

GARDEN ROUTE DISTRICT MUNICIPALITY CORPORATE DISASTER MANAGEMENT PLAN



Summary of roles and responsibilities

Revision 3: February 2022



Contents

1. Definitions and Relevant Terms	4
2. Background.....	7
3. Purpose	8
4. Introduction	9
5. Aim.....	9
6. The Garden Route District Municipality Approach to Disaster Management..	10
6.1 Garden Route District Municipality Disaster Management Policy Framework	10
6.2 Risk Profile.....	10
6.3 Management Structure	11
6.4 The Garden Route District Municipality Disaster Management Governing Committee (DRDMGC)	13
6.5 Risk Mitigation Project Teams	13
7. Joint Operational Centre / Emergency Control Centre	14
7.1 Operational.....	14
7.2 Lines of Communication and Inter-Governmental Relations	15
8. Garden Route District Municipality Disaster Management Centre (MDMC) ...	15
9. Disaster Management Centre Objectives	16
9.1 Pre –Disaster Risk Data Collection and Verification	16
9.2 Pre –Disaster Response.....	16
9.3 Response During Emergencies or Disasters	16
9.4 Factors Regarding Administrative Execution	17
10. Individual Responsibilities	17
10.1 Executive Mayor	17
10.2 Municipal Manager.....	18
10.3 Legal Services.....	18
10.4 Strategic Manager	18
10.5 Communications and Graphic Design	19
10.6 Manager in the Office of the Executive Mayor.....	19
10.7 Executive Manager: Community Services	19
10.8 Manager Disaster Management	20
10.9 Manager Disaster Risk Reduction And Climate Change Adaptation.....	20
10.10 Fire Chief Officer (Fire Chief)	21
10.11 Manager Environmental Health and Environmental Services	21
10.12 Manager District Air Quality	21
10.13 Manager District Solid Waste Management.....	22
10.14 Executive Manager Planning and Economic Development	22
10.15 Manager Ded and Tourism Services	22
10.16 Manager EPWP, Rural Development and Job Creation	22
10.17 Manager Bulk Infrastructure	22
10.18 Manager Property Development, Planning & Resorts.....	22
10.19 District IDP Manager.....	23
10.20 Executive Manager: Corporate Services	23
10.21 Occupational Health and Safety Practitioner.....	23
10.22 Manager Records Archives and Auxiliary Services	23
10.23 Manager Human Resources	Error! Bookmark not defined.
10.24 Manager ICT.....	24

2022 Garden Route District Municipality Corporate Disaster Management Plan

10.25 Manager Committee Services.....	24
10.26 Manager Fleet Services	25
10.27 Manager: Technical Services.....	25
10.28 Manager: Finance (CFO)	25
10.29 Manager Supply Chain (Emergency Finance And Procurement)	26
10.30 Managers/Supervisors of Sections	26
11. Disaster Occuring Or Threatening – Decision Guidelines Impact Matrix.....	26
12. Municipal Emergency	27
13. Plan Maintenance, Revision, Testing and Internal Procedures	27
14. Testing of Plan	28
15. Internal Procedures	28
16. Authority Levels	28
17. Mutual Aid Agreements.....	28
18. Communication.....	29
19. The Disaster Management Protocol Includes:.....	29
20. Implementation	29
21. Evaluation and Risk Analysis	30
22. Reporting	30
23. Establishment of The Joc/Ecc	30
24. Communication.....	31
25. Public Relations (Media Co-Ordinator)	31
26. Control and Cordoning off at the Scene	31
27. Documentation	31
28. Emergency Medical Post.....	31
29. Recovery and Rehabilitation	31
30. Resource Management	32
31. Disaster Management Continuum.....	32
31.1 Pre-Disaster Risk Reduction Phase	33
31.1.1 Prevention	33
31.1.2 Mitigation.....	33
31.1.3 Preparedness.	34
31.2 Post Disaster Recovery Phase	34
31.2.1 Response	34
31.2.2 Recovery (Rehabilitation And Reconstruction).....	35
32. Development	35
33. Proposed Layout of Disaster Management Plan for All Directorates	35
33.1 Critical Performance Areas	36
33.2 Critical Performance Factors E.G.	36
33.3 Directorate Addresses/Telephone List (Emergency Activation)	36
33.4 Resources of the Directorate	36
33.5 Identified Risk on the Normal Functioning of the Municipal Council Areas of Jurisdiction Must Be Taken Into Account	37
33.6 The Analysis of Each Risk is to Comply with the Following Mininum Requirements:.....	37



