor Str, Blompark		028 384 0061
Masakhane	Mandela Road, Masakhane	Mrs. Cweba	028 384 0369

Stanford Okkie Smuts Primary School	17 Church Street, Stanford		028 341 0611
Withoogte St Pauls Primary School	Withoogte farm, Stanford	Amanda Appel	028 341 0222

FILLING STATIONS

NAME	ADDRESS	TELEPHONE
Caltex (Street Talk Trading 111BK)	28 Daneel Street	028 341 0846
Caltex	21 Main Road, Gans Baai	028 384 0300
Gans Baai Motors	23 Church Street, Gans Baai	028 384 0301
Shell Burkenhead Motors	31 Main Road, Gans Baai	028 384 0002
Kleinbaai One-Stop	1 Geelbek Street, Gans Baai	028 384 0340
PB Resort Garage	Pearly Beach	028 381 9796

NON-GOVERNMENT ORGANISATIONS (NGO's)

NAME	CONTACT PERSON	TELEPHONE



Emergency Resource Telephone List – STANFORD

Read in conjunction with Overstrand Disaster Management Plan

2025/2026

SOUTH AFRICAN POLICE SERVICES (SAPS)		
NAME	ADDRESS	TELEPHONE
SAPS Stanford	6 Du Toit Street, Stanford	028 341 0601

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE

CLINICS		
NAME	ADDRESS	TELEPHONE
Stanford Provincial Day Clinic	Mathilda Street, Stanford	028 341 0933

PRIVATE AMBULANCE SERVICES			
NAME	ADDRESS	MANAGER	TELEPHONE

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Volvertroue Dienssentrum			028 341 0969

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
OK	45 Main Road		028 384 0001
Spar	Main Road		028 384 0269

TRANSPORT			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Overstrand Taxi Association	Overstrand	Chairperson: Mr T Deutschen Vice Chairperson: Mr S Malinga	073 865 6808 0793551448

HALLS			
NAME		MANAGER	TELEPHONE
Tourism	Main Road		028 384 1439

SCHOOLS			
NAME	ADDRESS	PRINCIPAL/SEC	TELEPHONE
Stanford Okkie Smuts Primary School	17 Church Street, Stanford		028 341 0611
Hoopland Akademie	Industrial Park, Stanford		028 341 0053
Withoogte St Pauls Primary School	Withoogte farm, Stanford	Amanda Appel	028 341 0222

FILLING STATIONS		
NAME	ADDRESS	TELEPHONE
Caltex (Street Talk Trading 111BK)	28 Daneel Street	028 341 0846
NON-GOVERNMENT ORGANISATIONS (NGO's)		
NAME	CONTACT PERSON	TELEPHONE
Food for Thought (Stanford)		

INCIDENT SUPPORT			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Bea Whittaker			083 293 5512
Dave Hagen			083 252 1865
Peter Hochfelden			082 443 7867
Allen Cockfield			082 451 9205



Emergency Resource Telephone List – HANGKLIP / KLEINMOND

Read in conjunction with Overstrand Disaster Management Plan

2025/2026

SAPS (SOUTH AFRICAN POLICE SERVICES)		
NAME	ADDRESS	TELEPHONE
Kleinmond SAPS	16 Main Road, Kleinmond	028 271 8200 / 02

MUNICIPAL SERVICES		
NAME	ADDRESS	TELEPHONE
Admin / General Inquiries		028 271 8400 / 8411
Burst water pipes	Ricardo Thoresen	028 271 8465
Water	Ricardo Thoresen	028 271 8465
Tanker Services / Sewerage	Donovan van Rhodie	028 271 8431
Solid Waste	Patrick Litolí	028 271 8436
Electrical	Riaan Buckle	028 271 8484
Ward 9	grantcohen25@gmail.com	072 436 9068
Ward 10	tels@overstrand.gov.za	072 494 1310
OVERSTRAND		
24-hour Control Room		028 313 8111
Control Room (General)		028 313 8000
Law Enforcement		028 313 8996
Fire & Rescue		028 312 2400
Drowning/Accidents	Joseph Smith	028 271 8424 / 082 635 4095

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE
F du Plessis; M van Niekerk;	59 Main Road, Kleinmond	028 271 4227 / 082 653 6355
A. Zietsman	441 Peak Road, Pringle Bay	028 271 5321 071 687 3825 / 060 490 0874
Dr Gary Hudson	422 Crescent Street, Pringle Bay	073 816 6763
Dr Morkel	59 Main Road, Kleinmond	028 271 4227

GENERAL MEDICAL PRACTITIONERS		
NAME	ADDRESS	TELEPHONE
Dr Peter Dave	79 Main Road	028 271 4183
KAWS Ingrid – Manager	c/o Main and Protea Roads	028 271 5004 060 393 4259
Human Wildlife Solutions (HWS) Baboon Hotline	Kleinmond, Bettys Bay and Pringle Bay	069 151 5962

PHARMACIES		
NAME	ADDRESS	TELEPHONE
Albertyn Apteek	Spar Centre, Kleinmond	028 271 4666 / 082 868 4267
Alpha Pharmacy	Main Road, Kleinmond	028 271 3320 / 082 788 0922

CLINICS		
NAME	ADDRESS	TELEPHONE
Kleinmond	1 Cnr Main & Protea Roads	028 271 5807 10177 / 028 271 4951

AMBULANCE SERVICES		
NAME	ADDRESS	TELEPHONE
Provincial		101777
Critical Medical Care	4 Jimmy Smith Street, Sandbaai Hermanus	028 001 0544

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Gerimed Health	Cnr 15 th Ave & Botriver Road, Kleinmond	Carel Pieterse (Director) Pascal van der Merwe	028 271 3994 079 886 0333
Fynbos Centre	36 1 st Avenue Kleinmond	Melanie Wiles D Van Niekerk	028 271 3602

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
OK	53 Main Road	Albertus Smit	028 271 4747 okmmkleinmond@gmail.com
Spar	Main Road	G J le Roux W Coetzer Andrew Martin	kleinmond2@retail.spar.co.za Kleinmond1@retail.spar.co.za 028 271 6289 / 028 271 4294 028 271 4289

HALLS			
NAME		MANAGER	TELEPHONE
Kleinmond Town	36 Main Road	Overstrand Municipality	028 271 841 darendse@overstrand.gov.za
Mooiuitsig	5514 Mooiuitsig, Betty's Bay	Overstrand Municipality	028 271 8418 darendse@overstrand.gov.za
Overhills Community	Overhills Informal Settlement	Overstrand Municipality	028 271 8418 darendse@overstrand.gov.za
Proteadorp Community	Cnr Protea Road & Nemesia Ave	Overstrand Municipality	028 271 8418 darendse@overstrand.gov.za

Crassula	21 Crassula Ave Betty's Bay (erf 2416)	Bettys Bay Rate Payers Wayne Jackson	082 928 1260
Pringle Bay	3 Susan Road (erf 1772)	Rate Payers	079 038 3919 Pringlebay@ratepayers.co.za

SCHOOLS

NAME	ADDRESS	PRINCIPAL/SEC	TELEPHONE
Laerskool Kleinmond	24 Main Road	Ester Groenewald	028 271 3440 hoof@kleinmondls.org.za
Kleinmond Primêr	School Street, Proteadorp	Rachel Goliath Acting Principal	028 271 3149 admin@kmp.wcape.schools.co.za
Siyabulela Pre-Primary School	Corner of Fynbos and Nimesia Street	Manager Michelle Barry	028 271 4882/ 028 271 4044
Duisend Voetjies	9 th Street 28, Kleinmond		
Heideland Pre-Primary	Nemesia Street	Manager Michelle Barr	028 271 4134 028 271 4044
Pringle House Eco Primary	Farm Hangklip 559/62 Clarence Drive, Pringlebay		028 273 8853 / 072 358 0789
Krappies en Kreefies	Main Road		028 271 4312
Kidz Can	Cnr 10 th Ave & 11 th Street		028 071 5561
Pikkewyntjies Pre Primary	Mooiuitsig, Bettysbay		028 272 9920 / 072 414 3320
SSmar Smart Kids Educare	102 Main Road; 9 th Ave, Kleinmond		028 271 5213

Bambanani Day-Care Creche	Siyoni Street, Overhills, Kleinmond	Manager Michelle Barr	028 271 5213 028 271 4044
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FILLING STATIONS		
NAME	ADDRESS	TELEPHONE
Sasol	80 Main Road, Kleinmond	028 271 4459
Caltex	5140 Clarence Drive, Betty's Bay	028 272 9164
NON-GOVERNMENT ORGANISATIONS (NGO's)		
NAME	CONTACT PERSON	TELEPHONE
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	
	Kitchen was available during Covid.	

VOLUNTEER FIREFIGHTERS		
NAME		TELEPHONE
Purple Angels (Pringle Bay Volunteer Firefighters)	Liz Sitar	074 141 7600
Purple Angels (Pringle Bay Volunteer Firefighters)	Jorika Rabie	072 616 8418
Pringle Bay Volunteer Firefighters	Colleen Johnson	082 782 1497
POST OFFICE		
NAME	ADDRESS	TELEPHONE

TAXI ASSOCIATION	
M K winana	073 818 8400



COVID-19

CONTINGENCY PLAN

2025/2026

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OVERVIEW

The COVID-19 Contingency Plan will be read in conjunction with the Overstrand Disaster Management Plan.

The WHO (World Health Organization) declared a Public Health Emergency of International Concern on 30 January 2020, this following a pneumonia of unknown cause detected in Wuhan, China on 31 December 2019.

The Coronavirus, later renamed COVID-19, is a respiratory illness similar to the flu (cough, fever, fatigue & aching body/muscles). More commonly than the flu, it can become severe and cause viral pneumonia (difficulty breathing). The virus is spread through touching an infected surface or object and can enter via the nose, mouth and eyes.

The first case of the Coronavirus was reported on 9 March 2020 in the Kwa-Zulu Natal region, and the numbers have increased dramatically, tipping the 1000 mark on 27 March 2020.

The President of South Africa therefore declared a nationwide lockdown in South Africa on Monday 23 March 2020. *The nationwide lockdown will be enacted in terms of the Disaster Management Act and will entail the following:*

- *From midnight on Thursday 26 March until midnight on Thursday 16 April, all South Africans will have to stay at home*
- *The categories of people who will be exempted from this lockdown are the following: health workers in the public and private sectors, emergency personnel, those in security services – such as the police, traffic officers, military medical personnel, soldiers – and other persons necessary for our response to the pandemic.*

On 23 April 2020, the President of South Africa introduced five levels to avoid a rushed re-opening of the economy:

Level 5 means that drastic measures are required to contain the spread of the virus to save lives

Level 4 means that some activity can be allowed to resume subject to extreme precautions required to limit community transmission and outbreaks

Level 3 involves the easing of some restrictions, including on work and social activities, to address the high risk of transmission

Level 2 involves the further easing of restrictions, but the maintenance of physical distancing and restrictions on some leisure and social activities to prevent a resurgence of the virus.

Level 1 means that most normal activity can resume, with precautions and health guidelines followed at all times.

To ensure that our response to the pandemic can be as precise and targeted as possible, there will be a national level and separate levels for each province, district and metro in the country.

PURPOSE

The objective of the plan is as follows:

- To regulate the Disaster Response to the benefit of all communities and visitors

- To respond effectively to the requirements of the individuals towards the protection of life and property
- To establish those most vulnerable and at-risk
- To provide temporary shelter accommodation, clothing and feeding arrangements for people evacuated or temporarily made homeless
- To restore normality to the affected community within a reasonable timescale, dependent on the seriousness of the incident
- Coordinate response activities to the COVID-19 pandemic

UPDATES

Teleconference calls will be held daily with the Overberg District Municipality as the head coordinator with the district, and other essential Role Players. Important information and concerns are raised during this platform.

RESPONSE AND RELIEF ACTIVITIES

Overstrand Disaster Management will provide a coordinating role and coordinate the following action steps should the need arise:

- Activate the JOC (Joint Operations Centre).
- Establish the needs.
- Monitor safety.
- Ensure communication (via a Liaison Officer).
- Establish safe locations (proactive identification).
- Activate relevant role players.
- feeding plan.
- Admin System (Record keeping).
- Security (Mobilization of Law Enforcement).
- Storage facilities.
- Request for SAPS support.
- Implement access control – support at sites.
- Activate responsible services.

Disaster officials coordinating the activities must take note of the following:

- Ensure that the information recorded is correct and credible.
- Ensure that health standards are adhered to.
- Ensure there are adequate ablution facilities.
- Identify social problems.
- Avoid overcrowding.
- Observe special population (religious) groups.
- Control public donations.

Due to the nationwide lockdown, no persons are permitted to leave their residence, unless *for the purpose of performing an essential service, obtaining an essential good or service, collecting a social grant, or seeking emergency life-saving, or chronic medical attention.* (This arrangement is dependent on the lockdown level.)

Disaster Management realizes that not all persons are mobile, and special attention must be given to the elderly or disabled persons. Operational Staff (Fire & Rescue, Law Enforcement & Traffic) will assist with the collection and distribution of essential goods. Disaster Management will coordinate the delivery of food and other essential items in conjunction with the area manager and councillors.

Hermanus Area Manager, Anver Wyngaard and respective Councilors, with Assistant Chief Disaster Management, will coordinate the distribution of food for Hermanus area.

Gansbaai Area Manager, Francois Myburgh and Cllr Riana de Coning, with Assistant Chief Disaster Management, will coordinate the distribution of food for Gansbaai area. Assistance will be obtained from Gansbaai Neighbourhood Watches should further assistance be required

Kleinmond Area Manager, Desmond Lakey and Cllr Grant Cohen, with Assistant Chief Disaster Management, will coordinate the distribution of food for Kleinmond area.

Disaster Management will coordinate with the various NGOs for the distribution of food in the Greater Hermanus area.

Refer to annexures for contact details

FIRST RESPONDERS

The First Responders identified to the COVID-19 pandemic include the essential services, as per the State of the Nation Address of President Cyril Ramaphosa. These essential services identified in Overstrand jurisdiction include but are not limited to:

- SAPS
- Overstrand Disaster Management
- Overstrand Fire & Rescue
- Overstrand Security Services
- Overberg District Municipality Disaster Management
- Overstrand Law Enforcement & Task Team
- Overstrand Traffic Department
- National Intelligence Agency
- DSD (Department of Social Development)
- Department of Community Safety
- Overstrand Solid Waste
- Media
- Overstrand Engineering
- Overstrand Water
- Emergency Medical Services
- SANDF (South African National Defense Force)

The following agencies will provide Supporting Roles:

- Red Cross
- Shofar Church
- Private Companies
- Provincial Social Security Agency
- Provincial Dept. of Safety & Security
- World Food Bank
- Response
- Relief. Life (Disaster Management)
- NOC (Network of Care – various)
- Any other agency as and when identified

TEMPORARY PLACE OF SAFETY

The facilities listed below are situated within the borders of the Overstrand jurisdiction which covers 1709 square meters and stretches from Rooi Els to Quinn Point (Gansbaai). These facilities can accommodate larger volumes of displaced persons:

1. Hermanus (Auditorium)
2. Hawston Thusong Centre
3. Zwelihle Community Hall
4. Mount Pleasant Moffat Hall
5. Sandbaai Hall
6. De Wet Hall, Onrus River
7. Buffeljachts Hall, Gansbaai
8. Eluxolweni Hall, Gansbaai
9. Masakhane Hall, Gansbaai
10. Blompark Hall, Gansbaai
11. Baardskeerdersbos Hall, Gansbaai
12. Stanford Community Hall
13. Kleinmond Town Hall
14. Proteadorp Hall, Kleinmond
15. Overhills Hall, Kleinmond
16. Mooiuitsig Hall, Betty's Bay
17. Crassula Hall, Betty's Bay
18. Pringle Bay Community Hall

Displaced Persons Temporary Shelter: Inspection Guidelines

Important because.

- Prevents the spread of the disease.
- Water and hygienic necessities.
- Ensuring the safety of displaced people as a well-run camp can reduce risks.
- Identify problems and address them.
- Opportunity to chat and meet displaced people, answer questions and provide information.
- Coordination, to ensure that all people are accounted for.
- Individuals requiring urgent medical attention.

Who should do the inspection – Senior Personnel of the following institutions:

- Overstrand Municipality
- Red Cross
- Health Inspectors
- Church groups

- Other identified groups

What should be inspected?

- Sufficient water
- Ablution / drains / portaloo
- Rubbish
- Fires/cooking fires
- Security
- Over-crowding
- Cold children, mothers with babies
- Availability of first aid kits
- Clinical services
- Sick babies, children, youth, young adults and adults
- Personal security (guards)
- Special diet needs ie Halaal etc

SAFETY MANAGEMENT PLAN: REQUIREMENTS

- Venue
- Structures
- Capacity
- Duration
- Food
- Toilets
- Fire precautions
- Emergency Medical Care
- Access and exits

EMERGENCY PROCUREMENT

The normal procurement process will apply as per the approved Overstrand Municipality Supply Chain Management Policy.

