



**OVERSTRAND
DISASTER MANAGEMENT PLAN**

2021 / 2022

Table of Contents

ANNEXURES	3
1. LEGAL FRAMEWORK AND DISTRIBUTION	4
2. INTRODUCTION	5
3. PURPOSE	6
4. ROLE OF DISASTER MANAGEMENT UNIT	6
5. DISASTER RISK REGISTER	6
6. RISK REDUCTION	6
7. GEOGRAPHICAL OVERVIEW PROFILE	7
8. DEMOGRAPHIC PROFILE	7
9. OVERSTRAND POPULATION PROFILE	8
10. INTEGRATED DEVELOPMENT PLANNING	9
11. MANAGEMENT STRUCTURE IN EVENT OF DISASTER	8
12. RISK MITIGATION	20
13. DEFINITIONS, TERMINOLOGY AND ABBREVIATIONS	20

ANNEXURES

Annexure A	: Veld Fire Management Plan
Annexure B	: Flood Management Contingency Plan
Annexure C	: Public Violence Contingency Plan
Annexure D	: Strategic Risk Register
Annexure E	: Disaster Management Preparedness Plan: Gansbaai
Annexure F	: Disaster Management Preparedness Plan: Stanford
Annexure G	: Disaster Management Preparedness Plan: Hermanus
Annexure H	: Disaster Management Preparedness Plan: Kleinmond
Annexure I	: Emergency Resource Telephone List: Hermanus
Annexure J	: Emergency Resource Telephone List: Gansbaai / Stanford
Annexure K	: Emergency Resource Telephone List: Kleinmond
Annexure L	: Covid-19 Contingency Plan

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

Section 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 Plan is to ensure that there is disaster management coordination and response at all times, enhancing the Overstrand Municipality's ability to prevent and to 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. Anticipate the type of disasters and its possible affects that are 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:

- a. Identify the areas, communities and households that are at risk;
- b. Take into account indigenous knowledge relating to disaster management;
- c. Promote disaster management research;
- d. Identify and address weaknesses in the capacity to deal with possible disasters;
- e. Provide for approximate prevention and mitigation strategies;
- f. Facilitate maximum emergency preparedness; and
- 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 provision of the Disaster Management Act 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. The risk-specific plan is 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 an aim of reducing, minimizing, and preventing disaster through risk assessment and mitigation strategies. This can be achieved by excellent communication and expertise of different services, access of 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 to promote 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. 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 pro-active disaster prevention and the reactive disaster response and mitigation phases of Disaster Management.
- 3.5. The intent of the Emergency Preparedness Plan is 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 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. GEOGRAPHICAL OVERVIEW PROFILE

7.1. The Municipality covers a land area of approximately 1 708 km², with a population density of 55 people per square kilometre (based on a population of 93 407, 2016 Community Survey, Stats SA) and covers 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.

8. DEMOGRAPHIC PROFILE

8.1. The municipality's estimated population for 2019/20 is **104 748 – 104 985** (own calculation based on the average annual growth rate from 2001 to 2011 census figures)

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

8.3. These growth rates are, however, faster than the Overberg District Municipality's average of 1.8%. Consequently, it is expected that the Overstrand will become the most densely populated municipality within the Overberg in due course.

8.4. The total number of households within the municipal area has increased from 34 782 in the 2018/2019 financial year to a total of 35 739 in the 2019/2020 financial year. This indicates an increase of 3.1% in the total number of households within the municipal area over the financial years.

HOUSEHOLDS	2014/15	2015/16	2016/17	2017/18	2018/19	2019/2020
Number of households in municipal area	32 251	32 294	33 240	33 692	34 782	35 739
Number of indigent households in municipal area	6 923	7 512	7 418	7 385	7 630	7860
Source : Overstrand financial system						

8.5. As per the table above, the total number of indigent households increased from 7 385 households in the 2018/19 financial year. This indicates an increase of 4% in the total

number of indigent households within the municipal area over the two financial years.