1. Definitions and Relevant Terms/Acronyms

DISASTER MANAGEMENT ACT (DMA)	Disaster Management Act 57 of 2002, as Amendment in terms of Act 16 of 2015.
ADAPTATION	In relation to human systems, the process of adjustment to actual or expected climate and its effects, to moderate harm or exploit beneficial opportunities, and in relation to natural systems, the process of adjustment to actual climate and its effects.
COMMUNITY LIAISON OFFICER	A service established by the Strategic Manager in the office of the Municipal Manger to respond to and redirect inquiries and reports from the public.
CONTIGENCY PLANNING	The forward planning process, for an event which may or may not occur, in which scenarios and objectives are agreeing, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to an emergency.
CLIMATE CHANGE	Means a change in the state of the climate that can be identified by changes in the variability of its properties and that persists for an extended period, typically decades or longer.
DISASTER	A progressive or sudden widespread or localised, natural, or human-caused occurrence which, causes or threaten to cause death, injury or disease, damage to property, infrastructure or the environment or significant disruption of the life of a community and is of the magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only its own resources.
DISASTER (EMERGENCY) AREA	The area in which the emergency (disaster) exists.
DISASER MANAGEMENT	A collective term encompassing all aspects of planning for and responding to disaster, including both pre and post disasters activities namely, prevention, mitigation, preparedness, response, recovery, and rehabilitation. It may refer to the management of both the risks and consequences of disasters.
DISASTER RISK REDUCTION	Either a policy goal or objective, and the strategic and instrumental measures employed for anticipating future disaster risk. Reducing existing exposure, hazard, or vulnerability; and improving resilience.
DROUGHT	A condition which occurs over a period when rainfall is so low (or unreliable) that natural vegetation and/or farming activities are severely damaged or destroyed.
EARLY WARNINGS	The identification, interpretation and recognition of events what would draw attention to a potential emergency.

EMERGENCY	A sudden and usual unforeseen event that calls for immediate measures to minimize its adverse consequences.
EMERGENCY PREPAREDNESS	A state of readiness which enables organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilise, organise and provide relief measures to deal with an impending or current disaster or the effects of a disaster; and the knowledge and capacities developed by governments, professional response and recovery organisations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current hazard events or conditions.
EPIDEMIC	An outbreak of a contagious disease that spreads rapidly and widely amongst people and/or animals.
EXPENDITURE	Disbursements of funds by government.
FLOOD PLAIN	An area of land adjacent to a river that is inundated by floods occurring in the river.
FORWARD COMMAND POST (FCP) / VENUE OPERATIONS CENTRE (VOC)	Dealing with disaster on the scene to ensure that role players responding at the sites of the emergency are coordinating their response.
HAZARDS	Threats to life, wellbeing, material goods and/or the environment. They are caused by extreme natural processes or technological developments. When a hazard results in great suffering or collapse, it is usually termed a disaster.
HARZARDOUS SUBSTANCES	Substances that cause harm to humans, animals, and the environment.
HUMAN-MADE DISASTERS	Disaster or emergency situations which are caused direct or indirectly by identifiable human actions, deliberate or otherwise.
INCIDENT	A relative minor occurrence or event (that may lead to a public crisis)
INFRASTRUCTURE	Roads, dams, power stations and water waste treatment plants to name a few examples
LINE FUNCTION	Refers to the Departments that implement government policy.
MITIGATION	Action taken to reduce the effect of a disaster. The term normally implies that while it may be possible to prevent some disaster effects, other effect will persist and can be modified or reduced, if appropriate steps are taken. This could be human induced, through actions that reduce hazard, exposure and vulnerability, or a human intervention to reduce the sources or enhance the sinks of greenhouse gases.