SCM CONTINGENCY PLAN

The normal procurement process will apply as per the approved Overstrand Municipality Supply Chain Management Policy.

EDUCATION ON COVID 19

The Overstrand Municipality on its official Facebook page posts various educational messages related to the Coronavirus. In addition, A3 posters are put up across the jurisdiction at strategic points. Disaster Management will continue to print pamphlets and distribute them to the informal settlements and other vulnerable areas. Pamphlets will be distributed via the Network of Care (NOC), Neighbourhood Watches and Municipal offices.

Through the office of the Communications Manager, Loud Hailing will be scheduled for the

vulnerable communities and those most likely at risk. During the Loud Hailing, the communities will be educated on Coronavirus

CONTROL ROOM PROCEDURES

The Emergency Services Control Room will continue to operate as normal. In the event that an emergency call is received pertaining to COVID-19, the Control Room Operator will use his/her discretion and refer the caller to the following:

National Hotline: 080 0029 999

Western Cape Provincial Hotline: 021 928 4102

WhatsApp: "Hi" to 0600 123 456

Or alternatively the Overberg Control Room at 028 212 9111

OPERATIONAL GRID PLANS

1.1. Senior Officer Standby Roster

All Senior Officers and administrative staff are placed on standby through the department standby roster for the duration of COVID-19.

Designation	Name
Chief: Fire, Rescue & Disaster Management	Lester Smith
Principle Clerk	Kim Heneke
Assistant Chief: Disaster Management	Vacant
Divisional Commander	Brian Lobb
Disaster Risk Management Officer	S. Mackay
Principal Administrator: ICC, EC & SS	Meagan Carelse
Disaster Risk Management Officer	Sarolyn Coert
Assistant Chief: Operations	Angelo Aplon
Assistant Chief: Fire Safety	Enrico Solomons
Assistant Chief: Safety and Security & CCTV	Dawie Esau

1.2. Emergency Control Room

The Emergency Control Room will be operational 24/7.

1.3. Security Services

The Security Services roster will be according to the approved roster.

1.4. Traffic

Refer to Overstrand Traffic Services for Operational Grid plan.

1.5. Law Enforcement

Refer to Overstrand Law Enforcement for Operational Grid plan.

RESPONSE TO KNOWN COVID 19 CASES

Overstrand Fire and Rescue Operational Staff will assist the Emergency Medical Services when the need arises. Personnel responding to a suspected or known case will be issued with the necessary PPC (Personal Protective Clothing) and PPE (Personal Protective Equipment)

Selected operational members have been identified to respond to such cases; operational members will only respond when issued with the following PPE:

- Gumboots
- Hazmat Level B suit
- Respiratory protection
- Gloves (Rubber and/or Latex)
- Dedicated vehicle

Operational members and attending vehicles returning from a suspected or known case of COVID-19 will be thoroughly decontaminated. The members will shower and dress in fresh clothes and be screened.

All staff are urged to regularly wash their hands, and shower at work before returning home to their respective families.

ACCREDITATION

All staff working at Overstrand Fire and Rescue, Disaster Management and Security Services have been issued with accreditation, which can only be used for official work purposes e.g. travelling to and from work and responding to incidents. All staff must at all times wear the prescribed uniform and present their Identification Document or Driver's License with the accreditation.

SPECIFIC CONTACT NUMBERS

Designation	Name	Telephone Number	Cell Number	Short number (internal)
Director: Municipal Public Safety	Neville Michaels	028 313 8054	071 584 9214	6457
Chief: Fire, Rescue & Disaster Management	Lester Smith	028 313 5041	082 978 9493	6805
Principle Clerk	Kim Heneke	028 313 5041	082 879 3720	N/A
Assistant Chief: Disaster Management and Risk Management and Support Services	Vacant			
Disaster Risk Management Officer	Shaun Mackay	028 313 5053		

Divisional Commander	Brian Lobb	028 313 5063	082 338 0938	6380
Principal Administrator: Incident Command Centre, Emergency and Support Services.	Meagan Carelse	028 313 8941	0614 266 564	6517
Disaster Risk Management Officer	Sarolyn Coert	028 313 5052	081 539 0154	6518
Assistant Chief: Operations and Training	Angelo Aplon	028 313 8978	079 507 7297	6048
Assistant Chief: Fire Safety and Health and Safety	Enrico Solomons	028 313 8979	076 011 5052	6035
Station Commander: Fire Safety	Justin Brussel	028 313 8109		6898
Assistant Chief: Safety and Security & CCTV	Dawie Esau	028 313 5017	072 575 3965	6234
Chief: Traffic Services	Rudi Fraser	028 313 8165	082 449 6751	6278
Chief: Law Enforcement Services	Johan du Toit		076 970 5481	6349
Assistant Chief: Traffic Operations, Admin, Logistics & Fines	Xen Titus	028 313 5033	082 596 6270	6169

WASTE MANAGEMENT

The Directorate: Waste Management issued a directive for Managing COVID-19 General household waste. The Minister of Cooperative Governance and Traditional Affairs declared Waste Management as an essential service, and crucial to the management and containment of the spread of the virus. In terms of the directive, the municipality must stay abreast of the number and locations of households within the Municipality of infected patients through the Metro and District JOC to plan logistically.

NGO's

Contact details of listed NGOs are available in the Emergency Telephone Lists for Hermanus, Hangklip / Kleinmond, Gansbaai and Stanford Disaster Management Plan annexures. The listed NGOs will play a supporting role for all disaster-related matters or incidents.

ANNEXURES

- Annexure A : Implementation Guidelines for Dealing with Street People in line with COVID-19 Regulations
- Annexure B : Councilor's contact details
- Annexure C : Managing COVID-19 General household waste



Western Cape Provincial Disaster Management Centre
 E-mail: Disaster.Management@westerncape.gov.za
 Tel.: +27 937 6330
 Fax: +27 21 931 9031
 Cell: 083 577 1100

IMPLEMENTATION GUIDELINES FOR DEALING WITH STREET PEOPLE IN LINE WITH COVID 19 REGULATIONS

Task	Responsible entities	Comment
PREPARATION PHASE		
Identify responsible person to coordinate the process at the municipality.	Municipal manager	
Identify venue to accommodate the homeless people (e.g. municipal hall, municipal resort etc.)	Municipal Manager (local and District)	Thusong centres, Town Halls, Civic centres, etc <i>Business owners might be able and willing to give guesthouse or lodges or old hotels</i>
Identify staff and volunteers to assist during lockdown period to supervise and assist with duties.	Municipal Managers and Senior managers	Preferably caretaker of venue, EPWP, CWP, etc. and others

Ensure that funds are allocated for the project and that supply chain procedure is in place.	Executive Mayors and Municipal Manager	Partner with business chambers and NGO's
Do an assessment of total of homeless people in area	Preferably work with stakeholders such as NGO working with the homeless, DSD, SAPS, CDWs).	
Coordinate with DSD to identify existing shelters that have space or that will need space due to decanting	Municipality, DSD and NGOs	
Procure mattresses, blankets, cleaning material (facecloths, soap, toothpaste, toothbrushes) and other cleaning stuff (sanitizer, etc.).	Municipality	
Placement of sleeping spots: 2 – 3m apart)	Municipality	
Identify stakeholders to assist with provision of food (NGO's)	Executive Mayors, Municipal Managers Business, Churches, NGO's, DSD	
Ensure that venues are cleaned and sanitized before homeless people enter.	Municipality	
Develop register and capturing forms to be completed daily	Municipality and DSD	
IMPLEMENTATION		
Develop plan on how the homeless people will be transported to the identified areas.	Municipality and SAPS	Municipal law enforcement officers to assist
Sanitize when entering the building	Preferably caretaker of venue, EPWP, CWP, etc. and others	

Screening (gathering of personal information)	Dept. of health and Municipal health workers	
in case of children, contact DSD to assist to place in places of safety	DSD to allocate Social Worker	
Provision of black plastic bags	Preferably caretaker of venue, EPWP, CWP, etc. and others	
Daily headcounts	Preferably caretaker of venue, EPWP, CWP, etc. and others	
Daily food distribution - 3 times per day	Preferably done NGO and or volunteers	To be mobilized by Executive Mayors, Municipal Managers Business, Churches, NGO's, DSD
Daily personal hygiene	Preferably caretaker of venue, EPWP, CWP, etc. and others	
Regular cleaning of sleeping spots of street people	Municipality	
OTHER IMPORANT ISSUES		
<ul style="list-style-type: none"> • Keep homeless people busy/occupied (get old magazines from local library, play films/movies, play music). • Have an information session with them to understand the situation as lot of them do not have access to phone or tv and might not be aware of the situation and how serious it is. • Be aware of the health of homeless people as they might experience withdrawal symptoms because of substance abuse (Have plan in place in case this happens. Might need medical help). 		




ISSUED BY: COVID 19 SOCIAL CLUSTER









EXECUTIVE MAYOR & COUNCIL




2025/2026




Councillor		Name	Telephone	E-mail
Acting Executive Mayor		Cllr Lindile Ntsabo	028 313 8002 028 313 8000	intsabo@overstrand.gov.za
Deputy Executive Mayor		Cllr Lindile Ntsabo	028 313 8002 028 313 8000	intsabo@overstrand.gov.za
Speaker		Cllr Grant Cohen	028 313 8002 028 313 8000	gcohen@overstrand.gov.za




<p>WARD 1</p> <p>Stanford</p> <p>Thembelihle</p>		<p>Ald Dudley Coetsee</p>	<p>028 313 8002 028 313 8000</p>	<p>dcoetsee@overstrand.gov.za</p>
<p>WARD 2</p> <p>Gansbaai North East</p> <p>Masakhane</p>		<p>Ald Theodorah Nqinata</p>	<p>028 313 8002 028 3138000</p>	<p>nnqinata@overstrand.gov.za</p>
<p>WARD 3</p> <p>Hermanus</p> <p>Voelklip</p>		<p>Ald Kari Brice</p>	<p>028 313 8002 028 313 8000</p>	<p>karibrice@hermanus.co.za</p>



<p>WARD 4</p> <p>Mount Pleasant</p> <p>Hemel-en-Aarde Valley</p> <p>Portion of Westcliff</p>		<p>Cllr Ronald Nutt</p>	<p>028 313 8002</p> <p>028 313 8000</p>	<p>rnutt@overstrand.gov.za</p>
<p>WARD 5</p> <p>Zwelihle</p>		<p>Cllr Bongive Nombula</p>	<p>028 313 8002</p> <p>028 313 8000</p>	<p>bnombula@overstrand.gov.za</p>
<p>WARD 6</p> <p>Zwelihle</p>		<p>Cllr Vuyisani Bandeza</p>	<p>028 313 8002</p> <p>028 313 8000</p>	<p>vbandeza@overstrand.gov.za</p>




<p>WARD 7</p> <p>Sandbaai</p> <p>Hemel-en-Aarde Estate</p>		<p>Cllr Hybre Lombard</p>	<p>028 313 8002 028 313 8000</p>	<p>hlombard@overstrand.gov.za</p>
<p>WARD 8</p> <p>Fisherhaven</p> <p>Hawston</p>		<p>Cllr Arnie Africa</p>	<p>028 313 8002 028 313 8000</p>	<p>arniefak@gmail.com</p>
<p>WARD 9</p> <p>Kleinmond</p> <p>Mountain View</p> <p>Palmiet</p> <p>Beverley Hills & Ext 6</p>		<p>Cllr Grant Cohen</p>	<p>028 313 8002 028 313 8000</p>	<p>gcohen@overstrand.gov.za</p>


<p>WARD 10</p> <p>Pringle Bay Proteadorp Overhills Rooi-Els Mooi-Uitsig Betty's Bay</p>		<p>Cllr Theresa Els</p>	<p>028 313 8002 028 313 8000</p>	<p>tels@overstrand.gov.za</p>
<p>WARD 11</p> <p>Baardskeerderbos Pearly Beach Buffeljachtsbaai Eluxolweni Franskraal</p>		<p>Cllr Steven Fourie</p>	<p>028 313 8002 028 313 8000</p>	<p>blomrug@gmail.com</p>
<p>WARD 12</p> <p>Zwelihle</p>		<p>Cllr Masibongwe Sihlahla</p>	<p>028 313 8002 028 313 8000</p>	<p>msihlahla@overstrand.gov.za</p>

<p>WARD 13</p> <p>Onrus</p> <p>Vermont</p>		<p>Cllr Charmaine Resandt</p>	<p>028 313 8002 028 313 8000</p>	<p>resandtc@overstrand.gov.za</p>
<p>WARD 14</p> <p>Blompark</p> <p>De Kelders</p> <p>Gansbaai South West</p> <p>Van Dyksbaai</p>		<p>Ald Riana de Coning</p>	<p>028 313 8002 028 313 8000</p>	<p>rdeconing@overstrand.gov.za</p>
<p>Proportional Representative</p>		<p>Ald Elnora Gillion</p>	<p>028 313 8002 028 313 8000</p>	<p>egillion@overstrand.gov.za</p>

Proportional Representative		Cllr Clinton Lerm	028 313 8002 028 313 8000	clerm@overstrand.gov.za
Proportional Representative		Cllr Andrew Komani	028 313 8002 028 313 8000	akomani@overstrand.gov.za
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**BETTER TOGETHER.****DIRECTORATE: WASTE MANAGEMENT**
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Attention: The Waste Manager Mr. Craig Mitchell

Managing Covid-19 General household waste

Considering the current Covid-19 pandemic in South Africa, with reference to the Western Cape, urgent and drastic measures to manage the disease is necessary. Firstly, to limit the contact of persons who may be infected with other groups of people. The current circumstances require extra-ordinary measures to curb the spread of infections and therefore we need to take all possible measures to combat and contain the virus.

In line with the Regulation R399 Disaster Management Act (57/2002): Directions made in terms of Section 27(2) by the Minister of Cooperative Governance and Traditional Affairs of 25 March 2020, Waste Management has been declared as an essential service, and is crucial to the management and containment of the spread of the virus, therefore a concern has been raised that waste from the households of infected or quarantined patients could pose a considerable risk if not managed appropriately.

After consultation with the Department of Environment, Forestry and Fisheries (DEFF), the Provincial Department of Environmental Affairs and Development Planning (DEA&DP) proposes that the following measures be put in place:

1. The Municipality is to stay abreast of the number and locations of households within the Municipality of the infected patients through the Metro and District JOC to plan logistically.
2. Waste management officials need to be permitted in terms of Regulation 11B of GN R398 of 25 March 2020 (GN 43148) in the Municipalities to move around freely for the provision of waste management services.

3. The Municipality must ensure: -

- That all waste items that have been in contact with individuals that are confirmed or suspected cases of COVID-19 (e.g. used tissues, disposable cleaning cloths, gloves, masks, etc.) are disposed of securely within disposable plastic bags.
 - When full, the plastic bag should then be placed in a second bin bag and tied.
 - These bags should be stored separately for five (5) days before being put out for collection by the municipality.
 - Other household waste can be disposed of as normal.
 - Alternative services should be provided to communities where this protocol cannot be practically implemented, such as informal areas. Expanded Public Works Programme (EPWP) workers can assist in collecting these bags provided they have the appropriate personal protective equipment (PPE) and are trained to handle this waste.
4. The Municipality needs to provide these households with the required information to appropriately manage the waste generated to create awareness (such as pamphlets).
 5. The collection personnel should be made aware of the risks associated with working with Covid-19 waste and should be provided the appropriate personal protection equipment (PPE).
 6. Municipalities should ensure synergy between the Environmental Health officials and the Waste Managers.
 7. Municipalities are requested to update their status of new cases and the progress of the pandemic on a weekly basis to manage the collection and safe disposal of this waste, and if required by the DEFF, DEA&DP or the Disaster Management Centres.
 8. Municipalities must ensure that infectious material must be treated as isolation waste when Covid-19 patients are treated at clinics or hospitals and in accordance with the Western Cape Health Waste Legislation.

Should any of the information change or you require any further information please contact the following officials: -

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Yours faithfully



Piet van Zyl
Head of Department
Department of Environmental Affairs and Development Planning
Date: 27 March 2020

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Power Outage Contingency Plan

Read in conjunction with the Overstrand Disaster Management Plan

2025/2026

Defining Power Outage

A power outage is an unexpected loss of electricity caused by equipment failures, damage to power lines, grid overload, or natural disasters. It can last from minutes to days, depending on the cause and repair time, and is unplanned, requiring urgent restoration efforts. In contrast, load shedding is a controlled and intentional reduction of electricity supply to prevent grid overload when demand exceeds generation capacity. It is typically scheduled in stages, with power cuts lasting a few hours per area. While power outages occur due to faults or failures, load shedding is a preventive measure to maintain grid stability and avoid a total blackout.

