



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.*
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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

Chief: Fire, Rescue & Disaster Management
Principle Clerk
Assistant Chief: Disaster Management
Divisional Commander
Disaster Risk Management Officer
Principal Administrator: ICC, EC & SS
Disaster Risk Management Officer
Assistant Chief: Operations
Assistant Chief: Fire Safety
Assistant Chief: Safety and Security & CCTV

Name

Lester Smith
Kim Heneke
Vacant
Brian Lobb
S. Mackay
Meagan Carelse
Sarolyn Coert
Angelo Aplon
Enrico Solomons
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

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