MONITORING	A system of checking and observing to ensure that the correct procedures and practices are being followed.
NATURAL DISASTERS	Extreme climatologically, hydrological, or geological process that pose a threat to persons, property, the environment, and the economy.
PREPAREDNESS	Measures aimed at predicting the occurrences of disasters and/or preventing such occurrences and their harmful effects.
POST-DISASTER RECOVERY AND REHABILITATION	Efforts, including development, aimed at creating a situation where normality in conditions caused by a disaster is restored by the restoration, and improvement, where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors; the effects of a disaster are mitigated; or circumstances are created that will reduce the risk of a similar disaster occurring
RAPID ONSET DISASTERS	A rapid onset disaster is often caused by natural events such as earthquakes, floods, storms, fires, and volcanic eruptions. Although such events are more sudden, the impact can also be heightened by underlying problems associated with poverty.
RECOVERY	The rehabilitation and reconstruction activities necessary for a rapid return to normality.
REHABILITATION	Actions taken in the aftermath of a disaster to enable basic services to resume functioning, to assist affected persons in self-help efforts to repair dwellings and community facilities, and to facilitate the revival of economic activities.
RELIEF ACTIVITIES	Aimed at supporting victims of disaster through provisions of shelter, medicine, food, clothing, water etc.
RESPONSE	Activities that are arranged to deal with emergency situations and can be involved the evacuation of people, dealing with accidents, extinguishing fires, etc.
RISK REDUCTION	Measures taken to reduce long-term risk associated with human activity or natural events.
SLOW-ONSET DISASTERS	Slow-onset disasters or creeping emergencies, (so named because they take several months or years to reach a critical phase) results when the ability of the people to support themselves and sustain their livelihoods, slowly diminishes over time. Such disasters may also be aggravated by ecological, social, economic, or political conditions.
TRIAGE	The sorting, and allocation and prioritization of treatment/ transport to patients or victims according to a system of priorities designed to maximize the number of survivors.
VULNERABILITY	The degree to which an individual, family, community, or region is at risk of experiencing misfortune following

	extreme events.
--	-----------------

Acronym	Explanation
DMC	Disaster Management Centre
ECC	Emergency Control Centre
EMS	Provincial Medical Services
GIS	Geographical Information System
GRDM DMC	Garden Route District Municipality Disaster Management Centre
GRDM	Garden Route District Municipality
GRDMGC	Garden Route District Municipality Governing Committee
ICT	Information, Communication and System
IDP	Integrated Development Plan
JOC	Joint Operation Centre

2. BACKGROUND

This plan has been developed to provide key officials, role players and departments in the Garden Route District Municipality an idea of general guidelines for the expected initial response to an emergency and an overview of their responsibilities during an emergency or disaster.

For this plan to be effective it is important that all concerned parties be made aware of its responsibilities, and that every official, role player and department as well as its personnel be prepared to carry out their assigned functions and responsibilities before, during and after an emergency. The following paragraphs provide an overview of the background and some of the highlights of this plan.

This plan serves to confirm the arrangements in the Garden Route District Municipality, and Disaster Management approach to effectively prevent disasters from occurring and to lessen the impact of those hazards that cannot be avoided.

Disaster Management is a continuous and integrated multi-sectoral and multi-disciplinary process of planning and implementation of measures aimed at disaster prevention, mitigation, preparedness, response, recovery, and rehabilitation.

The preventative elements of this plan must be implemented and maintained on a continuous basis. The emergency or reactive elements of this plan will be implemented in the Garden Route District Municipality whenever an incident or disaster occurs or is threatening to occur in its area of jurisdiction.