Some key differences between blackouts and loadshedding are as follows:

Power Outage (Blackout)

- Causes:
 - Equipment failures (e.g., transformer malfunctions, blown fuses).
 - Damage to power lines (due to weather, accidents, or vandalism).
 - Grid overload or sudden demand spikes.
 - Natural disasters like storms, earthquakes, or floods.
- Duration: Varies—can last from a few minutes to several hours or even days, depending on the cause and repair time.
- Management: Utilities work to restore power as quickly as possible; the outage is not planned.

Load Shedding

- Causes:
 - Insufficient electricity generation to meet demand.
 - Fuel shortages for power plants.
 - Grid instability or maintenance requirements.
- Duration: Typically scheduled in stages or blocks, with predetermined time slots (e.g., 2–4 hours per area).
- Management: Utilities or government agencies implement rolling blackouts as part of demand management strategies to avoid a total system collapse.

Purpose

A total power blackout in South Africa is no longer just a theoretical possibility, making it essential to have a contingency plan in place. This plan will be activated in the event of a national power grid failure or if Overstrand Electrical & Maintenance Services is unable to supply electricity to parts or the entirety of the Overstrand area due to a man-made or natural disaster.

Response Measures

When a disastrous event occurs in Overstrand Municipality and the Chief: Fire, Rescue & Disaster Management regards the situation as a disaster in terms of the Act, the following steps must be taken:

- Initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster.
- Alert Senior Management and Disaster Management role players in the municipal area that may be of assistance in the circumstances.
- Initiate the implementation of the disaster response plan or any contingency plans and emergency procedures that may be applicable in the circumstances.
- Inform the District, Western Cape Provincial and National Disaster Management Centre of the disaster and an initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.
- The Provincial Disaster Management Centre (PDMC) monitors the situation to determine the magnitude and severity of the damages and losses.
- The affected local municipality will take a council resolution regarding the declaration of a local disaster.
- The local municipality will submit a council resolution to their District Disaster Management Centre.
- If the District Disaster Management Centre supports the decision, they will forward their council resolution together with that of the local municipality to the PDMC.
- The PDMC will assess the situation to support/or not to support the request for a declaration.
- The PDMC will recommend or not recommend the declaration process to the Provincial Cabinet.

- The PDMC will submit the Cabinet recommendation to the National Disaster Management Centre (NDMC) for classification.

Irrespective of whether a local state of disaster has been declared or not, the municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area.

Whether or not an emergency is determined to exist, municipal and other agencies may take such actions under this policy as may be necessary to protect the lives and property of the inhabitants of the municipality. If a local state of disaster has been declared, the Council may make by-laws or issue directions, or authorise the issue of directions to:

- Assist and protect the public.
- Provide relief to the public.
- Prevent or combat disruption; or
- Deal with the destructive and other effects of the disaster.



Climate change

Read in conjunction with the Overstrand Disaster Management Plan

2025/2026

DEFINING GLOBAL WARMING AND CLIMATE CHANGE

Climate change refers to long-term shifts in global or regional climate patterns, primarily driven by human activities such as burning fossil fuels, deforestation, and industrial processes. These activities release greenhouse gases, such as carbon dioxide (CO₂) and methane (CH₄), into the atmosphere, trapping heat and leading to a rise in global temperatures—a phenomenon known as global warming.

The effects of climate change are widespread, impacting weather patterns, sea levels, biodiversity, and human societies. Rising temperatures contribute to extreme weather events such as hurricanes, droughts and wildfires while melting ice caps and glaciers lead to rising sea levels, threatening coastal communities.

Addressing climate change requires international cooperation, policy changes and sustainable practices such as transitioning to renewable energy sources, improving energy efficiency, and protecting natural ecosystems. The urgency to take action is greater than ever, as scientists warn that failing to reduce emissions could lead to irreversible environmental and societal consequences.

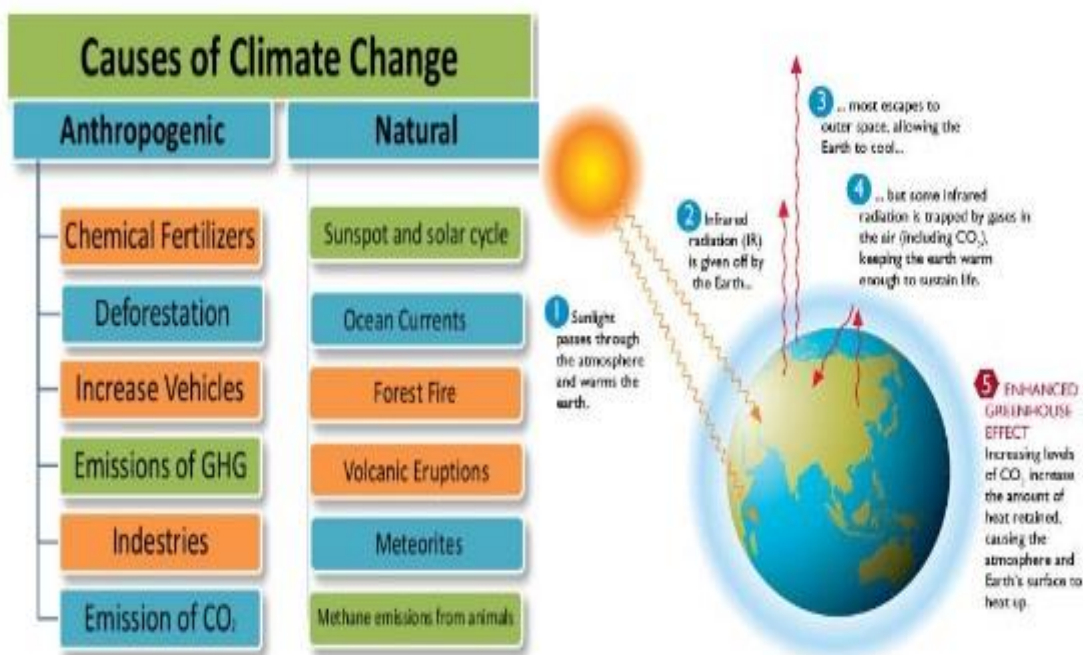


Figure: Climate Change

CAUSES OF CLIMATE CHANGE

- Warmer temperatures over time are changing weather patterns and disrupting the usual balance of nature. This poses many risks to human beings and all other forms of life on Earth.
- Changes in temperature cause changes in rainfall. This results in more severe and frequent storms. They cause flooding and landslides, destroying homes and communities, and costing a substantial amount of capital.
- Water is becoming scarcer in more regions.
- Droughts can stir destructive sand and dust storms that can move billions of tons of sand across continents.
- Deserts are expanding, reducing land to changes in climate and increases in extreme weather events are among the reasons behind a global rise in hunger and poor nutrition.
- Fisheries, crops and livestock may be destroyed or become less productive. Heat stress can diminish water and grasslands for grazing.
- Climate change intensifies the conditions that perpetuate poverty, making it increasingly difficult for communities to sustain themselves. Floods may sweep away urban slums, destroying homes and livelihoods. Heat can make it difficult to work in outdoor jobs.
- Weather-related disasters displace 23 million people a year, leaving many more vulnerable to poverty. People now face the threat of not having enough water on a regular basis.
- More frequent and intense droughts, storms, heat waves, rising sea levels, melting glaciers, and warming oceans can directly harm animals, destroy the places they live, and wreak havoc on people's livelihoods and communities.

AWARENESS PROGRAMS

- SAWS warnings
- Social media platforms
- Awareness campaigns



Vulnerable Communities Response Plan

Read in conjunction with the Overstrand Disaster Management Plan.

2025/2026

Defining Vulnerable Communities

Vulnerability refers to the susceptibility of individuals or groups to harm, loss, or negative outcomes due to a combination of factors such as social, economic, environmental, or physical conditions. It highlights the inability or limited capacity to cope with or recover from adverse situations, such as natural disasters, economic instability, or discrimination. Vulnerability can be influenced by various elements, including poverty, lack of access to resources, or social exclusion, and often increases the risk of marginalization or exploitation.

People living in informal dwelling communities in South Africa often face harsh living conditions, with limited access to basic amenities like clean water, electricity, sanitation, and healthcare. These communities are typically found in urban areas, where rapid population growth and migration have led to overcrowded settlements. Many of the residents live in makeshift structures made from materials such as corrugated iron, wood, and plastic. These dwellings are highly vulnerable to weather-related disasters like floods and fires, which are common in such areas. Furthermore, residents often struggle with unemployment, poverty, and a lack of infrastructure, which exacerbates their social and economic challenges.

Despite these difficulties, informal settlements are also spaces of resilience, with government, community-driven initiatives and local organizations working to improve living conditions and advocate for the rights of those affected.

Purpose

- Ensure safety and well-being: Protect at-risk populations during emergencies or service disruptions.
- Provide structured response: Outline clear actions to safeguard vulnerable communities, including those with socioeconomic challenges, disabilities, or other risk factors.
- Ensure access to critical resources: Facilitate access to essential services, such as food, water, healthcare, and shelter, during emergencies.
- Minimize impact: Reduce the adverse effects of natural or man-made disasters on vulnerable individuals and communities.
- Support recovery: Promote swift recovery and return to stability for affected communities.
- Enhance resilience: Strengthen the capacity of vulnerable communities to withstand and recover from emergencies.

Disaster Risk Reduction Efforts

Disaster Risk Reduction (DRR) aims to safeguard the lives and livelihoods of communities and individuals most vulnerable to disasters or emergencies. Disasters can be caused by both natural and human-induced factors, or a combination of the two.

The primary focus of DRR is to mitigate risks and reduce the impact on vulnerable communities. This is achieved by addressing key dimensions within these communities, with a concentrated effort to enhance resilience and preparedness.

The following key factors are essential tools used in minimizing or preventing new risks, as well as reducing existing risks and enhancing overall resilience:

- Exposure to Hazards
- Vulnerability and Capacity
- Characteristics of Each Hazard

By addressing these elements, it is possible to mitigate the impact of potential disasters, ensuring that communities are better equipped to handle future challenges while strengthening their overall resilience.

Three critical phases of disaster management in vulnerable communities include:

- **Preparedness:** This phase focuses on planning, training, and equipping communities to effectively respond to potential disasters. It involves the development of early warning systems, community education, and risk assessments to ensure that individuals and local authorities are ready when disaster strikes.
- **Response:** This phase involves the immediate actions taken during and after a disaster to save lives, reduce harm, and provide essential services. It includes emergency relief efforts such as medical assistance, food, shelter, and ensuring that affected communities receive the support they need to survive the immediate aftermath.
- **Recovery:** The recovery phase involves the long-term efforts to restore and rebuild communities, ensuring they can return to normalcy or improve resilience for future disasters. This phase includes rehabilitation, reconstruction, and the implementation of strategies that reduce vulnerability to future risks, fostering sustainable development in the affected areas.

Relief assistance comprises the following:

- Bedding (mattresses, blankets, pillows)
- Sanitation supplies
- Emergency Shelter
- Building Starter Kits
- Assistance from NGO's
- Assistance from Business Sectors

The Overstrand Municipality's disaster management perspective is centred around a proactive and collaborative approach that prioritizes the needs of vulnerable communities. Through continuous improvement of our contingency plans, the Overstrand Municipality is committed to building resilience and ensuring the safety of its citizens. By fostering partnerships with stakeholders, leveraging technology, and adhering to relevant legislation, the Overstrand Municipality aims to minimize the impact of disasters and provide effective support to those affected.

Through conducting disaster risk reduction initiatives and risk assessments of specific hazards affecting our vulnerable communities, we continuously enhance our understanding of the level of vulnerability our communities are faced with and how to effectively prepare,

respond and recover from threats. Our efforts to regularly enhance our disaster management strategies will undoubtedly contribute to a safer and more resilient future for all residents.

The following areas have been identified as our Vulnerable Communities in the Overstrand :













ELECTRICITY BLACKOUT MANAGEMENT AND CONTINGENCY SUPPORT PLAN



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ANNEXURE “Q”

1. OVERVIEW

The Electricity Blackout Management and Contingency Support Plan must be read in conjunction with the Overstrand Disaster Management Plan and Overstrand Municipality Disaster Management Policy.

The Western Cape Disaster Management Centre and Eskom have developed an Integrated Contingency Plan in respect of potential Major Electricity Disruption. The electrical infrastructure is exposed to a wide variety of threats, which include extreme weather, vandalism and sabotage and network and plain failures.

2. LEGISLATIVE AND POLICY MANDATES

2.1. Disaster Management Act, Act 57 of 2002

The Disaster Management Act, 2002 (Act 57 of 2002), as amended, defines the powers and functions of all spheres of Government with respect to Disaster Management, however the relevant mandate of role-players will be guided by the respective acts, policies and regulations.

Section 25 of the Disaster Management Act, as amended, indicates that each organ of state indicated in the National Disaster Management Framework must prepare a disaster management plan covering its area of responsibility which must include:

- The way in which the concept and principles of disaster management are to be applied in its functional area.
- Its roles and responsibilities in terms of the national disaster management framework.
- Its roles and responsibilities regarding emergency response and post-disaster recovery and rehabilitation.
- Its capacity to fulfil its roles and responsibilities.
- Particulars of its disaster management strategies.
- Contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.
- Coordinate and align the implementation of its plan with those of other organs of state and institutional role-players.
- Regularly review and update its plan.

2.2. Overstrand Municipality Disaster Management Policy

The responsibility for reducing disaster risk, preparing for disasters, and responding to disasters is shared among:

- All departments and employees of the Overstrand Municipality.
- Overberg District Municipality.
- Neighbouring local municipalities within the Overberg District.
- All provincial and national organs of state operating within the borders of Overstrand.
- All sectors of society within the municipality.
- All the residents of Overstrand.

ANNEXURE “Q”

2.3. Overstrand Municipality Disaster Management Plan

Section 11 of the Overstrand Disaster Management Plan gives effect to the Disaster Directives as issued. The directives of the Chief: Fire, Rescue & Disaster Management include the following:

1. Gives effect to the Disaster Management Act, 2002 and the regulation there under for the establishment and Disaster Management operations.
2. Conducts a (scientific) disaster risk assessments annually.
3. Identifies specific hazards and vulnerabilities relating to the core function of the municipality.
4. Integrate disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
5. Ensures the effective integration of disaster management within the Overstrand IDP.
6. Identifies municipal projects which will reduce risk in vulnerable communities.
7. Compile a Disaster Management Plan for the Overstrand Municipality.
8. Ensures that early warnings are linked to the Disaster Management Plan.
9. Identifies specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.
10. Encourages research in disaster risk management and publication of any internal research findings.

3. PURPOSE OF THE PLAN

The purpose of the Electricity Blackout Management and Contingency Support Plan is to mitigate any situation that could potentially arise from the loss of electricity supplied by Eskom to the Overstrand Municipality. The Overstrand Municipality will endeavour as far as possible to ensure that its business continuity is sustained and implemented by its departments.

Load shedding can be implemented at any time, with little to no notification to its customers and municipalities. All departments must ensure that they have developed operational plans and/or contingency plans for continuous service delivery, this includes contingency support from communities and businesses.

4. OBJECTIVES OF THE PLAN

1. To describe the managerial and administrative arrangements to be implemented by Overstrand Municipality.
2. Identify the current capabilities of the Overstrand Municipality with acquired assets.
3. Identify the impacts of prolonged load shedding on all departments within Overstrand Municipality.
4. Establish/develop operational plans/business continuity plans for all departments within Overstrand Municipality
5. To obtain as many contingency plans from as many communities and businesses across the Overstrand municipal area with the intention to empower the command centre commander with a greater understanding of his or her full scope of resources and support during an event like this.

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6. INTERPRETATION OF THE SCHEDULES

As per the Eskom website, 8 load shedding stages have been developed based on the risk, these are applied fairly and equitably:

- Stage 1: up to 1000 MW of the national load to be shed
- Stage 2: up to 2000 MW of the national load to be shed
- Stage 3: up to 3000 MW of the national load to be shed
- Stage 4: up to 4000 MW of the national load to be shed
- Stage 5: up to 5000 MW of the national load to be shed
- Stage 6: up to 6000 MW of the national load to be shed
- Stage 7: up to 7000 MW of the national load to be shed
- Stage 8: up to 8000 MW of the national load to be shed

Load shedding in stages 1 – 4 will be implemented in most parts of the country in 2-hour blocks. Each of the time periods has an additional 30 minutes added to allow for switching on of networks in a way that will not damage the power system. The 2-hour schedule can therefore be extended to at least 2.5 hours at a time.

Eskom will begin load-shedding customers at the start of the period (i.e. 06:00) and will have the customers switched off within the first 30 minutes (i.e. by 06:30).

At the end of the period, Eskom will start returning power to customers and should have them all back within half an hour (i.e. by 06:30 or 10:30).

Customers will experience that the frequency of load shedding (number of scheduled times per day) increases as higher stages of load shedding are activated.

