

Munisipaliteit • U-Masipala • Municipality

*OVERSTRAND*



# **DISASTER MANAGEMENT PLAN**

2025/2026

DRAFT

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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 km<sup>2</sup> 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
<b>GRAND TOTAL</b>		<b>80 432</b>	<b>132 495</b>	<b>139 474</b>

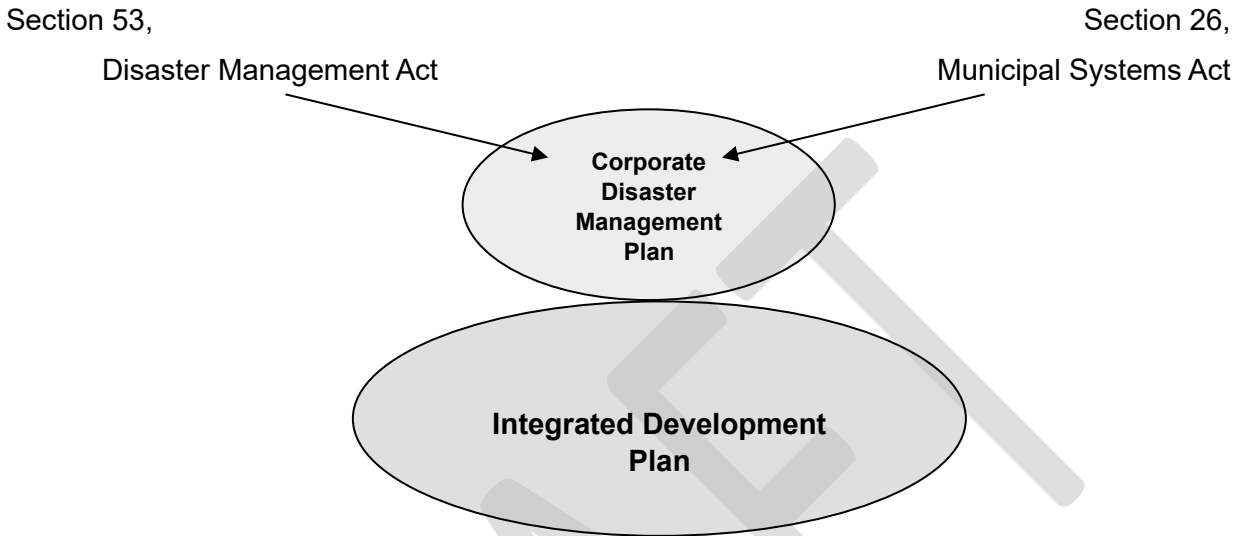
10.3. The projected figures from 2022 onwards show an annual increase in population growth.



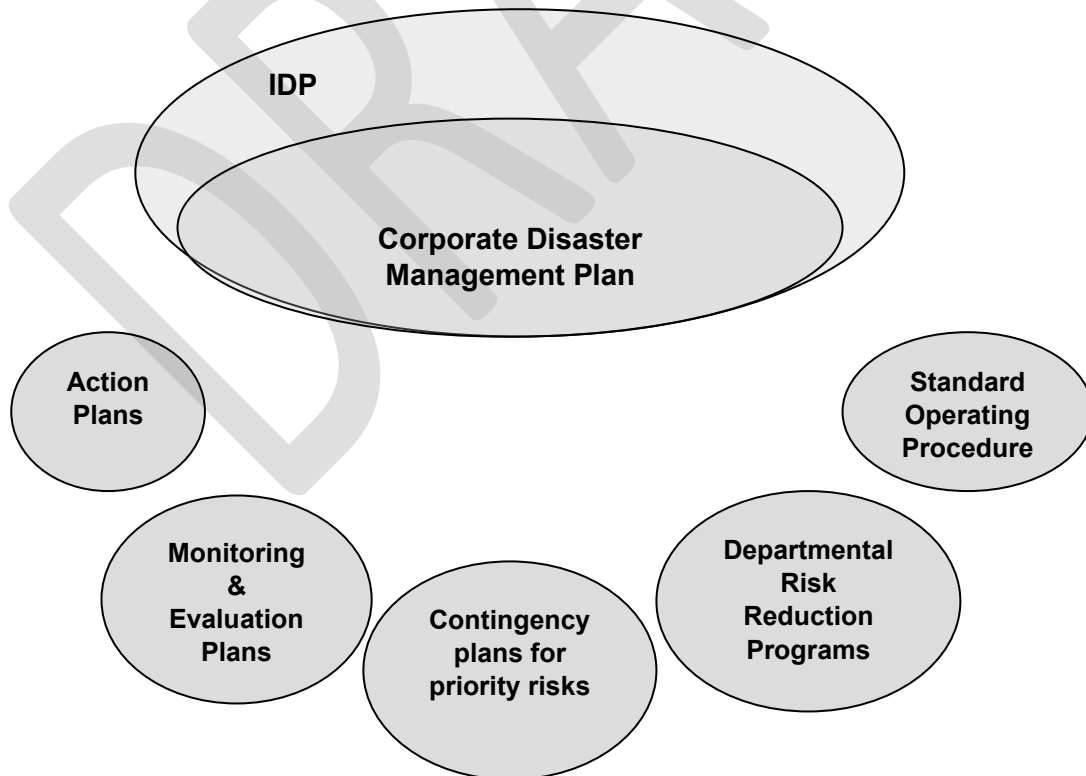
10.4. Overstrand is the fastest growing municipality in the Overberg District.

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