9. OVERSTRAND POPULATION PROFILE

9.1. The Municipality's population increased by 56 721 people over a period of 20 years from 1996 to 2016

9.2. According to the Department of Social Development's 2019 projections, the Overstrand municipal area currently has an estimated population of **104 985 individuals**, rendering it the second most populated local municipal area in the Western Cape. It is expected to increase to **117 290 by 2023**, equating to average annual growth rate of 2.8%. **This is the highest population growth in the entire Western Cape across the period 2019 – 2023.**

Overstrand Municipality Population trends and projections 1996 – 2020							
1996	2001	2011	2016	2017	2018	2019	2020
36 686	55 012	80 432	93 407	96 116	98 903	101 771	104 723

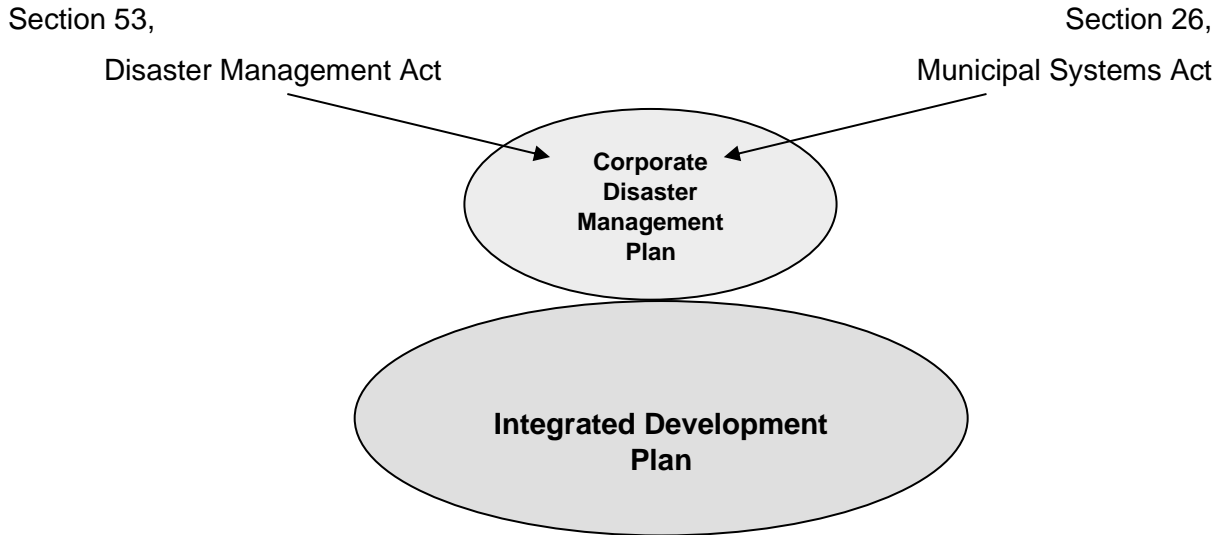
9.3. As per table above, Overstrand's population has increased steadily from **80 432** in 2011 to **93 407** in 2016. Between 2011 and 2016 the population growth in Overstrand was 16.1% (Source: Stats SA Census, Community Survey & municipality own projections). From 2016 onwards projections are based on a 2.90% average annual growth rate.