- Stage 1 load shedding means up to 1000 MW of capacity needs to be shed. Consumers can expect to be shed up to 3 times over a four-day period for two hours at a time, or 3 times over an eight-day period for four hours at a time.
- Stage 2 load shedding means up to 2000 MW of capacity needs to be shed. Consumers can expect to be shed up to 6 times over a four-day period for two hours at a time, or 6 times over an eight-day period for four hours at a time.
- Stage 3 load shedding means up to 3000 MW of capacity needs to be shed. Consumers can expect to be shed up to 9 times over a four-day period for two hours at a time, or 9 times over an eight-day period for four hours at a time.
- Stage 4 load shedding means up to 4000 MW of capacity needs to be shed. Consumers can expect to be shed up to 12 times over a four-day period for two hours at a time, or 12 times over an eight-day period for up to four hours at a time.
- Stage 5 load shedding means up to 5000 MW of capacity needs to be shed. Consumers can expect to be shed up to 12 times over a four-day period: 9 times for 2 hours or 3 times for 4 hours.
- Stage 6 load shedding means up to 6000 MW of capacity needs to be shed. Consumers can expect to be shed up to 12 times over a four-day period: 6 times for 2 hours or 6 times for 4 hours.
- Stage 7 load shedding means up to 7000 MW of capacity needs to be shed. Consumers can expect to be shed up to 12 times over a four-day period: 3 times for 2 hours or 9 times for 4 hours.

ANNEXURE “Q”

- Stage 8 load shedding means that up to 8000 MW of capacity needs to be shed. Consumers can expect to be shed up to 12 times over a four-day period for four hours at a time.

If more load needs to be shed that has already been scheduled in Stages 1 – 8, then National Control will instruct additional load shedding. This means consumers can expect to shed outside the scheduled times.

The actual load shedding stage will be advertised on the main Eskom website, on the home page of the Load Shedding Website as well as on the MyEskom App.

7. INSTITUTIONAL ARRANGEMENTS

7.1. Activation and response activities

Upon notification from Eskom of a blackout, the business continuity plans will be implemented

- Activation of the Incident Command Centre for coordination and control activities.
- Situational analysis review.
- Mobilisation of role players.
- Determination of the impact of incident.
- Determination of critical infrastructure affected.
- Briefing to Municipal Manager / Council.
- Implement action plans for crucial services.
- Coordinate deployment of emergency services.
- Develop a public communications plan.
- Continuous monitoring and assessment of restoration and normalisation of activities.

7.2. Financial implications

Each department will need to ensure that there is sufficient funding in place for the implementation of the operational and/or business continuity plan. Rehabilitation and reconstruction projects can be funded through:

- Own budgets.
- Conditional grants.
- Reprioritisation within existing capex budgets.
- Own contingency reserves.

8. PREPAREDNESS AND RESPONSE

8.1. Categories of blackouts

8.1.1. National blackouts

- Refers to loss of the national power system (typically a cascading disconnection of generators and loads across the national power system).
- Requires Eskom to undertake a procedure known as a blackout start in order to stabilize the national power system and restore electricity supply to the country.
- Restoration of supply to all customers could take up to two weeks.

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- On-set is likely to be completely unannounced.
- The return of supply to essential loads to be prioritized.
- Impact will be severe.
- Included will be the loss of essential services.

8.1.2. Provincial blackouts

- Loss of key transmission and distribution infrastructure.
- Requires Eskom to undertake supply restoration to affected areas.
- General restoration could take several hours to several days depending on the nature of the physical damage incurred.
- Some areas may remain without supply, or rationed supply for several days to weeks thereafter.
- On-set likely to be completely unannounced.
- The return of supply to essential loads will, where possible, be prioritized.
- Impact will be severe, but heavily dependent on the duration of the supply loss
- Included will be the loss of essential services.

8.1.3. Local blackouts

- Loss of key transmission and distribution infrastructure supplying a local area (typically a loss of critical infrastructure such as transformers or transmission lines).
- Eskom undertake to restore supply to affected areas in terms of its emergency preparedness plans.
- Full or limited restoration of supply to the area: several hours to several days, depending on the nature of the physical damage incurred.
- Some customers may remain without supply or rationed supply for several days to weeks thereafter.
- On-set of a local blackout: likely to be completely unannounced.
- The return of supply to essential loads will, where possible, be prioritized
- Impact: severe for customers that have essential load requirements to support safety and prevent environmental damage.

8.2. Available generators

Overstrand Municipality has generators located at the following municipal offices.

- Hermanus Administrative Office.
- Onrus Electrical depot.
- Municipal Stores.
- Property Administration, Onrus.
- Kleinmond Administrative Office.
- Gansbaai Administrative Office.
- Stanford Administrative Office.

In addition to the above, there are 26 known generators at municipal locations which service the municipal services/offices.

8.3. Fleet management

Overstrand Municipality Fleet Management department has communicated with all filling stations within the Overstrand jurisdiction to ensure that vehicles will be supplied with fuel during power outages.

ANNEXURE “Q”

Essential services must ensure that their vehicles are regularly filled in the event of prolonged power outages to ensure the continuity of essential services.

In the event of a total blackout refer to the business continuity plan.

9. PRIMARY IMPACTS

A total blackout can have catastrophic impacts on local service delivery efforts. The following have been identified as primary impacts, each broad impact will be supplemented by Business Continuity Plans. Refer to annexures

Water	Non-provision of fresh water (run-off into the sea) Management of dams Stormwater
Sewerage	Failure to pump and treat sewerage Pollution Contamination
Transport	Disruptions to transportation Dysfunctional traffic lights Congestion of infrastructure Increase in accidents
Health	Disruption of healthcare facilities: <ul style="list-style-type: none"> • Hospitals and day facilities • Clinics • Pharmacies • Support activities
Emergency Services	Disruption of communications & call taking Inability to coordinate resources Fire & Rescue Sewage systems Infrastructure failure
Communication / Telecommunication and ICT	Disruption of all telecommunication Disruption of mobile communications Disruption of public radio and TV Shutdown of IT systems Disruption of satellite network
Commercial Industrial financial markets	Disruption of commercial enterprises Non-functioning shopping centres Non-functioning of cool storage Disruption of banks Disruption of operations at vital installations and National Key Points
Law Enforcement and security services	Crime and Public Disorder Vandalism
Fuel security	Disruption to fuel supply Storage and surplus sites
Food and Shelter	LP Gas
	Firewood

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	Candles
	Tents and hospitality spaces
	Disposable batteries
	Basic food items
Evacuation	Community or parts of communities
	Wards or parts of wards
Hazmat	Proper storage of fuel

Impacting on the service delivery of the emergency services departments are the supply chain management processes. The Supply Chain Management Department must develop a business continuity plan to ensure that services continue uninterrupted for the emergency services departments and identify what will be classified as critical and non-critical. Refer to the annexures for the Supply Chain Management Department Business Continuity Process.

10. FIRST RESPONDERS

First responders are those role-players who will respond to emergency incidents reported to the Protection Services Emergency Control Room as a secondary impact of the ongoing loadshedding. The First Responder will depend on the type of incident which is being reported. The list of potential first responders include the following, but may not be limited to:

- Overstrand Disaster Management Department
- Overstrand Fire & Emergency Services Department
- Overstrand Security Services Department
- Overstrand Law Enforcement & Taks Team Department
- Overstrand Traffic Department
- Overberg District Municipality Disaster Management
- South African Police Services
- National Intelligence Agency
- Police Oversight and Community Safety Department
- Veolia Services
- Emergency Medical Services
- South African National Defence Force
- Public Order Police
- Private security companies
- Department of Social Development
- Overstrand Solid Waste
- Media
- Overstrand Engineering Department

11. SUPPORTING ROLES

Supporting responders are role-players who will respond secondary to any incidents reported to the Protection Services Emergency Control Room due to the ongoing load-shedding. The supporting responders will be activated by the Protection Services Emergency Control Room. The potential list of supporting responders includes the following, but may not be limited to:

- Red Cross

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- Shofar Church
- Private Companies
- Provincial Social Security Agency
- Provincial Dept. of Safety & Security
- World Food Bank
- Relief.Life
- Network of Care

12. IMPACT OF INCIDENT ON SERVICE DELIVERY AREAS

12.1. Impact of service delivery at stage 1

There is minimal impact on service delivery, business will continue as normal within the municipality. Managers and supervisors must implement and/or develop energy-saving office protocols and ensure that subordinates comply with the procedures. Education and awareness can take place both internally and externally by various departments, as well as identification of critical items which need additional/replacement components following a total blackout.

12.2. Impact of service delivery at stage 2

There is minimal impact on service delivery, business will continue as normal within the municipality. Managers and supervisors must implement and/or develop energy-saving office protocols and ensure that subordinates comply with the procedures. Education and awareness can take place both internally and externally by various departments, as well as identification of critical items which need additional/replacement components following a total blackout.

Managers and supervisors must devise office protocols for the summer and winter months respectively.

12.3. Impact of service delivery at stage 3

There is minimal impact on service delivery, business will continue as normal within the municipality. Managers and supervisors must implement and/or develop energy-saving office protocols and ensure that subordinates comply with the procedures. Education and awareness can take place both internally and externally by various departments, as well as identification of critical items which need additional/replacement components following a total blackout.

Managers and supervisors must devise office protocols for the summer and winter months respectively.

12.4. Impact of service delivery at stage 4

There is minimal impact on service delivery, business will continue as normal within the municipality. Managers and supervisors must implement and/or develop energy-saving office protocols and ensure that subordinates comply with the procedures. Education and awareness can take place both internally and externally by various departments, as well as identification of critical items which need additional/replacement components following a total blackout.

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Managers and supervisors must devise office protocols for the summer and winter months respectively.

12.5. Impact of service delivery at stage 5

While service delivery may continue, with interruptions, the municipality will still be able to render to the communities. Managers and supervisors must enforce the energy-saving office protocols. Educational (both internally and externally) and awareness activities should continue. Additional and/or replacement components should already have been procured and available in the event of a total blackout.

Managers and supervisors must devise office protocols for the summer and winter months respectively.

12.6. Impact of service delivery at stage 6

While the service delivery may continue, with interruptions, the municipality will still be able to render to the communities. Managers and supervisors must enforce the energy-saving office protocols. Education (both internally and externally) and awareness activities should continue. Additional and/or replacement components should already have been procured and available in the event of a total blackout.

Managers and supervisors must devise office protocols for the summer and winter months respectively.

12.7. Impact of service delivery at Stage 7

Prolonged stage 7 may hamper the day-to-day operations of the municipality and have a knock-on effect on service delivery. Though services will not entirely cease, there may be continuous interruptions. Consequence management should be enforced for non-compliance to energy-saving office protocols.

Managers and supervisors must enforce the emergency saving office protocols. Education (both internally and externally) and awareness activities should continue. Additional and/or replacement components should already have been procured and available in the event of a total blackout.

12.8. Impact of service delivery at stage 8

Prolonged stage 7 may hamper the day-to-day operations of the municipality and have a knock-on effect on service delivery. Though services will not entirely cease, there may be continuous interruptions. Consequence management should be enforced for non-compliance to energy-saving office protocols.

Managers and supervisors must enforce the emergency saving office protocols. Education (both internally and externally) and awareness activities should continue. Additional and/or replacement components should already have been procured and available in the event of a total blackout.

13. IMPORTANT INFORMATION & COMMUNICATION

Eskom is mandated in South Africa to provide sustainable electricity in an efficient and sustainable manner. Load shedding was implemented from as far back as 2007 and is a controlled process to protect the electricity power supply from a total blackout.

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As the mandated service provider, Eskom is responsible for keeping South Africans informed regarding the load-shedding schedule or regarding a failure of the electricity supply grid (total blackout).

Customers and electrical users can check the load-shedding stage in any of the following ways:

- Media (such as internet sites, regional and local radio stations, print media)
- Social media platforms (official Eskom platforms)
- Notices on the website (www.eskom.co.za)
- MyEskom app
- Third party apps

13.1. Fault logging with Eskom

Faults can be logged with Eskom via the Eskom chatbot, Alfred. Log the call at <https://alfred.eskom.co.za/chatroom/> or contact the call centre at 08600 37 566.

Faults can also be logged via the internet for the Customer Service Website visit <https://csonline.eskom.co.za> or download the MyEskom Customer App from Google Play or iPhone App Store.

Customers can opt to send an email regarding faults. The following guidelines apply when logging a call via email. The email must have the relevant email subject heading:

- For application related queries, use **#Application** and the Province your request relates to
- For move-in / move out related queries, use **#MIMO** and the Province your request relates to
- For accounts-related queries, use **#Accounts** and the Province your request relates to
- For Disconnections and Credit Extensions, use **#DCE** and the Province your request relates to

Should any of the above not be attended to within 48 hours, the complaint can be escalated to Customer Relations Management (details available on Eskom website)

The Overstrand Municipality will as a courtesy readvertise the load shedding stages to be executed by Eskom on their official social media platforms. The updates will be published only upon receipt from Eskom.

14. PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

The normal supply chain process will apply for stages 1 – 8. In the event of a total blackout the normal supply chain process cannot proceed, in which event the contingency plan must kick in.

15. IMPORTANT CONTACT NUMBERS

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In the event of a power outage or blackout, Eskom should be contacted directly. Refer to “Important Information & Communication” for Eskom contact details and prescribed manners.

In the event of an emergency as a result of the load-shedding, the following specific contact numbers will apply:

15.1. INTERNAL ROLE PLAYERS- DEPARTMENT

Name	Capacity	Contact details	Email address
Lester Smith	Chief: Fire, Rescue & Disaster Management	082 978 9493 028 313 5041	lestersmith@overstrand.gov.za
Kim Heneke	Principal Clerk	082 879 3720 028 313 5042	firesec@overstrand.gov.za
Angelo Aplon	Assistant Chief: Operations and Training	079 507 7297 028 313 8978	aaplon@overstrand.gov.za
Enrico Solomons	Assistant Chief: Fire Safety and Health and Safety	076 011 5052 028 313 8979	esolomons@overstrand.gov.za
Vacant	Assistant Chief: Disaster Management and Risk Management and Support Services		
Shaun Mackay	Disaster Risk Management Officer	073 288 2420 028 313 5053	smackay@overstrand.gov.za
Dawie Esau	Assistant Chief: Safety and Security and CCTV	072 875 3965 028 313 5017	desau@overstrand.gov.za
Meagan Carelse	Principal Administrator: Incident Command Centre, Emergency Control & Support Services	0614 266 564 028 313 8941	mcarelse@overstrand.gov.za

15.2. MUNICIPAL MANAGER AND DIRECTOR CONTACT DETAILS

Name	Capacity	Contact details	Email address
Dean O’Neil	Municipal Manager	0769116497 028 313 8003	mm@overstrand.gov.za
Neville Michaels	Director: Municipal Public Safety	071 584 9214 028 313 8054	nmichaels@overstrand.gov.za
Davie Louw	Director: Financial Services	028 313 8040	cfo@overstrand.gov.za
Vacant	Director: Community Services		
Stephen Muller	Director Infrastructure Services	082 495 1924 028 313 8019	smuller@overstrand.gov.za
	Director: Planning & Development	028 313 8066	
Desiree Arrison	Director: Corporate Services	082 497 9211 028 313 8001	darrison@overstrand.gov.za

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15.3. INTERNAL ROLE PLAYERS – OTHER DEPARTMENTS

Name	Capacity	Contact details	Email address
Rudi Fraser	Chief: Traffic Services	082 449 6751 028 313 8165	rfraser@overstrand.gov.za
Xen Titus	Assistant Chief: Traffic Operations, Admin & Fines	082 596 6270 028 313 5033	xtitus@overstrand.gov.za
Johan du Toit	Chief: Law Enforcement Services	076 970 5481	johandutoit@overstrand.gov.za
Theo Steenberg	Principal Engineer: Civil Engineering Services	028 313 8982	tsteenber@overstrand.gov.za
George Lotter	Principal Technician	083 200 0051	glotter@overstrand.gov.za
Riana Steenekamp	Media Liaison	028 313 8043	rsteenekamp@overstrand.gov.za

15.4. MAYCO MEMBERS CONTACT DETAILS

Name	Capacity	Contact details	Email address
Dr Annelie Rabie	Executive Mayor	083 457 8711 028 313 8011	annelierabie@overstrand.gov.za
Cllr Lindile Ntsabo	Deputy Executive Mayor & MMC for Municipal Public Safety	081 491 0941 028 313 8016	lntsabo@overstrand.gov.za
Cllr Arnie Africa	MMC for Corporate Services	060 997 1431 028 313 8018	fafrica@overstrand.gov.za
Cllr Elnora Gillion	MMC for Planning & Development	060 652 0214 028 313 8017	egillion@overstrand.gov.za
Cllr Clinton Lerm	MMC for Infrastructure Services	083 517 3635 028 313 8191	clerm@overstrand.gov.za
Cllr Ronald Nutt	MMC for Community Services	079 883 7265 028 313 8023	ronaldnutt@overstrand.gov.za
Cllr Stephen Williams	MMC for Financial Services	071 342 2668	swilliams@overstrand.gov.za

15.5. EXTERNAL ROLE PLAYERS TO THE MUNICIPALITY

Name	Capacity	Contact details	Email address
SAPS			
Col. Nosilela	SAPS	028 313 5300	
Capt. Du Toit	SAPS – Vispol Head (Herm)	082 411 2937	
W/O Matthee	SAPS – Rural Safety (Herm)	028 313 5371	
Col. May	SAPS	028 271 8200	

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W/O Mostert	SAPS – Rural Safety (Klein)	028 271 8200	
Lt. Col Coetzee	SAPS (Gansbaai)		
Sgt Kitley	SAPS – Rural Safety (Gansbaai)	028 384 0201	
Capt. Davids	SAPS – Stanford		
W/O Booysen	SAPS – Rural Safety (Stanford)	028 341 0601	
HERMANUS PUBLIC PROTECTION			
Marcia Brown	HPP	083 267 4527	executiveofficer@hpp.org.za
SPECIAL RATING AREA’S			
Meredith Thornton	OnrusVermont SRA		
Dave Chambers	OnrusVermont SRA		
David Peddle			
Marcia Brown	Hermanus SRA	083 267 4527	executiveofficer@hpp.org.za
	Kleinmond SRA		
COMMUNITY POLICE FORUMS			
B. Kopolo	CPF Chairperson - Hermanus		
Jacques Oosthuizen	CPF Chairperson - Kleinmond		
Julia Barlow	CPF Chairperson - Gansbaai		
Kevin Husk	CPF Chairperson - Stanford		
Elton Dankers	Ward 9 & 10 CPF	072 947 0101	
NEIGHBOURHOOD WATCHES AND OTHER AGENCIES			
Jan van der Meulen	KSW Patrol Organisers		
Johan Toerien	KSW Chairman		
Wayne Jackson	BBNW - Chairman	082 928 1260	Bbaynhw16@gmail.com
Bertie Voster	PBSW Head		
Hillgard Muller	RESW - Head		
Brian vd Merwe	Security		
T. Snyman	FNW?		
E. Botha	Mariners Village		

16. ANNEXURE / ADDENDUMS

Annexure A: Betty’s Bay Contingency Plan

Annexure B:

Annexure C:

Annexure D:

Annexure E:

Annexure F:

ANNEXURE “Q”**17. REVIEW OF THIS PLAN**

The Overstrand Municipality Blackout Contingency Plan will be reviewed annually or updated as and when required. It is the responsibility of the individual to regularly check the accuracy of this Blackout Contingency Plan. Updates to this plan can be emailed to the Head of the Disaster Management Centre.