The responsibility for the coordination of the overall implementation of the plan is that of the Head of the Disaster Management Centre.



2022 Garden Route District Municipality Corporate Disaster Management Plan

The Disaster Management Act requires the Municipality to take the following actions:

- Prepare a disaster management plan for its area according to circumstances prevailing in the area.
- Co-ordinate and align the implementation of its plan with those of the other organs of state and institutional role players, and.
- Regularly review and update its plan.

The Municipality must submit a copy of its disaster management plan, and of any amendment to the plan, to the Provincial Disaster Management Centre.

The plan must:

- Form an integral part of the Local Municipality IDP.
- Anticipate the likely types of disaster that may occur in the Municipal area and their possible effects.
- Identify the communities at risk.
- Provide for appropriate prevention and mitigation strategies.
- Identify and address weaknesses in capacity to deal with possible disasters.
- Facilitate maximum emergency preparedness/ prevention / mitigation.
- Establish the emergency management policy framework and organization that will be utilized to mitigate any significant emergency or disaster affecting the Garden Route District Municipality.
- Establish the operational concepts & procedures associated with day-to-day operational response to emergency by Garden Route District departments.
- Contain contingency plan and emergency procedures in the event of a disaster, providing for:
 - The allocation and coordination of responsibilities allocated to the various role players.
 - Prompt disaster response and relief.
 - Disaster recovery and rehabilitation focused on risk elimination or mitigation.
 - The procurement of essential goods and services.
 - The establishment of strategic communication links.
 - The dissemination of information.
 - The managing and recruitment of volunteers.
 - The managing of financial donations.

3. PURPOSE



This plan is designed to establish the framework for implementation of the provisions of the Disaster Management Act as well as the related provisions of the Municipal Systems Act, 2000 (Act 32 of 2000).

The purpose of this plan is to outline the policy and procedures for both proactive disaster prevention, and reactive disaster response and mitigation phases of Disaster Management.

It is intended to facilitate multi sectoral coordination in both pro-active and reactive programs

4. INTRODUCTION

Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society. By their nature, or magnitude these require a coordinated response from several role players, both governmental and private, under the direction of the appropriate elected officials which are distinct from routine operations carried out by role players as normal day to day procedures, e.g., firefighting, police activities, normal hospital and ambulance routines.

Most peace time natural and manmade disasters/ emergencies occur in the geographical area of responsibility of the Garden Route District Municipality. Those most likely to occur are windstorms, floods, drought, epidemics- both man and animal, transportation accidents, rail crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable veld fires, the breakdown of essential services/ supplies, or any combination thereof.

5. AIM

The aim of the Garden Route District Emergency Plan is to outline a plan of action for departments, and the co-ordination of the Municipal services, role players and personnel to provide the earliest possible response to: -

- Protect and preserve life and property.
- Exploit print as well as electronic media in educating the public about ways of preventing disaster through disaster preparedness/mitigation measures.
- Minimize the effects of the emergency or disaster on the Garden Route District.
- Assist the George-, Knysna-, Bitou-, Mossel Bay-, Hessequa-, Oudtshoorn- and Kannaland Local Municipalities and / or other Municipalities or District municipalities as requested.
- Restore essential services.



6. THE GARDEN ROUTE DISTRICT MUNICIPALITY APPROACH TO DISASTER MANAGEMENT

6.1 GARDEN ROUTE DISTRICT MUNICIPALITY DISASTER MANAGEMENT POLICY FRAMEWORK

The Garden Route District Municipality Disaster Management coordinating committee must establish and implement a policy framework for disaster management in the municipality aimed at ensuring an integrated and common approach to disaster management in its area.

The Garden Route District Municipality Disaster Management Policy Framework will be:

- a) Consistent with the provisions of the Disaster Management Act,
- b) Within the National Disaster Management Framework, and
- c) Consistent with the Disaster Management Policy Framework of the Western Cape Province.