9.4. The projected figures from 2017 onwards show an annual increase in population growth.

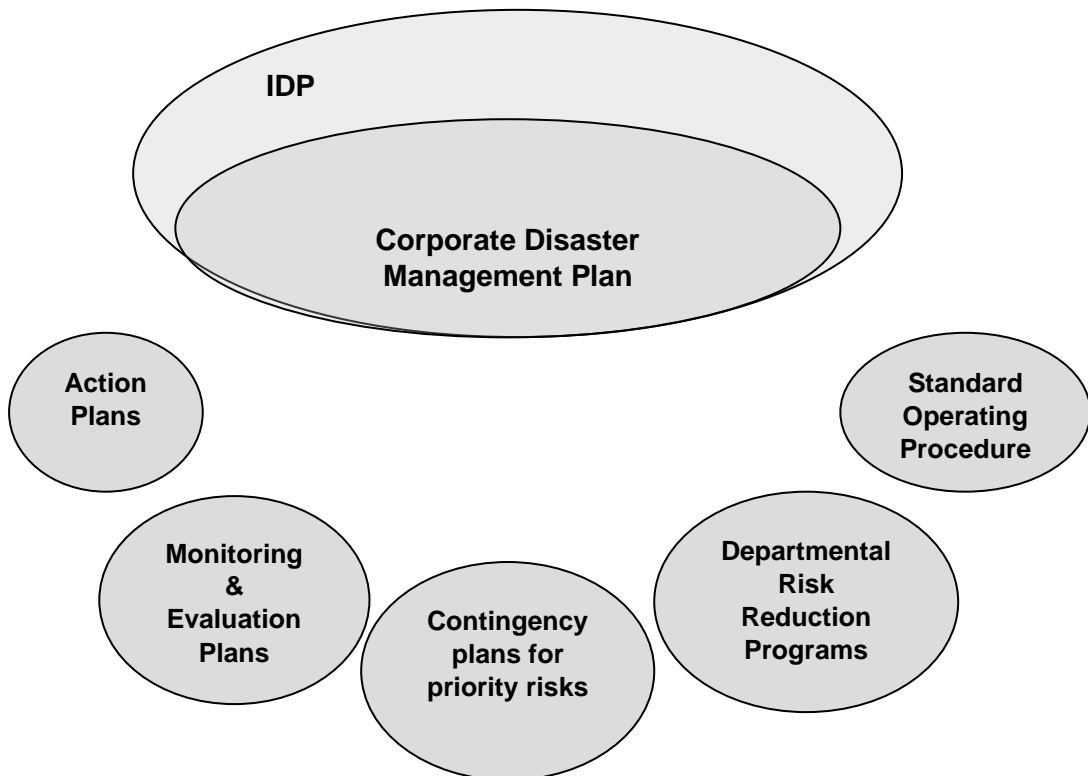
9.5. Overstrand is the fastest growing municipality in the Overberg District.