Contact details:

Position	Chief: Fire, Rescue & Disaster Management
Name	Lester Smith
Cell phone number	082 978 9493
Email address	lestersmith@overstrand.gov.za

Updates

Contingency Plan Section	Chief: Fire, Rescue & Disaster Management
Current Update	March 2024
Previous Review	
Approved by Council	November 2023

18. CLOSING STATEMENT

It must be understood that the Incident Command Centre is set up to coordinate a host of events and activities to ensure community safety, service delivery etc within the resources at its disposal as supplied in the contingency plans.

It must be understood that in a time of disaster, the Incident Commander is the ultimate authority for giving mandates and issuing instructions/orders across Overstrand jurisdiction.

Each contingency plan must have a paragraph declaring permission for this document to carry your name, organisation, contact number and email address.

19. SIGNATURE



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HHVA: Disaster and evacuation management manual

DISASTER MANAGEMENT CONTINGENCY PLAN FOR HERMANUS HEIGHTS

2023



What is next

?

Your sector number:.....

Your sector representative(s):.....

Contact number:.....

Contact number:.....

Note: Key contact numbers should be stored in your cell phone!

Key emergency numbers:	
Police: SAPS Hermanus (028) 313 5300	Ambulance: 10177 or 028 492 0032
Fire Department: (028) 312 2400	National sea Rescue (NSRI): 094 9774
HPP Control centre: 087 550 5295	Snake Removals: 082 352 6000



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FORWORD

This disaster management contingency and evacuation plan forms an integral part of the overall disaster management plan for Hermanus Heights, that in turn needs to be integrated into the overall Overstrand Municipality Disaster Management Plan.

The need for an evacuation plan was conceived after the recent increasing occurrence of fires, storms and floods, particularly the 2019 fire that threatened the community of Hermanus Heights. On investigation it was established that there was no disaster management plan or evacuation plan that effectively encompassed Hermanus Heights.

It was agreed in 2022 to explore the development of a disaster management contingency plan, with specific focus on the immediate need for an evacuation plan. The Hermanus Heights Village Association Committee, with support from members and stakeholders with expertise and experience in disaster management and emergency evacuation together developed this disaster management contingency and emergency evacuation handbook.

It should be noted that in developing the plan key stakeholders were engaged, specifically including the Municipality Disaster Management function, The Overstrand Municipality Chief Fire Officer, and the Golf Course. These engagements are ongoing. The arrangements pertaining to the golf course exits will be formally confirmed and arrangements made for sector leads to have access to these gates once the plan has been adopted.

This HHVA disaster management contingency and evacuation plan outlines elements of disaster preparation and management and addresses the process of evacuation for the Hermanus Heights community. The plans should form an integral part of your personal (household) disaster and evacuation plan. This plan is also focused on addressing the need for Hermanus Heights residents to alerted to any impending emergency that may require the need to evacuation. The types of emergencies that may necessitate the need for a full or partial evacuation of Hermanus Heights is impossible to finitely predict or define. Typically, these are events caused by natural disasters such as: fire, storm (wind, flooding and landslides), earthquakes (HH not in an earthquake prevalent zone); and/or man caused disasters such as Hazmat or Hazourdous materials Incidents causing gas explosions, toxic chemical leaks or criminal and terrorist type activities. In Hermanus Heights we could also possibility have a concern around a concerted Baboon “attack” driven by lack of food. In the case of such an emergency to provide routes to move people and property out of harm’s way.

This disaster and emergency manual provides a user-friendly resource than can be used by Hermanus Heights Village Association (HHVA) members to help them respond appropriately in times of disaster occurrences and/or the need to evacuate their homes.

In conclusion, it is obviously hoped that the HH community will never need to activate the emergency plan protocols, but unfortunately disasters do happen as was evidenced in the horrific 2019 fires and more recently the September 2023 category 9 storms.

HHVA Chair: Ken Briggs
On behalf of the HHVA Committee
2023

SECTION A: INTRODUCTION – Key principles and context to the plan(s)



ANNEXURE “R”

HHVA: *Disaster and evacuation management manual*

The HHVA disaster management and evacuation plan(a) outlines elements of disaster preparation and management and addresses the process of evacuation for the Hermanus Heights community and should be an integral part of your personal (household) disaster and evacuation plan. The plan is founded on the principles and context outlined below.

1. Conceptual principles

The following conceptual principles on which to base the plan were developed and agreed to at the HHVA meeting in May 2022.

- Hermanus Heights to be divided up in sub-sections (sectors) denoted by location, the erf of the home.
- Each sub-section will be numbered for the ease of notification and will be represented by a person (area controller) (AC) to notify the other persons in the sub section via an appropriate social media platform of any threat to property and when the need arises to advise of an evacuation of that sub section according to the plan agree upon.
- Communication approaches will be developed with due consideration for the existing communication platforms, to ensure that there is effective integration and prevent duplication.
- Those (AC's) will be in contact with the area Marshall who will be in contact with all the relevant Emergency Services.
- Evacuation protocols, procedures, routing and collection points will be determined. Specific attention will be given to ensure the ability of residents to evacuate safely.
- In case of an emergency and/or evacuation requirement all relevant emergency services will be notified i.e., Fire brigade, Hospitals, Police Services, Traffic Services, Security Services, if they have not previously been notified.

2. Context

Hermanus Heights currently has no known immediate threats other than natural disasters caused by changing weather patterns. Exacerbated by global warming. The recent floods being an apt example of a disaster caused by our changing environment.



We are expecting a dry warm summer this coming season (2022/23), however the danger of a fire as we experienced in 2019 is highly unlikely for the following reasons: The 2019 fire burnt hot and consumed most of the fire load that had been built up over the past decade or two.

- The alien vegetation has been almost totally eradicated from the mountain slopes, since the 2019 fire – thanks largely due to the Hermanus Botanical Society on behalf of the Fernkloof Nature reserve.
- The municipality efforts to clear a fire break between the Fern Kloof Reserve and the Hermanus Heights properties.

SECTION B: PREPARATION -Need to be ready with a disaster and evacuation plan.



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Being caught in a disaster situation can be frightening and to have to evacuate your home can be complicated and stressful.

TO AVOID COMPLICATIONS & STRESS EVERYONE SHOULD HAVE A PLAN!

To assist the Hermanus Heights Village Association has developed a comprehensive disaster and evacuation management plan, as outlined in this booklet. We suggest you familiarise yourself with the content of this booklet and keep it in an accessible place to be accessed in a time of disaster or evacuation requirement.

To be disaster and evacuation ready your personal plan should cover the following points:

1. Under what conditions will you consider evacuating your home?
 - Run through possible scenarios with family, friends and neighbours!
2. How will you ensure you remain informed about what is happening, pending a disaster or need for evacuation?
 - a. Familiarise yourself of the HHVA disaster and emergency evacuation plans.
 - b. Ensure you are registered on the HHVA community WhatsApp and Safety and Security WhatsApp
 - c. Ensure that you know your sector number and have your sector representatives contact number in your phone.
 - d. Have a list of emergency contacts and emergency services both in your phone and written down (typically near the front door). In a time of emergency take these written down numbers with you if you leave your home.
 - e. Have an emergency “Grab-bag” with all the essential items you need to take with you if you need to evacuate (refer to page 7, Grab & Go Bag)
 - f. Do you have a neighbour that you may need to assist in a time of disaster and evacuation? If so, speak to them and include them in your plan.

Other key matters to consider:

3. Do you have an inventory of items you own for insurance purposes?
4. Are you efficiently ensured and covered for loss of home and property due to a natural disaster?





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HHVA: *Disaster and evacuation management manual*

SECTION C: THE DISASTER AND EVACUATION PLAN STRUCTURE

The disaster contingency and evacuation plans are founded on the following key structural components:

1. **Management:** A Disaster Management Lead (Mr William Walton – HHVA Disaster management portfolio lead) will be confirmed to co-ordinate the establishment and management of the emergency evacuation structure.
2. **Sector and leaders:** The Hermanus Heights residential area has been divided into different sectors (refer to map overleaf). It is proposed that there will be at least two volunteers from different address nominated as sector leaders. These nominated sector leaders will notify their sector members of any impending danger and/or the need for evacuation.
3. **Communication:** The exiting Hermanus Heights Village Association WhatsApp group platform will be utilised for this purpose. Each sector will have its own sub-group membership with the sector leader being able to instantly send a message to the group notifying any pending emergency and/or the need to evacuate.
4. **Exit routes:** All potential exit routes have been explored with consideration for all foreseen eventualities. The exit routes are also dependant on the evacuation category as described in the next section.
 - With a yellow, orange and red alerts where voluntary evacuation is advisable households are free to utilise an evacuation route of their choice to move out the area to friends, family or another safe destination. Under these alert categories, the adherence to the pre-determined exit routes and gathering points are not mandatory.
 - With a Black category alert signalling a mandatory evacuation, adhering to the predetermined evacuation plan and WhatsApp notification of place of safety are compulsory.

In the context of the points above and with reference to the Zone and route map overleaf, exit routes for a full and comprehensive mandatory evacuation (**Black category**) are indicated. Fernkloof Drive into Fairways Avenue will be the primary exit route in all cases of emergency evacuation. In exceptional cases where the primary Exit through Fernkloof Drive may be blocked and/or safety compromised there are two alternative routes:

- Secondary route: Utilising Fernkloof Drive extension (gravel Rd.). This route will only be utilised if the primary route is blocked and/or safety is compromised – The opening of this route will be announced on WhatsApp.
- Alternative route: Utilising Golf Course Fernkloof Drive gate. This gate will only be utilised if both other exit routes are blocked and/or safety is compromised - The opening of this route will be announced on the HHVA WhatsApp platform.

It should be noted that currently the Fernkloof Drive extension has been closed due to the recent storm damage. It is currently basic repairs, and it is uncertain when the road will be opened for emergency access and how such access will be granted.

The map overleaf provides a diagrammatic overview of the plan, including the demarcation of the demarcation of sectors.

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Please note that in most of the disasters requiring evacuation the exiting road network is sufficient, with Fernkloof Drive being the primary exit route out of the Hermanus Heights suburb. Refer to the EVACUATION PROCESS in section D following, page 6.

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HHVA: Disaster and evacuation management manual

Evacuation plan zone demarcation with primary evacuation routes





ANNEXURE “R”

HHVA: Disaster and evacuation management manual

SECTION D: EVACUATION PROCESS

The most effective evacuation is a plan and calm evacuation. This requires you and our Hermanus Heights community to be proactive and alert to potential threats in their early stages of occurrence.

1. **EVACUATION ALERT:** The purpose of an alert is to inform everyone of a potential and/or impending danger:



- If you observe and/or are aware of a pending danger immediately notify your sector representative(s) using the HHVA WhatsApp communication platform
- Sector representative will alert the HHVA coordinating structure and an alert will be sent out on the Disaster WhatsApp platform, giving a brief description of the nature of the pending emergency and the evacuation category:

Alert category	Notification type	Response, action to be taken
Yellow	Notification of pending danger.	Be alert and prepared for possible evacuation. Monitor WhatsApp group for updates
Orange	Notification of imminent danger.	Initiate early evacuation of areas (sector(s) and the vulnerable in immediate danger.
Red	Notification of need to consider immediate evacuation.	Advice to the community in effected sectors to initiate voluntary evacuation.
Black	Notice of instruction to evacuate:	On instruction from authorised officials' community to initiate compulsory evacuation of their homes

2. **Early VOLUNTARY EVACUATION** of high-risk areas (**Orange category**):
- Focus on the evacuation of the most vulnerable areas (sectors) and houses in the area (Sector representatives should have a list of most vulnerable persons in their sectors)
3. **General VOLUNTARY EVACUATION** of community (**Red category**):
- Voluntary evacuation of the rest of community members that have not evacuated in the First phase of evacuation.
 - Free to evacuate to any place you deem as being safe outside the emergency area, could be to family friends.
4. **MANDATORY EVACUATION (Black category)**:
- Formal evacuation instruction ordered by officials, being a compulsory order to leave home, typically by Overstand Municipality, Disaster Management, Fire Brigade, Police or Law Enforcement & Traffic.
5. **GATHERING IN SAFETY:** You should plan to gather in a safe space with family or friends and notify your sector leader that you are safe and where you can be contacted.
- Proceed orderly to your chosen place of immediate safety!
 - Participate in the WhatsApp role call process to ensure everyone is safe!
 - Disperse to other safe areas to be with family and friends.



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SECTION E: GRAB & GO BAG CHECKLIST



Bag or container: The bag or container should be large enough to fit all your evacuation kit. A large tog bag or rucksack is suitable. Alternatively, a large waterproof storage container on wheels can also work well.

Go-bag storage: Keep the bag in a quickly accessible place that is cool and dry place, typically in a cupboard near the front door.

Go-Bag Content:

1. **Water:** At least a 2–3-day supply of drinking water, ideally 3 litres per person per day.
2. **Food:** At least 2–3-day supply of non-perishable food, accommodating any specific dietary requirements for the family, such as infant formula or diabetic friendly snacks. Remember to include your pet’s food.
3. **First aid:** Basic emergency kit, typically containing plasters, bandage, disinfectant cream, pain relivers, anti-diarrhoea medication, antacids, laxatives, N95 surgical masks, sunscreen, sanitation and personal hygiene items.
4. **Chronic and prescribed medication:** Prior to departure ensure that all the family’s chronic medication and any current prescription medication is packed in the Go-bag! Remember to include your pet’s medication.
5. **Communication:** A whistle, cell phone and battery powered radio.
6. **Light:** Suitable lights for your family such as, torches, solar lights, candles or lanterns.
7. **Power:** Back-up for your requirements, such as chargers and adaptors, power bank and batteries compatible with your family devices.
8. **Clothing:** Pack items that are suitable for the prevailing weather that is expected. This typically includes suitable change of clothing for warm & cold, rain gear, sturdy footwear and emergency (space) blankets.
9. **Documents (Very Important Papers (VIP -envelope)):** Important family documents such as copies of ID’ documents, passports, insurance policies, birth certificates, bank account details stored in an envelope and/or waterproof container. You could also include a copy of the emergency plan along with a pencil and note pad.

Extra Go-bag: You may wish to pack an extra container with additional items that you could grab if you expected to leave home for a longer period: This could include Camping equipment; sleeping bags, eating utensils (plates, cups, spoons, knives and forks); can opener, matches or lighter, cable ties, fire extinguisher, roll of garbage bags, pair of scissors, bucket, washing liquid, plain bleach, board games, books, tent, shovel.