The Disaster Management Centre for the Garden Route Municipality (DMC) will be the custodian of the corporate plan for the Garden Route District Municipality. Individual departments will be responsible for the compilation and maintenance of their own departmental disaster management plans. Departmental plans will be considered as integral parts of the corporate disaster management plan.

The process involved in Disaster Management can best be explained through the Disaster Management Continuum.

6.2 RISK PROFILE

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

In a generic sense, the following hazards on the economic, cultural, welfare, sustained development and sustained livelihoods plans were found to pose the greatest risks in the district:

- Fire Risk (veld and shack fire)
- Natural phenomena (strong winds, floods, drought etc.)



- Technological (spillages, etc.)
- Transport (accidents)
- Service utility (electrical blackouts, water termination, etc.)
- Environmental threats (air pollution, freshwater pollution, etc.)
- Health (wild spread infectious disease to community and domestic / wild animals)

Communities in informal settlements are the most vulnerable to many of these risks, but proximity to certain installations or hazards also expose other communities to risks. In terms of capacity to address and therefore reduce risks, there currently is a strong emphasis on preparedness and response planning. This means that capacity and planning in terms of mitigation and preventing should be strengthened.

The following have been identified as critical Disaster Management issues and should receive priority attention in the IDP.

- To constantly and orderly identify risks and potential emergency or disaster situations relating to the Garden Route District and to evaluate the possible consequences.
- To develop and implement coordinated response and recovery plans to restore normality as rapidly and cost effectively as possible.
- To utilize and maintain existing and to further develop infrastructure that will effectively satisfy disaster management needs.
- To develop and implement a training process that involves the acquisition of skills, understanding of concepts, rules, and attitudes to increase preparedness to deal effectively with an emergency or potential disaster situation.
- To establish a culture of and creating an understanding of the need for regular evaluation and audit of the disaster management plan.
- To develop and implement a training process that involves the acquisition of skills, understanding of concept, rules, and attitudes to increase preparedness to deal effectively with an emergency or potential disaster situation.
- To develop and implement a risk mitigation plan to effectively deal with potential losses.