10. INTEGRATED DEVELOPMENT PLANNING

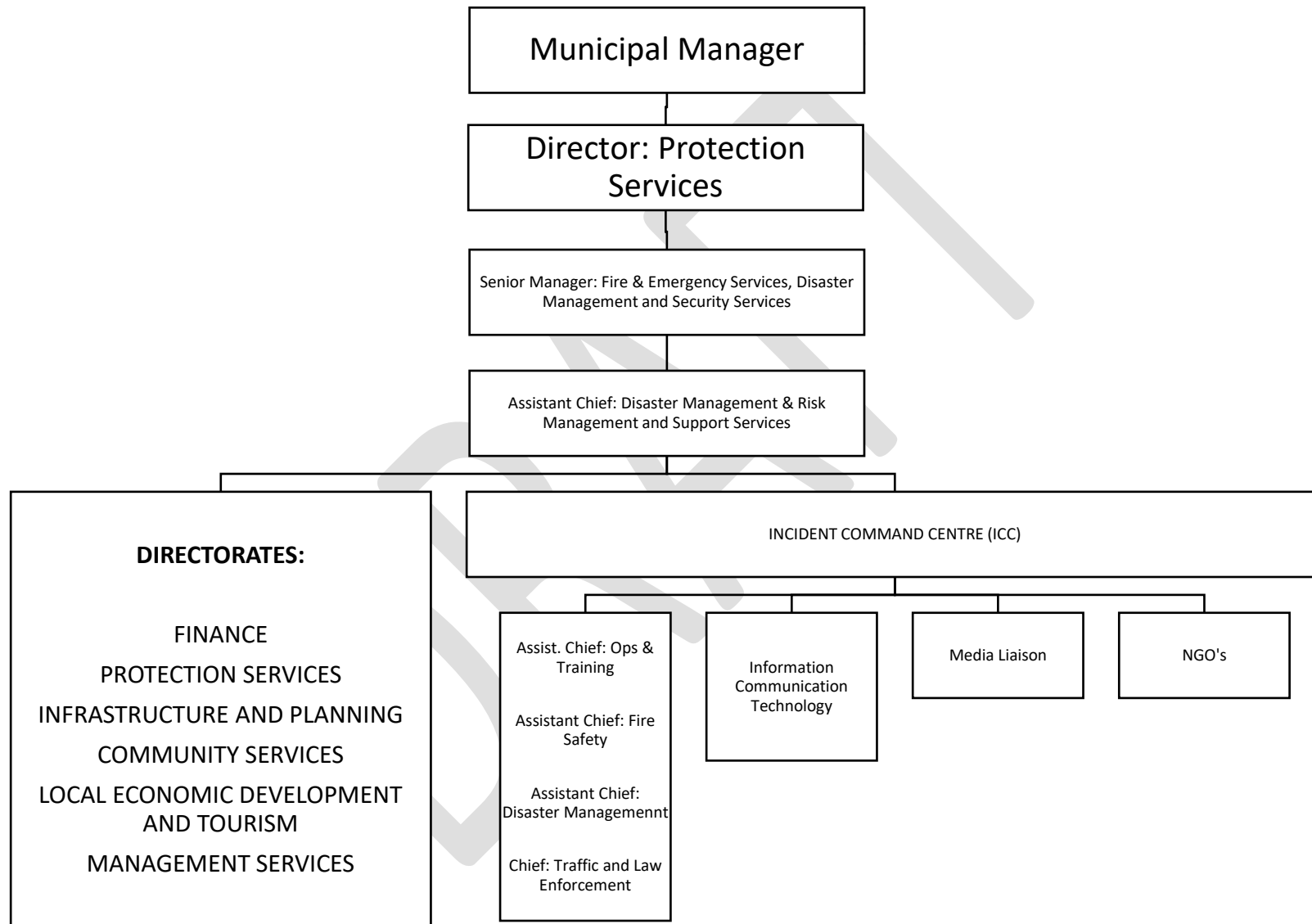
- 10.1. An active public participation process was followed during the finalization of the Disaster Management Plan
- 10.2. The two diagrams below illustrate how the Corporate Disaster Plan and the IDP interact



Interaction of the IDP and the Corporate Disaster Management Plan



11. MANAGEMENT STRUCTURE IN EVENT OF DISASTER



DIRECTORTE DIRECTIVES

11.1. Municipal Manager

- 11.1.1. Gives effect to the Disaster Management Act, 2002 and the regulation there under for the establishment and Disaster Management Operations.
- 11.1.2. Integrated disaster risk management activities into the core mandate of the Overstrand Municipality to ensure that disaster risk reduction does take place.
- 11.1.3. Ensures the effective integration of disaster management within the Overstrand IDP
- 11.1.4. Encourages research in disaster risk management and publication of any internal research findings

11.1.5. Duties

- 11.1.5.1. Responds to Disaster Incidents
- 11.1.5.2. Reports to Incident Command

11.1.6. Procedures

- 11.1.6.1. Receives emergency notifications by Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services through the Incident Command Centre (ICC)
- 11.1.6.2. Instructs the disaster officials to respond to incidents
- 11.1.6.3. Places departmental heads on standby

11.2. Director: Protection Services

- 11.2.1. Identifies specific hazards and vulnerability relating to the core function of the directorate and/or prioritise disaster risks for the directorate.
- 11.2.2. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.
- 11.2.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.2.4. Compiles both a contingency and business continuity plan for department/s. Ultimately, they are additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- 11.2.5. Ensures that early warnings are linked to contingency plans.
- 11.2.6. Identifies specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.
- 11.2.7. Motivates allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects.