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SECTION F: QUICK EVACUATION CHECKLIST



Preparation to leave:

The key points to remember when preparing to evacuate include the following:

1. Stay calm!
2. Gather your household members (family) and run through your evacuation plan quickly and clearly.
3. Assign tasks to everyone and make sure everyone knows what to do, with one person in charge:
 - a. Emergency kit, ensure your grab and go bag is ready.
 - b. Ensure all keys, mobile phones and charger are kept on your person.
 - c. Ensure everyone has appropriate clothing on for the prevailing weather and situation.
 - d. Ensure you have your pets and animals ready, in suitable containers and/or leads for transportation.
4. Make sure your car is outside the garage, packed and ready to go and is facing the right direction for the escape route. If evacuating on foot don't overload yourself with things to carry, take on the minimum essentials and know what route you are taking.

Evacuating:

The key points to remember when evacuating include the following:

1. Make sure everyone is together, calm and informed of the plan.
2. Know your preferred escape route and alternative options if the primary route is cut off or inaccessible.
3. Be aware of your surrounds as visibility may be reduced and there might be hazards and traffic in your path.
4. If there is traffic and congestions, remain calm and courteous, as trying to push through will only exacerbate the situation.
5. Follow instructions of officials, e.g., Police, Law Enforcement, traffic, and disaster management officials (i.e., fire, rescue & ambulance)
6. Don't panic and rush but rather move with purpose to your safety area or evacuation zone.





ANNEXURE “R”





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SECTION G: HOUSEHOLD MANAGEMENT GUIDE

It is important that there is a clear management plan in a household to ensure a rapid and orderly response and prevent panic and chaos.

Firstly, somebody must take charge and household members assigned roles and responsibilities to help guide actions. Obviously, the roles would need to be allocated dependant on the household size. For illustrative purposes:

- In a one-person household all roles and functions would be undertaken by the individual.
- In a two-person household the responsibilities could be split between the Leader and the Organiser, with for example the Leader undertaking the Communicator functions and the Organiser the Doer functions.

Role	Function(s)	Key task(s)
The Leader 	Takes chare, watches over everyone and accepts ultimate responsibility for all persons	<ul style="list-style-type: none"> • Safety monitoring • Organising assignments • Keeping everyone calm • Making evacuation decisions
The Organiser 	Designs and activates the plan of action	<ul style="list-style-type: none"> • Ensures all persons are carrying out tasks. • Makes sure Grab and Go Bag is collected. • Makes sure pets are gathered. • All other inside & outside preparation is done
A Doer 	These members carry out specific tasks assigned to them by the organiser.	Some examples of tasks could include, for example: <ul style="list-style-type: none"> • Collect the Grab and Go bag and check content. • Find the cat and put into cat basket. • Close all doors and windows. • Find the dog and put on the lead
		•
The Communicator 	This can be undertaken by the Leader or assigned to a Doer	<ul style="list-style-type: none"> • The function is to monitor information, typically the updates on the various WhatsApp and other media platforms. • Keep the Leader informed of developments. • Inform the section leader of your intention to evacuate and where you are intending to evacuate to • Inform the sector leader when you have arrived at your evacuation destination. • Be careful of face news or misleading information



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SECTION H: REMAIN CALM!

It is usual and common to feel stress and anxiety during and after a disaster, particularly when forced to evacuate your home. This section provides some guidance to reduce stress and help household members remain calm.

To calm the situation

- A clear plan, with assigned responsibilities goes a long way to reducing overall stress.
- Critical for household members understand what the plan, what their roles are and where they may be going in case of evacuation.
- The leader needs to remain in control, calm and talk to the household members in calm manner, quiet tone not rushed, hyped or shouting.

Common reactions include:

- Disbelief and shock
- Fear and anxiety about the future
- Difficulty in making decisions or concentrating.
- Irritability and anger
- Sadness and depression
- Feeling powerless
- Changes in eating patterns
- Difficulty in sleeping and falling asleep.

General tips for coping in a crisis:

- Talk about it, including verbalising your fears.
- Spend quality time with family and friends.
- Limit your exposure to social media and images of the disaster (avoid doom scrolling).
- Resume your normal routine as soon as possible.
- In the morning write a list of tasks to achieve in the day, feel positive when ticking them off.
- Do something positive, they may help others like volunteering for a community relief effort.
- Try to eat regularly and well, balanced food diet – avoid foods that may hype you such as coffee and high sugar drinks.
- Get plenty of exercise and make time to rest and sleep!

You can calm yourself by taking slow and deep breaths:

Step 1: Breathe in for 4 seconds.

Step 2: Hold your breath for 7 seconds.

Step 3: Breathe out slowly for 8 seconds

REPEAT the process until you are calmer.





ANNEXURE “R”

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SECTION I: RETURNING HOME AFTER AN EVACUATION

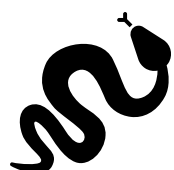
Returning home after a disaster evacuation can be physically and mentally challenging, with lots of anxiety around what to expect.

Returning home:

- Be cautious, you might be anxious to return home, but first ensure that the authorities have declare it safe to return home.
- Be aware of new hazards and safety issues created by the disaster, i.e.:
 - Damaged roads
 - Damaged utility services, such as:
 - Is there water supply and is it safe to drink?
 - Is there electricity supply and what are the shedding schedules?
 - Structurally weakened buildings
- Be alert for emergency services working in the area.

Entering you home:

1. Conduct a 360-degree inspection form outside your property before entering:
 - Look for any potential hazards that may be visible, such as:
 - Damage electricity supply lines i.e.: Overhead lines hanging, damaged poles.
 - Trees hanging over or fallen onto your property.
 - Flood water around your property
 - Visible smoke emanating from your property.
 - Visible structural damage to your property.
2. If you have any doubts about safety have your home inspected by the relevant professional(s) (Structural engineer or Building inspector) before entering.
3. **Do not enter if:**
 - Flood water remain around your house.
 - You smell gas.
 - There is visible smoke emanating from your house.
 - Electricity supply line is visibly damaged on or over your property.
 - Your house was damaged by fire and have not been inspected and declared safe.





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SECTION J: POST DISASTER HOME INSPECTION

On entering your property be alert for any creatures that might have found refuge in your property. In the Heights area snakes in times of disaster often move from the mountain into the residential areas to seek refuge. If you find a snake, contact one of the snake catchers to remove and relocate.

1. Do not smoke or use and oil, gas lanterns, candles for lighting until you are sure there is no gas leaking.
2. If possible, turn-off the electricity at the main switch (fuse box or circuit breaker). Check for visibly damaged wiring circuits prior to turning on the electricity. If the earth leakage and/or any on the light or pug circuits trip when you turn on the power, turn main supply off and have an electrician immediately inspect and repair.
3. If you see any significant structural damage like roof, foundation, wall or chimney cracks, have this damage assessed by a Structural engineer.
4. If there has been any water damage (flooding or leaking) unplug all appliances and only re-plug in when you are sure they have fully dried out.
5. If the water pipes or taps are damaged or show sign of leaking, turn-off at the main supply valve. If water is discoloured or has any odour check with authorities if the water is safe to drink. If water is unsafe, boil drinking water and/ or use an appropriate water purification tablet (note Household Jik cleaner can be used for water purification).
6. Discard all food and other supplies that you suspect may have become contaminated or become in contact with flood water. If you suspect that the power has been disrupted for any time it would be advisable to discard any fridge and deepfreeze items.
7. Disinfect all items that may have been contaminated by flood water and raw sewage, bacteria, or chemicals.
8. Open all cabinets carefully, being alert to objects that may fall or creatures that may have hidden in them for safety – Yes, we live against a mountain reserve!

Insurance claim:

1. Take pictures of all damage, keep good records of damages, repair and cleaning costs.
2. Contact your insurance company broker immediately to initiate the claim process.





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SECTION K: KEY STAKEHOLDERS

1. Overstrand Municipality

1.1. Protection Services

This directorate’s focus is to create a safe and secure environment for optimal functioning of all stakeholders within the Overstrand area. The directorate consists of a director and the functions, Law Enforcement, Security Services, Traffic & Licensing Services and Fire & Disaster Management. Three departments fall under this directorate:

- Traffic Services
- Law Enforcement and Security Services
- Fire and Disaster Management

Director: Protection Services

Name: Neville Michaels

Contact Number: 028 313 8054

Email: nmichaels@overstrand.gov.za

1.2. Fire Services & Disaster Management

Overstrand Disaster Management are responsible to promote disaster management training and community awareness to reduce vulnerability to communities most at risk.

Overstrand Municipality Disaster Management aim is to reduce, minimize and prevent disasters through risk assessment and mitigation strategies. Priority will be given to development measures that reduce the vulnerability of disaster-prone areas, communities, agriculture and infrastructure within each line function.

Contact for Fire Services & Disaster Management

Name: Lester Smith

Contact Number: 028 313 5042

Email: lestersmith@overstrand.gov.za

1.3. Traffic and Law Enforcement

Traffic: The aim and function of the Traffic Department is to educate and create a culture of voluntary compliance with road traffic rules and regulations and to enhance courteous and tolerant road user behaviour. We operate on the legal mandate of the NRTA 93/96 & NLTA 5/2009.

Law Enforcement: The aim of Law Enforcement in a municipality is to create an environment that will further the social and economic development of the community. Law is enforced by the South African Police Services (SAPS), with Municipal Law Enforcement providing a supportive role, focusing on enforcing laws (By-laws) and laws applicable only to a particular municipality. Key functional contacts include the following:

- K9 Unit
- Task Team
- Rapid Response
- Coastal Enforcement
- Traffic and Law Enforcement

Contact:

Name: Rudi Fraser

Contact Number: 028 313 8165



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2. Hermanus Heights Public Protection (HPP)

The HPP service includes crime prevention, monitoring, public safety, patrolling and cleansing services.

- **Safety patrolling:** Patrol officers are on foot in the CBD area and along the Cliff Path. Vehicles patrol throughout the area, 24 hours a day, 7 days a week.
- **Safety and security monitoring:** The HPP has access to a minimum of 19 monitoring CCTV cameras.
- **Supplementary services:** Supplementary waste management and cleansing services operate in the area to decreasing waste and grime in the area. This is achieved through a sustainable cleansing programme; providing additional street sweeping, Waste picking and refuse collection in public areas; and promoting waste minimization.

HPP Chairman

Jerry van Niekerk
082 453 8263

Operations Manager

Marcia Brown
083 267 4527

HPP Control Centre

087 550 5295

Procedures for an Emergency / Incident

- **Break-In or Robbery:** Call the SAPS and Your Security Company – Please REPORT at the Police Station – Call HPP Control Room and Ask Team to Review Camera Footage
- **Being Harassed or Intimidated by a Vagrant or Illegal Parking Attendant** – Call HPP Control Room for Assistance, if a Crime – Call HPP and the SAPS
- **Suspicious Vehicle/ Involved in Crime** – Call SAPS – Also Call the HPP Control Room to Look for Vehicle on the LPR System (NAVIC System)
- **Substance Abuse** – Do not Allow Access to Your Business/Restaurant/Home – Call HPP for Support, If a Crime Occurs Call the SAPS
- **Injury/ Sick Customer or Employee** – Call Ambulance Services



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SECTION L: KEY CONTACTS

ICE Your Cell Phone: That’s what “ICE” stands for — “in case of emergency.”

- Got your cell phone handy? Take a moment right now to put “ICE” by the names of the people and emergency services you would need to call in case of emergency.
- Secondly it enables emergency responders (Police/Fire/Medical) to check your cell phone and reach the people you would want contacted if you’re in an accident or other emergency.
- For example “ICE Dad”, “ICE Mom”, “ICE Kevin”, “ICE Fire Dept., etc. You get the idea.

Take a few moments right now to “ICE” your phone. It may save your life someday.

1. EMERGENCY NUMBERS (24/7):

Fire & Rescue: 028 312 2400

Municipal Services: 028 313 8111

Safety & Security Issues: 028 313 8980

Law Enforcement: 028 313 8996

Traffic Services: 028 313 1044

HPP Control Centre: 087 550 5295

Baboon Hotline (Voëlklip Troop): 072 028 0008

Snake Catchers: Jonathan Powers – 082 352 6000 or Corne Uys – 076 075 8004 or Hugo Uys – 062 482 5410

2. OVERSTRAND MUNICIPALITY CONTACTS

General enquiries:

Overstrand Switchboard 028 313 8000

The switchboards will transfer you to the most relevant person relating to your query.

Councillors:

Executive Mayor

Name: Ald Annelie Rabie

Contact Number: Office: 028 313 8011 / 028 313 8058

E-mail: annelierabie@overstrand.gov.za

Deputy Executive Mayor / Protection Services:(Chairperson)

Name: Cllr Lindile Ntsabo

Contact Number: Office: 028 313 8094 Cell: 081 491 0949

E-mail: lntsabo@overstrand.gov.za / lntsabo@yahoo.com

Speaker

Name: Cllr Grant Cohen

Contact Number: 072 436 9068

E-mail: gcohen@overstrand.gov.za / grantcohen25@gmail.com

Ward Councillor: Ward 3

Name: Ald Kari Brice

Contact Number: Cell: 083 650 4206

E-mail: karibrice@hermanus.co.za / kbrice@overstrand.gov.za

Infrastructure & Investment: (Chairperson)

Name: Cllr Clinton Lerm

Contact Number: 083 517 3635

E-mail: clerm@overstrand.gov.za

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Reg. No. 2019/227292/07

INTEGRITY and ETHICS – LEADING IN SAFETY

RISK MANAGEMENT PLAN FOR BULK LIQUIFIED PETROLEUM GAS (LPG) TANK STORAGE

For



**BULK STORAGE FACILITY
Erf: 2740
ARGON STREET
SANDBAAI, HERMANUS
WESTERN CAPE**

Compiled by: GSJ Schoeman

Dip. Fire Safety – CFPA (UK & EU)

L4 Dip. Fire Safety – Institution of Fire Engineers (IFE)

Cert. Fire Safety Engineering – CFPA (uk & EU)

SAMTRAC (NOSA)

Date: 1 March 2022

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I. INTRODUCTION

Gas Hub (Pty) Ltd is an agency for Oryx selling and distributing LPG to clients in the Overstrand region.

Gas Hub will be storing LPG in an above ground bulk vessel and operating a refilling station of cylinders that will be collected for remote sale and distribution through its various distribution sites to the public.

This Risk Management Plan is compiled and initiated in accordance with the Major Hazard Installation Regulations and SANS 1461:2018 Major Hazard Installations-Risk Assessments & SANS1514:2018 Major Hazard Installations-Emergency Preparedness Plan.

The tank is an approved LPG pressure storage tank of 45 000kg capacity that is installed as a mounded tank facility in accordance with NFPA58 International Standards and SANS10087-3 National Regulations.

II. OBJECTIVE

The objective of this Risk Management Plan will serve to ensure:

- i) Compliance with the Occupational Safety and Health and Safety Act 85 of 1993 (OSHA), SANS1514:2018 Major Hazard Installations-Emergency Preparedness Plan and SANS10089-3 Handling and Storage of Liquefied Petroleum Gas;
- ii) That company resources are provided for training employees, procuring and maintaining necessary approved equipment, and assigning responsibilities;
- iii) The preparedness for the control and dealing with unforeseen situations involving leakage, spillage accidents that may lead to injury and loss of human life are contained and summarily dealt with;
- iv) That any potential danger and contamination of the surrounding area of the bulk tank storage facility will be limited to the best of the company's ability;
- v) That a containment and preventative strategy is in place that can be enacted immediately in the event of a any unforeseen incident involving accidental leakage of LPG product;
- vi) That a fire extinguishing/containment strategy is in place to prevent any danger to personnel, the public and damage to the surrounding environment.

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This plan shall be incorporated into the company Health and Safety Policy and binds the owner of Gas Hub to apply the highest priority and safety standards to all associated emergencies that may reasonably be expected to occur at the storage facility.

III. RESPONSIBLE PERSONS

The Chief Executive Officer of Gas Hub (PTY) Ltd. is the designated responsible duty holder and shall at all times be responsible of ensuring that all safety and control measures are maintained as prescribed by Section 16(1) of the Occupational Health and Safety Act 85 of 1993.

The duty holder must, subject to all regulations and by-laws ensure that the provisions of the Act and all relative Regulations in relation to the Act are complied with, and may in writing designate a responsible person in a full-time capacity under his or her direct control in respect of every establishment as prescribed by section 16(2) of the Act to manage the implementation of such strategies.

IV. PROPERTIES AND HAZARDS

a) Identification

Common name: Liquefied Petroleum Gas (LPG)

b) Physical and chemical properties

Form –	Gaseous
State of matter –	C ₄ H ₁₀ (Butane) & C ₃ H ₈ (Propane)
Colour –	Colourless
Odour -	Hydrogen Sulphide (Mercaptan)
Liquid Density/kg ³	509
Boiling point/boiling range	-42°C
Calorific value	46.34MJ/kg
Auto-ignition temperature	510°C
Stoichiometric Air/Fuel kg/kg	15.8

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c) HAZCHEM Identification



d) NFPA Identification



e) Fire Hazard

LPG is classified as highly flammable. A LPG/Air mixture of 1% to 10% is easily ignited and any accumulation of LPG in catchment areas can result in a rate of combustion of near-explosive force.

f) Health Hazards

Short-term exposure can irritate your eyes, nose, throat and lungs; it can cause coughs, bronchitis, headaches, light-headedness and nausea.