6.3 MANAGEMENT STRUCTURE

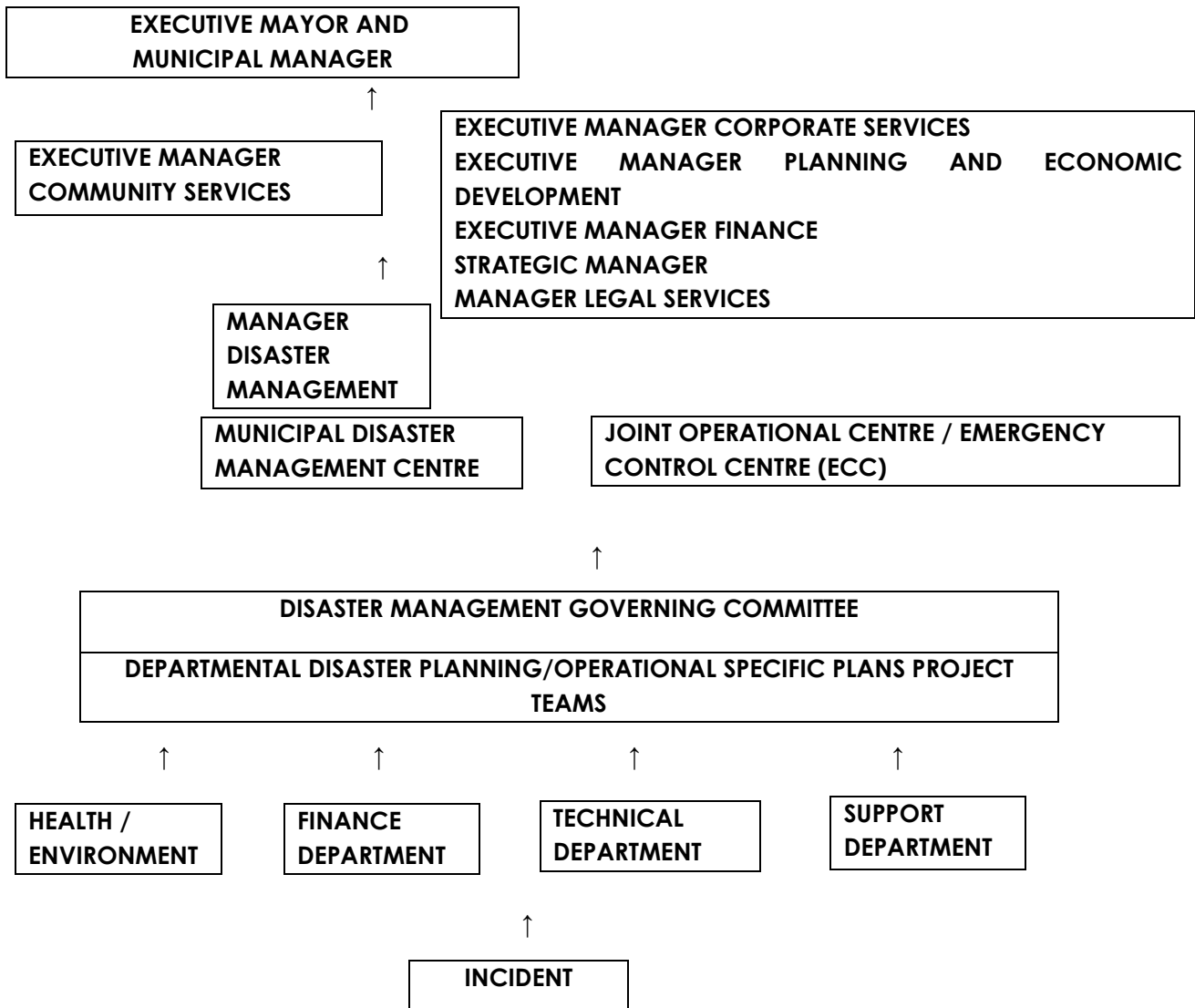
In terms of a management structure for disaster management, the principle of functioning within the established structure of the Garden Route District Municipality as far as possible will be adhered to.

2022 Garden Route District Municipality Corporate Disaster Management Plan

The slogan “Disaster Management is everybody's business” will be the core principle in each of the Departments of the Garden Route District Municipality.

The management structure will plan to maintain existing services and to adapt to deal with the changed circumstances during major incidents or disasters. The planning: prevention and response management structure for the Garden Route District Municipality is as follows:

DISASTER MANAGEMENT STRUCTURE



The primary objectives of the above structure must be to:

- Achieve disaster prevention and risk elimination in the day-to-day activities of the Garden Route District Municipality.
- Ensure effective risk reduction through disaster preparedness and risk mitigation.
- Due to the nature of activities during the response phase, the disaster response procedure forms a separate part of the Corporate Disaster Management Plan.

6.4 THE GARDEN ROUTE DISTRICT MUNICIPALITY DISASTER MANAGEMENT GOVERNING COMMITTEE (GRDMGC)

It is the responsibility of the Disaster Management Governing Committee to ensure the compilation and maintenance of a corporate disaster management policy by the Disaster Management Centre, as well as the relevant supportive hazard specific plans.

The committee will consist of the following:

Executive Mayor / Portfolio Committee Councillor - as a chairperson
Municipal Manager
Head of MDMC
Departmental Heads of the Garden Route District Municipality

The Disaster Management Governing Committee shall be responsible to make recommendations for changes that are considered appropriate and the verification of the required support documents, resources, training, and facilities to ensure that the plan is maintained.

The Garden Route District Municipality Disaster Management Governing Committee (GRDMGC) will also have the responsibility of assigning project teams to address specific risks and develop risk-specific plans.

The GRDMGC will be activated through the Disaster Response Procedure.