11.2.8. Duties

- 11.2.8.1. Responds to disaster incidents
- 11.2.8.2. Reports to Incident Commander

11.2.9. Procedures

- 11.2.9.1. Receives emergency reports by Senior Manager Fire & Rescue, Disaster Management or Security Services or Incident Command Centre
- 11.2.9.2. Instructs the disaster officials to respond to incidents
- 11.2.9.3. Activates emergency control room/Centre and staff
- 11.2.9.4. Places departmental heads on standby

11.3. Senior Manager: Fire & Rescue, Disaster Management and Security Services

- 11.3.1. Gives effect to the Disaster Management Act, 2002 and the regulation there under for the establishment and Disaster Management operations.
- 11.3.2. Conducts a (scientific) disaster risk assessment annually.
- 11.3.3. Identifies specific hazards and vulnerability relating to the core function of the municipality.
- 11.3.4. Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.3.5. Ensures the effective integration of the disaster management within the Overstrand IDP.
- 11.3.6. Identifies Municipal projects which will reduce risk in vulnerable communities.
- 11.3.7. Compiles a Disaster Management plan for the Overstrand Municipality.
- 11.3.8. Ensures that early warnings are linked to Disaster Management Plan.
- 11.3.9. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management.
- 11.3.10. Encourages research in disaster risk management and publication of any internal research findings
- 11.3.11. **Duties**
 - 11.3.11.1. Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations
 - 11.3.11.2. Acts as chairperson of coordination committee
 - 11.3.11.3. Takes control of an organization during a disaster or emergency
 - 11.3.11.4. Any other duties as may assigned
- 11.3.12. **Procedures**
 - 11.3.12.1. Receives emergency reports by radio/telephone or orally
 - 11.3.12.2. From time to time may receive emergency notifications from the Provincial Government or the Overberg District Municipality
 - 11.3.12.3. Activates the Incident Command Centre

- 11.3.12.4. Instructs the disaster officials and emergency services to respond to incidents
 - 11.3.12.5. Activate emergency control room/centre and staff
 - 11.3.12.6. Inform all relevant role-players and stakeholders of the incident
- 11.4. Administrator: Incident Command Centre, Emergency Control & Support Services**
- 11.4.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place
 - 11.4.2. Identifies directorate projects which will reduce risk in vulnerable communities
 - 11.4.3. Ensures that early warnings are linked to contingency plan
- 11.4.4. Duties**
- 11.4.4.1. Readiness of the ICC
 - 11.4.4.2. Respond to disaster incidents
 - 11.4.4.3. Reports to the Incident Commander
 - 11.4.4.4. Coordinate all activities within the ICC
 - 11.4.4.5. Any other duties as may assigned
- 11.4.5. Procedures**
- 11.4.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager Fire & Rescue, Disaster Management and Security Services
 - 11.4.5.2. Activates the ICC
 - 11.4.5.3. Instructs the disaster officials to respond to incidents
 - 11.4.5.4. Places department heads and other role players on alert
- 11.5. Assistant Chief: Disaster Management & Risk Management and Support Services**
- 11.5.1. Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations.
 - 11.5.2. Conducts a (scientific) disaster risk assessment annually.
 - 11.5.3. Identifies specific hazards and vulnerability relating to the core function of the municipality.
 - 11.5.4. Integrates disaster risk management activities into the core mandate of the Municipality to ensure disaster risk reduction takes place.
 - 11.5.5. Ensures the effective integration of the disaster management within the Overstrand Municipality's IDP.
 - 11.5.6. Identifies municipal projects which will reduce risk in vulnerable communities.
 - 11.5.7. Compiles a Disaster Management Plan for the Overstrand Municipality.
 - 11.5.8. Ensures that early warnings are linked to Disaster Management Plan.
 - 11.5.9. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management