LPG liquid, by its nature to rapidly vaporize and consequently significantly lower the temperature, can cause severe cold burns when it comes into contact with the skin

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Lengthy exposure to LPG will result in loss of consciousness or even death by asphyxiation.

g) Environmental Hazard

LPG is non-toxic and will have little effect on the environment when well ventilated however it presents dangerous situations when accumulated in low lying spaces with little or no ventilation as it may become detrimental to the survival of a number of different groups of microorganisms, depending on the amount of exposure.

V. RISKS ASSOCIATED WITH THE USE AND STORAGE OF LPG.

LPG is a hydrocarbon gas that exists in a liquefied form. LPG boils at a very low temperature and to avoid the gas evaporating it is stored in pressurized steel vessels, such as bulk pressurised tanks and the commercial cylinders that we are all familiar with.

LPG is colourless, odourless and heavier than air, therefore if a container is defective and leaking, it could cause a volatile explosive atmosphere and a threat to life safety should no one become aware. It is therefore of utmost importance that persons working with LPG cylinders are trained in their safe use and know how to store correctly.

As with other flammable liquids, the main hazard will arise from ignition of leaking vapour. A fire involving LPG has very small potential to be divesting, given the nature of how bulk storage tanks and cylinders are manufactured.

VI. MITIGATION OF RISKS

Explosions

Leaking gas itself rarely causes a fire but will be easily ignited by electrical equipment or an open flame source. If a storage tank or cylinders are exposed to an external heat source and are heated sufficiently, they may rupture, commonly termed as a BLEVE meaning *Expanding Liquid Vapour Explosion* that may have a catastrophic effect resulting from the explosive nature of the sudden release.

However the chances for such an event to occur are extremely rare given the nature of this installation having the highest safety standards that are prescribed by the appropriate national regulations.

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Mounded Tank

A mounded tank is considered to be the highest safety standard for LPG tank installations by eliminating the any external danger as the mound cover protects the vessels against, heat radiation from nearby fire, pressure wave originating from an explosion, impact by flying objects, sabotage

Safety features of a mounded tank:

- LPG Mounded Storage Tanks / Bullets / Vessels are completely covered with Soil and Only Manhole / Dome and other nozzles protrude outside.
- The Scenario of BLEVE (Boiling Liquid Expanding Vapour Explosion) is eliminated, since no fire possible below the tanks.
- Difficult for external agencies to identify the mound as a storage facility.
- Reduced fire case PSV loads as compared to above ground storage tanks and spheres.
- Fire water requirement for mounded storages is less.
- Vessels have slop of 1:200 minimum for drainage purpose.
- etc.
- Site area required less compared to above ground storage due to less stringent inter spacing requirement.

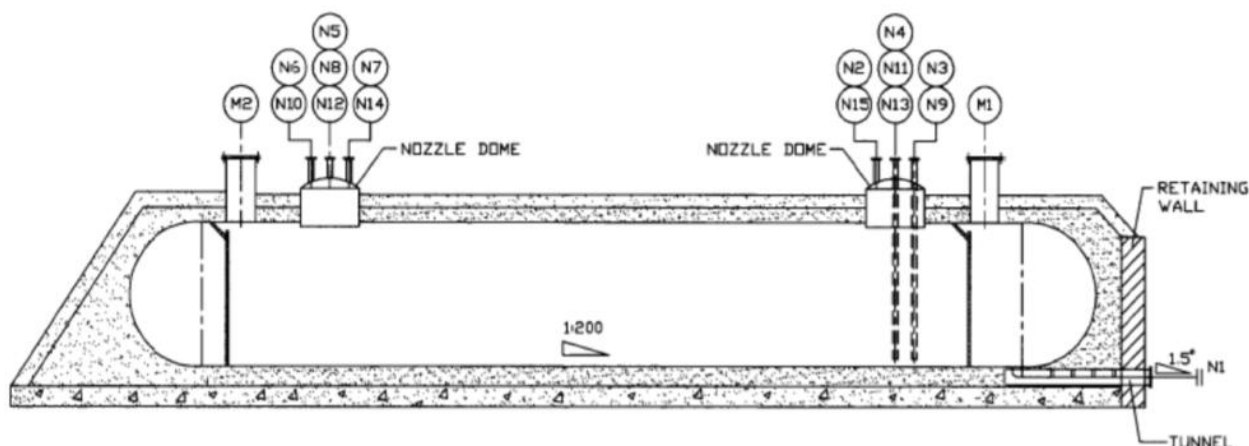


Diagram example of a construction of a mounded tank

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Example of a mounded tank facility

Personal Precautions

- i) Due to high vapor density, flammable/toxic vapors may accumulate in low lying areas such as gullies, pits, drains, or trenches.
- ii) Vapors may accumulate in low lying areas and reach ignitable concentrations.
- iii) Ventilate the area.
- iv) The use of tools that can cause sparking should not be allowed in the area.
- v) Use appropriate personal protective equipment to prevent eye/skin contact and absorption.
- vi) Use approved respiratory protection, if warranted, to prevent inhalation of toxic fumes.
- vii) All contaminated clothing should not be worn near sources of ignition.

Emergency Measures

- i) As an immediate precautionary measure, isolate the spill or leak area for at least 50 meters in all directions.
- ii) Consider wind direction.
- iii) Isolate all ignition sources such as electrical equipment that is not intrinsivcally safe in proximity of the spill area.
- iv) Evaluate the direction of product travel, and attempt to prevent any product from entering sewers, drains, water shed channels etc. to contain spill areas.
- v) Do not enter or walk-through spillage areas. In the case of an extraordinary large spill, isolate initial action distance downwind to 300 m.

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Evacuation (FEEP)

A fire emergency evacuation plan (FEEP) is a written document which includes the action to be taken by all staff in the event of a fire or associated emergency and the arrangements for calling the fire brigade. It can include any relevant information in relation to the FEEP. This plan is not necessarily restricted to fires but can include any type emergency.

Evacuation Strategy:

- i) What type of event will trigger an evacuation?
- ii) At what stage of an event should evacuation be considered?
- iii) What is the safest route for an evacuation?
- iv) How far do evacuees need to travel to relative safety?
- v) Do you need to do horizontal or vertical evacuation e.g. Ground floor or stairways?
- vi) Will the atmosphere in the evacuation routes provide tenable conditions for evacuees?
- vii) Where is the designated assembly point for evacuees?

Progressive Evacuation:

- i) The principle of total evacuation of a building in the event of fire may be initially inappropriate.
- ii) Escaping from the immediate danger of fire, of all staff.
- iii) The principle of progressive, staged evacuation of occupants with priority of evacuating from an area nearest to the origin of the occurrence of an emergency.
- iv) Shelter in place is many times a better decision where occupants are remote from the immediate danger and are assured of their safety without disruption.
- v) Progressive evacuation should always be planned to ensure that, if further stages of evacuation become necessary that ultimately a protected vertical escape route is reached. i.e stairway or escape lifts (where so designed

Simultaneous Evacuation:

In most scenarios, evacuation in an emergency will simply be by means of everyone reacting to the warning signal given when a fire is discovered, then making their way, by the means of designated escape routes, to a place of safety away from the premises. This is known as a simultaneous evacuation and will normally be initiated by the sounding of the general alarm over the fire warning system.

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Advantages of 'Phased Evacuation':

- i) Minimum disruption of the business continuity.
- ii) Prevents log-jamming and panic in escape routes.
- iii) Provide adequate measures to facilitate evacuation of surrounding premises.
- iv) Provides a mechanism to lessen the burden and control responsibilities of management during the evacuation process.
- v) Ensures that evacuees remain calm and focused by limiting the stress factors involved in emergency situations.

Evacuation stages:

- i) Small fire or leak – No immediate need to evacuate the area.
- ii) Medium size fire or larger leak – Evacuate all personnel to a designated safe area.
- iii) Large fire or leak – Evacuate all personnel from site and warn all surrounding businesses of the event and inform them they should consider evacuation of their buildings.
- iv) Catastrophic event – Evacuate the site immediately and inform all businesses in the area to immediately evacuate to a designated safe area.

Criteria that must be considered to assist during an evacuation include the following:

- i) Be familiar with the safest evacuation route leading to a safe area
- ii) How many people need to be evacuated at any given time and how they are supervised at a time.

Adequate warning of an occurrence of an emergency situation:

- i) An audible and visual warning alarm system such as a 5 mile siren with a highly visual strobe light, should be provided in a prominent position to permit clear warning in the area that an emergency has occurred on the site.
- ii) It must be noted that this type of warning should only be used in the event of a large or a potentially catastrophic event.
- iii) A smaller site alarm can be used that will not disrupt the surrounding area in the case of a small event.

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The mounded design of the tank reduces the risk of fire or explosion significantly, while the risk of a boiling liquid expanding vapour explosion (BLEVE) is negated, as there can never be a fire below the tanks.

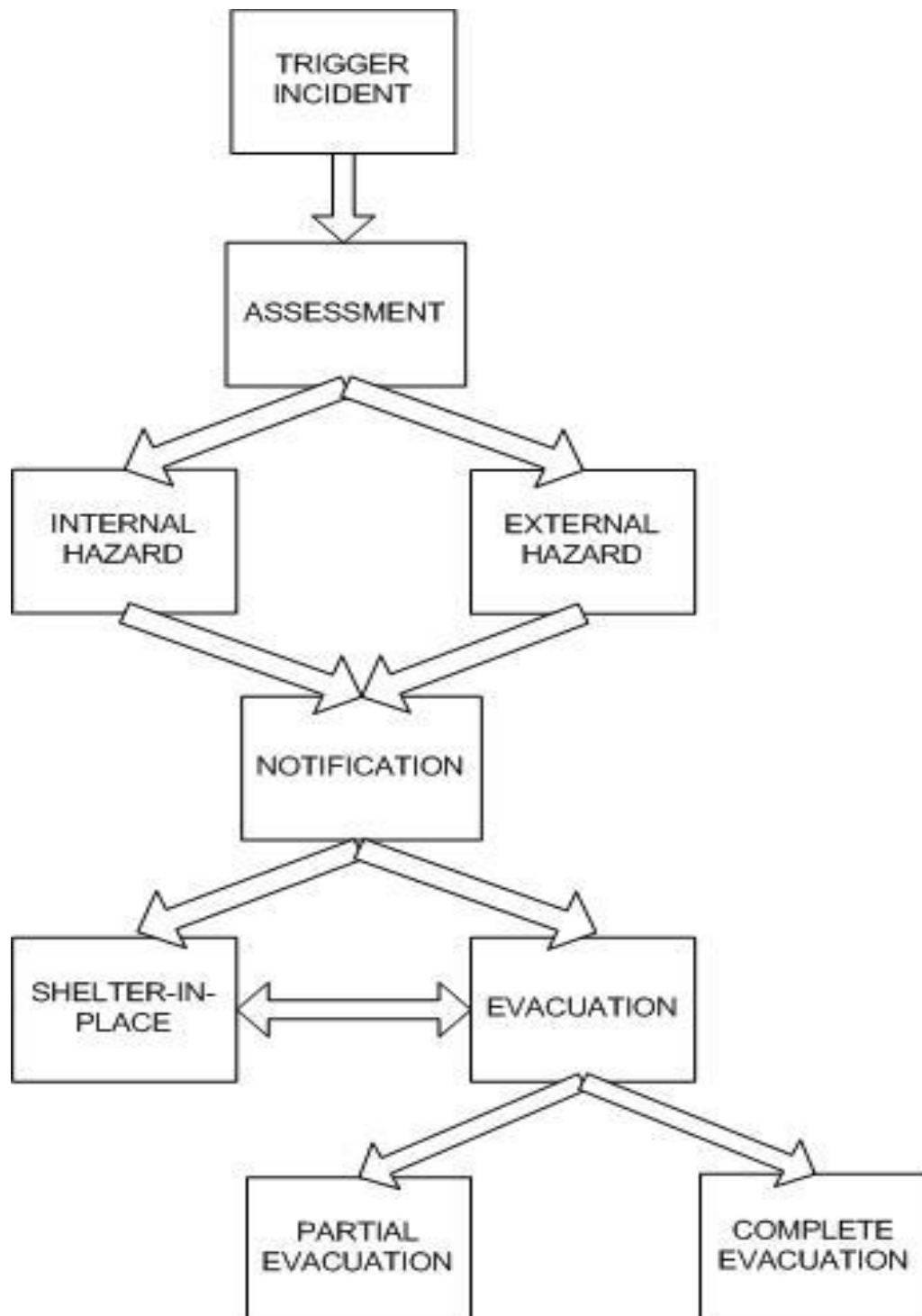
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INCIDENT PROCESSING AND DECISION MAKING



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Environmental Precautions

- i) Attempt to stop the spillage flow of LPG within the prescribed containment areas as much as possible to prevent further contamination.
- ii) LPG is heavier than atmospheric air therefore all attempts must be made to prevent spillage and vapour flowing into natural water courses, drains and any low lying area.
- iii) Take action to isolate environmental receptors including drains, storm sewers and natural water bodies by creating barriers in the form of sand filled bags or emergency sand levees.
- iv) Attempt to contain spilled product on impervious surface of the concrete slabs if possible.
- v) Use water to disperse the LPG in order to prevent product from spreading and to continuously cool down any exposed piping.
- vi) Follow national and local requirements for reporting environmental release where necessary.
- vii) Contact the fire service for any leak to respond to the site for assistance.

Firefighting Procedure

- i) Extinguish any small fires using the available 9kg DCP fire extinguishers.
- ii) Isolate any LPG leakage by activating the emergency cut off mechanism immediately.
- iii) Use the provided fire hoses and nozzles to cool down any piping or cylinders in proximity to the fire until the fire has been completely extinguished.
- iv) If the fire cannot be extinguished by using a fire extinguisher contact the Overstrand Fire Service immediately for assistance.
- v) If a fire occurs in any cylinder storage area use the available fire hose reels to continuously cool down cylinders immediately affected by the fire. Attempt to remove the source of the LPG causing the fire by either removing the cylinder from the area or close the valve if it is not damaged.
- vi) If the fire is spread over a large area call the Overstrand Fire Service immediately for assistance.
- vii) Attempt to prevent the fire from spreading by using the fire hose reels to continuously wet the area down.
- viii) Do not allow water to enter any drainage area or storm water drains. i.e. Attempt to contain the water within the perimeters of the site.

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VII. SUPPLIER TANK FILLING PROCEDURE

DRIVER INSTRUCTION AND TRAINING:

The Driver;

- i) Shall have a PrDP-D and shall carry it on his person, where required in terms of national legislation.
- ii) Shall be fit to drive in terms of the "relevant national legislation
- iii) Shall be able to interpret and implement the instructions on the transport emergency car
- iv) Shall receive annual comprehensive theoretical and practical training relevant to the type of vehicle and to the dangerous goods which will be assigned to him, including training in the procedures
- v) The annual training of both light and heavy vehicle drivers is to be conducted by accredited and approved providers specific to the cargo, for example flammable liquid or toxic corrosive liquid.

Loading and offloading procedures;

- i) The driver must ensure the vehicle is correctly parked for loading or offloading, and wheel chocks (as specified in SANS 1518) are in place for heavy vehicles with GVM equal to or greater than 3500 kg and are placed appropriately under wheels on non-steering axles.
- ii) Vehicle fire extinguishers (where required in terms of national legislation) to be placed where not provided by the loading/offloading point.
- iii) Ensure that the area is safe, with barricades, where applicable, and the necessary warning signs are clearly displayed.
- iv) The engine of the vehicle is switched off, except where the engine is required to drive pumps or hydraulic units for the purposes of loading or offloading.
- v) The qualified person shall ensure that:
 - a) the cargo is correct and undamaged and there is no obvious spillage,
 - b) the load is refused if he/she is in doubt as to whether the goods can be offloaded without risk.
 - c) the offloading operation does not proceed, if, for any reason, he/she considers it unsafe,
 - d) in the case of bulk deliveries,
 - 1) there is sufficient space in the tank into which the cargo is to be unloaded and that it is in a fit condition to receive the load;
 - 2) the flow can be stopped immediately in case of leakage or any other emergency

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- 3) after offloading, the vehicle is free from spillage and all valves are closed,
- 4) after offloading no residue remains on the vehicle and that the vehicle is free of contamination

VIII. FILLING OPERATOR REQUIREMENTS.

Qualifications, training and experience of operators

The employee carrying out the inspection, filling and handling of containers in terms of this part of SANS 10087, shall have had the appropriate technical and practical training for the type of work undertaken, the proof of which both employer and employee shall document (see 8.2) and which shall cover the following applicable topics:

- a) the properties of LPG;
- b) container inspection;
- c) container filling procedures;
- d) container storage and transportation;
- e) emergency action plan; and
- f) knowledge of the relevant standards and legal requirements

Site Safety:

- i) No smoking or open lights are permitted on site.
- ii) The filling of all cylinders shall be in accordance with the requirements of the SANS10087 Regulations.
- iii) No filling may be done outside of the designated filling area.
- iv) All vehicles and equipment must be switched off while being filled including any vehicle in close proximity waiting to be filled.
- v) All filling of cylinders shall be done using the provided decanting pumps.
- vi) If any filling pump is not working report it to the management.
- vii) Should a gas leak occur within the filling area, immediately cease all filling operations and isolate the flow of gas until the area is made safe.
- viii) Always make sure that there is at least 1 (one) DCP fire extinguisher readily available while filling operation is in progress.