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

11.5.11. Duties

11.5.11.1. Perform the duties of the Senior Manager: Fire & Rescue, Disaster Management and Security Services in his absence

11.5.11.2. Any other duties that the Senior Manager: Fire & Rescue, Disaster Management and Security Services may request

11.5.12. Procedures

11.5.12.1. Receives emergency reports by radio/telephone or orally, Senior Manager Fire & Rescue, Disaster Management and Security Services or Incident Command Centre

11.5.12.2. Instructs the disaster officials to respond to incidents

11.5.12.3. Activates emergency control room/centre and staff

11.5.12.4. Place department heads on standby

11.6. Assistant Chief: Operations and Training

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

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

11.6.3. Ensure that early warnings are linked to contingency plan

11.6.4. Duties

11.6.4.1. Respond to disaster incidents

11.6.4.2. Reports to Incident Command

11.6.4.3. Any other duties as may be assigned

11.6.5. Procedures

11.6.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services

11.6.5.2. Instructs officials to respond to incidents

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

11.7. Assistant Chief: Fire Safety and Health & Safety

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

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

11.7.3. Ensure that early warnings are linked to contingency plan

11.7.4. Duties

11.7.4.1. Respond to disaster incidents

- 11.7.4.2. Reports to Incident Command
- 11.7.4.3. Any other duties as may be assigned

11.7.5. Procedures

- 11.7.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services
- 11.7.5.2. Instructs officials to respond to incidents
- 11.7.5.3. Inform all relevant role-players and stakeholders of the incident

11.8. Assistant Chief: Safety and Security & CCTV

- 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 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, Senior Manager: Fire & Rescue, Disaster Management and Security Services
- 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. Director: Community Services

- 11.9.1. Identifies specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risk for the directorate
- 11.9.2. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place
- 11.9.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.9.4. Compiles a contingency and business continuity plan for the department/s. Such plans are ultimately additions to the basic plan as development by the Disaster management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002
- 11.9.5. Ensures that early warnings are linked to the contingency plan
- 11.9.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management
- 11.9.7. Motivate the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects

11.9.8. Duties

- 11.9.8.1. Responds to disaster incidents
- 11.9.8.2. Reports to Incident Command

11.9.9. Procedures

- 11.9.9.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.9.9.2. Instructs the disaster officials to respond to incidents
- 11.9.9.3. Places department heads on standby

11.10. Director: Management Services

- 11.10.1. Identifies specific vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate
- 11.10.2. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place
- 11.10.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.10.4. Compiles a contingency and business continuity plan for the department/s. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002
- 11.10.5. Ensures that early warnings are linked to contingency plan
- 11.10.6. Motivate the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects

11.10.7. Duties

- 11.10.7.1. Respond to disaster incidents
- 11.10.7.2. Reports to Incident Command

11.10.8. Procedures

- 11.10.8.1. Receives emergency reports by radio/telephone or orally Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.10.8.2. Instructs the disaster officials to respond to incidents
- 11.10.8.3. Places department heads on standby

11.11. Director: Finance

- 11.11.1. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place.
- 11.11.2. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.11.3. Compile a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002

- 11.11.4. **Duties**
 - 11.11.4.1. Responds to disaster incidents
 - 11.11.4.2. Reports to Incident Command
 - 11.11.4.3. Facilitates efforts to make funds available for disaster management in the municipal area
 - 11.11.4.4. Facilitates emergency procurement through Supply Chain Management
 - 11.11.4.5. Receives documents and information for potential municipal insurance claims

- 11.11.5. **Procedures**
 - 11.11.5.1. Receives emergency reports by radio/telephone or orally Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.11.5.2. Instructs the disaster officials to respond to incidents
 - 11.11.5.3. Places department heads on standby

11.12. Director: Infrastructure and Development

- 11.12.1. Identifies specific hazards and vulnerability 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 directorate 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. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisations 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.
- 11.12.6. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management
- 11.12.7. Motivates the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects within the Directorate: Infrastructure and Planning

- 11.12.8. **Duties**
 - 11.12.8.1. Responds to disaster incidents
 - 11.12.8.2. Reports to Incident Command

- 11.12.9. **Procedures**
 - 11.12.9.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.12.9.2. Instructs the disaster officials to respond to incidents
 - 11.12.9.3. Places department heads on standby

11.13. Director: Local Economic Development & Tourism

- 11.13.1. Identifies specific socio-economic vulnerability or risks relating to the core function of the directorate
- 11.13.2. Integrates disaster risk management activities (Social and Economic) into the directorate in order to ensure disaster risk reduction takes place.
- 11.13.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.13.4. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management
- 11.13.5. Motivates the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects.

- 11.13.6. **Duties**
 - 11.13.6.1. Responds to disaster incidents
 - 11.13.6.2. Reports to Incident Command

- 11.13.7. **Procedures**
 - 11.13.7.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.13.7.2. Instructs the disaster officials to respond to incidents
 - 11.13.7.3. Places department heads on standby

11.14. Senior Manager: Traffic and Law Enforcement

- 11.14.1. Identifies specific hazards and vulnerability relating to the core function of the department and/or priority disaster risk for the department.
- 11.14.2. Integrates disaster risk management activities into the core mandate of the department in order to ensure disaster risk reduction takes place
- 11.14.3. Identifies department projects which will reduce risk in vulnerable communities
- 11.14.4. Compiles a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- 11.14.5. Ensures that early warnings are linked to contingency plan.
- 11.14.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

- 11.14.7. **Duties**
 - 11.14.7.1. Responds to disaster incidents
 - 11.14.7.2. Reports to Incident Command
 - 11.14.7.3. Arranges volunteers to be trained primary traffic control tasks to fulfil at point service
 - 11.14.7.4. Ensures that vehicles involved in managing the disaster is unrestricted to move to and from the disaster area.

- 11.14.8. **Procedures**
 - 11.14.8.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.14.8.2. Instructs the disaster officials to respond to incidents.

11.15. South African Police Services (SAPS)

- 11.15.1. Coordinates integrated disaster management activities with Overstrand Municipality to ensure disaster risk reduction takes place
- 11.15.2. 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.

- 11.15.3. Ensures that early warnings are linked to contingency plan.
- 11.15.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

11.15.5. **Duties**

- 11.15.5.1. Responds to disaster incidents
- 11.15.5.2. Reports to Incident Command

11.15.6. **Procedures**

- 11.15.6.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.15.6.2. Instructs the disaster officials to respond to incidents

11.16. Western Cape Emergency Medical Services (WCEMS)

- 11.16.1. Coordinates integrated disaster risk management activities with Overstrand Municipality to ensure disaster risk reduction takes place.
- 11.16.2. 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 the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the act.
- 11.16.3. Ensures that early warnings are linked to contingency plan
- 11.16.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

11.16.5. **Duties**

- 11.16.5.1. Respond to disaster incidents
- 11.16.5.2. Reports to Incident Command
- 11.16.5.3. Establishing staging area
- 11.16.5.4. Informs closed hospitals of additional patients
- 11.16.5.5. Treats patients
- 11.16.5.6. Keeps record of all patients treated
- 11.16.5.7. Requests additions resources

11.16.6. **Procedures**

- 11.16.6.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.16.6.2. Instructs the METRO officials to respond to incidents

11.17. Media Liaison

11.18. Coordinated integrate and disaster risk management activities with Overstrand Municipality to ensure disaster risk reduction takes place

11.19. Ensure that early warnings are linked to contingency plan

11.20. Identify specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management

11.20.1. Duties

11.20.1.1. Respond to disaster incidents

11.20.1.2. Reports to Incident Command

11.20.1.3. Municipal spokesperson

11.20.1.4. Interviews and statements

11.20.1.5. Development of a plan on how to keep public (internal and external) up to date on current situation

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

11.20.1.7. Verifying all facts with the Incident Information Officer

11.20.1.8. Consults Incident Information Officer on any fatalities or injuries

11.20.2. Procedures

11.20.2.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC

11.21. Non – Government Organizations

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

11.21.2. 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.