IX. HOUSEKEEPING AND CLEARING OF BUND WALL AND LOW LEVEL SUMP.

- i) The site shall be checked and cleared on a regular basis for any collection of combustible material.
- ii) The area around and between cylinder storage shall be swept and cleared of all foreign material.

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- iii) All pipework shall be checked on a weekly basis for any leaks which must be reported for urgent repair.

X. AWARENESS & TRAINING

- i) The responsible duty holder should in all transparency inform employees of the situation and associated dangers of the storage site.
- ii) All designated employees shall receive training in the appropriate filling procedures before being permitted to carry out associated work.
- iii) All designated employees shall receive training regarding any spillage containment and management procedures.
- iv) All designated employees shall receive basic firefighting training from a reputable organisation.

XI. PLAN EVALUATION

- i) This Risk Management Plan shall be reviewed annually by the duty holder, or as needed in the case of any workplace changes are made.
- ii) An emergency containment, evacuation and firefighting exercise shall be conducted on a six monthly basis.
- iii) Following each fire drill, Duty Holder and Employee Representatives shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it.

Compiler:

GSJ Schoeman

Duty Holder:

Steve Rundle



Hazmat Response Contingency Plan

Read in conjunction with Overstrand Disaster Management Plan

2025/2026

Introduction

In industries where the handling, processing and storage of hazardous substances are central to operations, the establishment of a Hazmat Response Contingency Plan is critical. This plan serves as a comprehensive framework designed to mitigate the potential consequences of major incidents, such as fires, explosions, or chemical releases, within the facility. By outlining proactive measures, response protocols, and recovery strategies, the contingency plan aims to safeguard personnel, surrounding communities, and the environment while ensuring continuity of operations. Through meticulous risk assessment, robust emergency response procedures, and regular drills and training, organizations can effectively manage and mitigate the risks associated with major hazards, demonstrating a commitment to safety, resilience, and responsible industrial practices.

The plan has been prepared to ensure quick access to all the information required in responding to an emergency event. Personnel are expected to comply with all procedures described in this document.

Purpose

The purpose of the Emergency Preparedness and Response Plan is:

- To assist personnel to prepare for and respond quickly and safely to MHI (Major Hazard Installation) incidents, and to establish a state of readiness which will enable prompt and effective responses to possible events.
- To control or limit any effect that an MHI incident or potential emergency may have on-site or neighbouring areas.
- To facilitate emergency responses and to provide such assistance on the site as is appropriate to the occasion.
- To ensure communication of all vital information as soon as possible.
- To facilitate the reorganization and reconstruction activities so that normal operations can be resumed.
- To provide for training so that a high level of preparedness can be continually maintained.

Standard Operating Procedures include the following:

- Identification of areas where accidents and emergency situations occur.
- Identification of communities and individuals that may be impacted.
- Response procedure.
- Provisions of equipment and resources.
- Designation of responsibilities.
- Communication.
- Periodic training to ensure effective response to potentially affected communities.

Dispatch:

In most circumstances the Fire Services will be called first to such an incident. The following agencies must also be notified and alerted, depending on the magnitude of the incident:

Disaster Management

Traffic

Law Enforcement

Social Services

Health Services (EMS)

SAPS

Overstrand Municipality

Overberg District Municipality

Response to the incidents will not be limited to the above, but as initial activation the above role players will be informed. The Incident Commander will request more resources as the needs see fit.

Command and Control

For the purpose of this contingency plan, Command will be assumed in terms of the Fire Brigade Services Act, No 99 of 1987 by the most senior Fire Service representative. Legislative mandates may however apply in exceptional cases.

Emergency Services have adopted an acronym to build a report for alerting others about the incident. It is the recognized model for passing incident information between services and their control rooms. The first arriving officer must report according to METHANE:

METHANE stands for:

Major Incident declared

Exact location

Type of incident

Hazards

Access

Number and type of casualties

Emergency services are present and required.

Establishment of an Incident Command Post:

As soon as reasonably possible, an Incident Command Post must be established to indicate the position of the ICP. The ICP must be situated in such a position that access control and other administrative activities can be easily administered. The ICP can also be housed in a building or other structure depending on the availability thereof and the circumstances.

The senior member must act as Incident Commander until the official Incident Commander has been appointed. This member will remain in control of the scene until he/she can hand the scene over to the Incident Commander.

The Incident Command (IC) will consist of a command team made up by a representative from each agency represented at the scene. The representative must be able to take decisions on behalf of his/her agency and have them executed. The agency representative must always be available at the ICP.

Depending on the size of the incident, the ICP staff should consist of the following, in addition to the agency representatives:

Safety Officer

Weather Officer

Support Coordinator

Public Liaison Officer

Communications Officer

Technical advisors

It is important that cognizance be taken of the fact that the IC is in overall command of the incident. Each discipline will still have its own functional command structures in order to execute its specific duties and responsibilities on the scene effectively.

The main role of the IC is to coordinate all actions on the scene and to control activities that may have mutual effects.

Roles and responsibilities

Emergency control & ICC

- Activation of Emergency Response Team
- Communication and Coordination
- Monitor the Situation
- Document and Report
- Follow-up and Support

Fire Service

- Establish Command (ICS)
- Protecting incident scene.
- Suppressing fires.

- Providing emergency care, triage, and transportation of injured personnel.
- Ensuring that there is a discipline-specific incident commander.
- Managing hazardous material (HAZMAT) response.
- Rescuing victims.
- Assisting in incident clearance.
- Assisting with evacuation procedures.
- Conducting media liaison activities.
- Assisting with pre-incident plans.
- Communicating with all stakeholders.
- Investigating the incident.
- Offering rehabilitation of the affected staff.
- Debriefing of staff.
- Managing record keeping.

Disaster management

- Providing rehabilitation for injured staff etc.
- Assisting with evacuation procedures.
- Assisting with pre-incident plans and contingency plans.
- Assisting with communications with all stakeholders.
- Arranging transportation of non-injured patients
- Conducting media liaison.
- Ensuring that the incident control center is operational.
- Ensuring that there is a discipline specific incident commander.
- Managing record keeping.

Traffic

- Securing the scene.
- Safeguarding personal property.
- Conducting discipline specific accident investigations.
- Ensuring that there is a discipline specific incident commander.
- Managing scene clearance.
- Assisting disabled motorist.
- Directing traffic.
- Managing road closures.
- Assisting with evacuation procedures.
- Ensuring there is pre-incident plans.
- Conducting Media liaison activities.
- Assisting with crowd control.
- Communicating with all stakeholders.

Social service

- Providing support in the form of emergency housing, food, water, and other resources.
- Managing record keeping of affected members of the community.

Local Law enforcement

- Assisting with crowd control.
- Conducting investigation of the incident.
- Communicating with all stakeholders
- Securing of incident/property.
- Managing record keeping.
- Conducting media liaison.
- Assisting with road closures.

External Agencies

Police service (SAPS):

- Assisting with crowd control.
- Ensuring that there is a discipline specific incident commander.
- Conducting investigation of the incident.
- Communicating with all stakeholders
- Securing of incident/property.
- Managing record keeping.
- Conducting media liaison.
- Assisting with road closures.

Health service (EMS):

- Ensuring that there is a discipline specific incident commander.
- Managing record keeping of patients, injuries, treatment
- Communicating processes to other health establishments in case of transportation of injured patients to other establishments
- Implementing emergency plans) for major incidents
- Communication to metro control
- Assisting with additional medical resources to an incident scene

District Municipality fire and emergency service.

- Protecting incident scene.
- Suppressing fires.
- Providing emergency care, triage, and transportation of injured personnel.
- Ensuring that there is a discipline specific incident commander.
- Managing hazardous material (HAZMAT) response.
- Rescuing victims.
- Assisting in incident clearance.
- Assisting with evacuation procedures.

EARLY WARNINGS SYSTEM

Implementing an effective early warning system for a Major Hazard Installation (MHI) is crucial for ensuring the safety of personnel, nearby communities, and the environment.

1. **Risk Assessment:** Conduct a thorough risk assessment to identify potential associated hazards, including fire, explosion, chemical release, and their potential impact on surrounding areas.

2. **Emergency Response Plan:** Develop a comprehensive emergency response plan outlining procedures for responding to different types of hazards or incidents. Ensure all personnel are trained on the plan and know their roles and responsibilities in the event of an emergency.
3. **Hazard Identification:** Identify the specific hazards present within the installation, such as chemical, fire, or structural risks. Understand the potential consequences of these hazards to the facility, personnel, and surrounding environment.
4. **Emergency Communication Protocols:** Establish clear communication protocols to relay emergency information to relevant stakeholders, including employees, emergency responders, local authorities, and the public. Designate specific individuals or teams responsible for activating alarms, communicating with authorities, and coordinating response efforts.
5. **Training and Drills:** Conduct quarterly checks to ascertain if training exercises and emergency drills to familiarize personnel with the early warning system, evacuation procedures, and emergency response protocols has been done. This helps ensure a rapid and coordinated response in the event of an actual emergency.
6. **Continuous Improvement:** Regularly review and update the early warning system based on lessons learned from drills, incidents, and technological advancements. Incorporate feedback from stakeholders to enhance the effectiveness and reliability of the system over time.
7. **Coordination with Authorities:** Establish strong partnerships with local emergency management agencies, fire departments, law enforcement, and other relevant authorities to facilitate timely response and coordination during emergencies.
8. **Testing and Maintenance:** Regularly check that tests and maintenance on monitoring devices and alarm systems has been done and to ensure they are functioning properly. Conduct routine inspections and request calibration certificates as needed to maintain accuracy and reliability.

SAFETY ZONES

The information contained under the safety zone is extracted from the Western Cape Hazmat Response Plan and can be amended from time to time. The information will be updated as the Response Plan is updated.

After the scene has been surveyed, safety zones are established in order to keep control of the scene for personnel and public safety. In order to execute control on scene it is divided into 3 zones; hot zone, warm zone and cold zone. Access to zones is restricted to personnel who need to be working in a specific zone – this includes officials who are not performing responder duties. Entry and exit registers must be kept for the hot and warm zones.

The size of the zones can change, depending on the magnitude of the incident and weather conditions. The detection teams must conduct monitoring of the perimeter on a regular basis.

Conditions may differ as a result of weather conditions, available space, topography (high or low-lying areas). Such differences must be taken into consideration when establishing safety zones.

HOT ZONE

- a) The hot zone is the area at the centre of the incident where a detectable vapour or other hazard exists.
- b) The perimeter of the hot zone is determined by means of monitoring and includes the down-wind hazard area where hazardous vapours, gas, mist or dust are detectable
- c) The hot zone may only be entered by specific functions conducted by trained personnel dressed in appropriate protective ensembles. The Safety Officer in conjunction with the Incident Commander and Agency Commanders will determine the level of protection required in the hot zone.

WARM ZONE

- a) The perimeter of the warm zone is established half distance to the radius of the hot zone, upwind from the perimeter of the hot zone. For example, if the distance from the centre of the hot zone to its perimeter is 100 meters, the distance from the perimeter of the hot zone to the perimeter of the warm zone would be 50 meters
- b) If a secondary device is present (in the case of explosions) it is likely to be in the warm zone. The warm zone is only established up-wind of the incident. The perimeter of the warm zone must be marked in an identifiable manner that is distinguishable from that of the hot zone.
- c) The warm zone is utilized for the decontamination of personnel, casualties, equipment and samples where applicable. It also serves as a safety barrier between the hot zone and the cold zone. Only personnel dressed in the applicable protective ensemble, as determined by the Incident Commander, may enter the warm zone. All personnel must be decontaminated before exiting the warm zone.
- d) Other terms used to identify the warm zone are “restricted zone and yellow zone”.

COLD ZONE

- a) The area outside the perimeter of the warm zone is the cold zone. The cold zone is only established up-wind from the incident. The up-wind perimeter of the cold zone must again be marked clearly and differently from the zones.
- b) The cold zone is the zone that contains the command and support elements, which may consist of the ICP, sectors for different agencies, the staging sector into the warm zone, the dedicated media sector and access and egress routes. Non-essential persons should not be allowed inside the cold zone, they should be accommodated elsewhere outside the cold zone.

c) Other terms used to identify the cold zone are “safer zone and green zone”



Logistical Support

Read in conjunction with Overstrand Disaster Management Plan

2025/2026

Defining Logistics

In the **Incident Command System (ICS)**, **logistics** refers to the function responsible for providing facilities, services, and material support for an incident response. It ensures that all resources required for effective incident management are acquired, maintained, and distributed efficiently.

Key Aspects of Logistics in ICS:

1. **Resource Management** – Procurement, allocation, and distribution of equipment, supplies, and personnel.
2. **Facilities Management** – Establishing incident command posts, staging areas, base camps, and shelters.
3. **Communications Support** – Setting up and maintaining communication systems for effective coordination.
4. **Medical Services** – Providing medical support to incident personnel.
5. **Food and Water Supply** – Ensuring proper nourishment for responders and personnel.
6. **Transportation** – Arranging movement of personnel, equipment, and supplies to and from the incident scene.
7. **Maintenance and Repair** – Ensuring functionality and availability of critical equipment and vehicles.
8. **Technology Support** – Providing IT, mapping, and data management resources.

In ICS, the **Logistics Section** plays a crucial role in sustaining operational efficiency and ensuring responders can focus on their tasks without resource-related disruptions.

ROLES AND RESPONSIBILITIES

When an incident is reported to the Emergency Control Room, **Overstrand Disaster Management** will notify the relevant agencies and departments. Based on the scale and severity of the incident, Overstrand Disaster Management may establish an **Incident Command Post (ICP)** to serve as the central coordination hub for managing the response.

In such cases, a dedicated **Logistics Management Team** will be assigned to oversee Logistics operations. The department maintains two rotating teams which operate on an alternating weekly schedule to ensure continuous readiness and effective incident response.

Below are the names of the two dedicated Incident Management Teams:

Incident Management Team 1	Incident Management Team 2
Meagan Carelse (logistical Supervisor)	Kim Heneke (logistical supervisor)
Sarolyn Coert	Patricia Snyders
Lucia Swartz	Taylo Swartz
Willene Thompson	
Nicolene Williams	Zonika Wilshire

The assigned logistics team on duty at a specific incident will be responsible for receiving, distributing, and accounting for all donations received.

Each area within the Overstrand jurisdiction has designated councilors. Individuals or organizations wishing to donate consumables for an ongoing incident within Overstrand should contact the councilor assigned to their area for coordination and assistance.

Major Incidents

A list of consumables that are always needed for Overstrand Fire Fighters and assisting role players during Disasters.

A list of valuable essentials always needed during emergencies:

- Water
- Energy drinks
- Refreshments
- Energy bars
- Small chips
- Lip ice
- Eye gene
- Prepared meals
- Fruit
- Sunscreen
- Coffee
- Sugar
- Tea
- Milk
- Rusk

Guidelines

- Please note that firefighters operate in the field, often with limited or no access to bathroom facilities. When preparing meals, avoid ingredients that could increase the need for restroom use. Quick meals are always appreciated as time is of the essence.

Displaced Communities during Disasters

As per the Disaster Management Policy approved by Council on 30 November 2022 Section 10.5

“The Municipality will assist in Emergencies when 3 or more households are affected. The Municipality will assist in emergencies to households which are affected. The affected households must submit the necessary documentation (identification document / an Affidavit) to the disaster management office. The following items will be issued to the affected households only if and when there is stock available:

FEMALE DIGNITY PACK	MALE DIGNITY PACK	BEDDING
Face Cloth	Face Cloth	Mattress
Soap	Soap	Blankets
Roll On	Roll On	Pillows

Vaseline	Vaseline	Pillow Cases
Toothbrush	Toothbrush	
Toothpaste	Toothpaste	
Sanitary Pads		

The **Logistics Management Teams** will be responsible for managing these incidents and will greatly appreciate community support during major incidents. When a large number of households are displaced and require temporary shelter, such as community halls, assistance from the public in providing necessary resources will be invaluable.

A list of valuable essentials needed during disasters and emergencies when households are displaced:

- Drinkable water
- Warm meals
- Coffee
- Sugar
- Tea
- Rusks
- Clothing
- Extra Blankets
- Extra Mattresses
- Extra dignity packs as stated above
- Toiletries for babies
- Baby Formula
- The above is all as deemed necessary