11.21.3. Ensure that early warnings are linked to contingency plan

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

11.21.5. Duties

11.21.5.1. Respond to disaster incidents

11.21.5.2. Reports to Incident Command

11.21.5.3. Any other duties as may be assigned

11.21.6. **Procedures**

- 11.21.6.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC

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. DEFINITIONS, TERMINOLOGY AND ABBREVIATIONS

13.1. **Abbreviations**

13.1.1.	CAPEX	Capital Expenditure
13.1.2.	ICC	Incident Command Centre
13.1.3.	IDP	Integrated Development Plan
13.1.4.	JOC	Joint Operations Centre
13.1.5.	NGO	Non-government Organization
13.1.6.	OPEX	Operational Expenditure
13.1.7.	SAPS	South African Police Services
13.1.8.	WCEMS	Western Cape Emergency Medical Services
13.1.9.	ICS	Incident Command System
13.1.10.	IC	Incident Commander
13.1.11.	UC	Unity of Command

13.2. Definitions

- 13.2.1. **Disaster:** 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.
- 13.2.2. **Disaster risk management:** The systematic process of using administrative decisions, organization, operational skill 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.
- 13.2.3. **Hazard:** A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterised by its location, intensity, frequency, and probability.
- 13.2.4. **Incident Command System (ICS):** The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A key principle of the Incident Command System (ICS) is its flexibility. The Incident Command System (ICS) organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.
- 13.2.5. **Incident Command Post (ICP)/ Incident Command Centre:** The Incident Command Post is the primary location for on-scene incident command and management. Staffing at the ICP typically includes the Incident Commander, Command Staff and General Staff, while, some roles may be assigned at other posts if necessary, to make best use of available staff resources. Typically, the ICP is located at or near the incident site and is the centre for management of on-scene and tactical operations. Planning and communications could also be coordinated from this location. Although a less desirable option, incident

command can also be located off-site if there are not enough personnel at the site level to fill all necessary roles.

13.2.6. **Incident Commander:** The incident commander has overall responsibility at the incident or event irrespective of its size or nature. The incident commander determines objectives and establishes priorities based on the nature of the incident, available resources, and organisation policy. The role of the incident commander is usually filled by the first responder to arrive at the scene, who is relieved of this duty when a more senior responder or a designated incident commander arrives. Incident Command is a strategy of what actions is required where at an emergency incident.

13.2.7. **Unified Command (UC):** is an **important** element in multi-jurisdictional or multi-agency domestic incident management. The Unified Command is a structure that brings together the Incident Commanders of the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

13.2.8. **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

13.2.9. **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

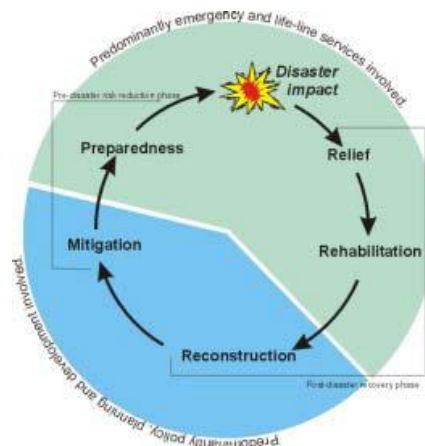


Figure 1: Disaster Management Continuum

14. AMENDMENTS/UPDATES

- 14.1. 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.
- 14.2. Proposals for amendment or additions to the text of this Plan should be forwarded to: -

The Head: Fire and Disaster Management
 CFO L. Smith
 Telephone: (028) 313 5041
 Fax: (028) 313 1493
 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) 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
2021	