6.5 RISK MITIGATION PROJECT TEAMS

Project teams 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. Such a team will determine the terms of reference and deliverables in consultation with the GRDMGC, and will be responsible to plan, manage and complete multi-disciplinary projects.

The GRDMGC will ensure that project teams are convened and maintained to address risk-specific disaster management plans.

Emergencies, flooding, oil spills and other transport disasters, hazardous materials incidents, and technological incidents. Policies, plans and procedures that address efficient incident management and inter disciplinary co-operation during incidents are included in this category plans of plans. The input of specialist advisers in the various fields must be obtained on an ongoing basis.

In the recovery and rehabilitation phase, these project teams will take over responsibility once the ECC is demobilized and/or in cases where recovery takes place over extended periods.

A project team under a line function can be convened to take responsibility for activities that address the casual factor a disaster/incident. Such teams will receive a brief from and report back to the Disaster Manager, and work in close cooperation with the DMC.

The ECC/JOC under the direction of the GRDMGC must, when activated and during any response and relief operations perform following functions.

7. JOINT OPERATONAL CENTRE / EMERGENCY CONTROL CENTRE

The Joint Operational Centre/Emergency Control Centre will consist of the following:

- The Executive Mayor / Chairperson of the Community Services Portfolio committee
- Municipal Manager
- Strategic Manager
- Executive Manager: Community Services
- Executive Manager: Planning & Economic Development
- Executive Manager: Corporate services
- Executive Manager: Technical services
- Executive Manager: Financial Services
- Manager: Disaster Management
- Disaster Management Officers and
- Managers/Supervisors of departments related to specific incident

Other expertise may be co-opted considering the specific hazard and or risk probabilities. (Refer to the responsibilities of departments: Operational Procedures).

The JOC/ECC team will be responsible to assess, evaluate and co-ordinate all actions in all the phases of the incident. Each line function will be responsible for the implementation of its own departmental disaster plan, but the JOC/ECC team will ensure co-ordination and support between departments and external bodies.

7.1 OPERATIONAL

Oversee operational approach and ensure it is line with the corporate strategy. The ECC/JOC will be convened and chaired by the Municipal Manager or the Head of the Centre at the Garden Route Disaster Centre, York Street 54, George.

For any direct hazard or risk the ECC/JOC will be activated through the Disaster Response Procedure.

7.2 LINES OF COMMUNICATION AND INTER-GOVERNMENTAL RELATIONS

In terms of the Disaster Management Act Section 42(1) it is incumbent on the district to establish in its administration a disaster management centre for its municipal area. Lines of communication and the relationship between the various disaster management formations of different spheres of government are to be established.

8. GARDEN ROUTE DISTRICT MUNICIPALITY DISASTER MANAGEMENT CENTRE (GRDM DMC)

The GRDM DMC must specialize in issues concerning disasters and disaster management in the Garden Route district, the centre must promote an integrated approach to the function with special emphasis on prevention and mitigation.

The GRDM DMC must perform functions and exercise powers as stipulated in the Disaster Management Act 57 of 2002.

It will act as a repository and conduit for information concerning disasters, impending disasters, and disaster management in the municipal area.

It will also promote the recruitment, training, and utilization of volunteers to participate in disaster management in the municipal area. (Section 44)

The Centre will perform its function –

- a) Within the limitations of the National and Provincial disaster management framework,
- b) Subject to the Municipality's IDP and other direction of the Municipal council,
- c) In accordance with the administrative instructions of the Municipal Manager.

It will liaise with and co-ordinate its activities with those of the National Centre and the Western Cape Provincial Disaster Management Centre adjacent District municipal structures and render assistance as required by the legislation.

According to section (50) the GRDM DMC must submit an annual report to the municipal council of its activities of the year and submit a copy to the National Centre and to the Western Cape Provincial Disaster Centre.

Department planning committees and the ECC/JOC as described in this document.



9. DISASTER MANAGEMENT CENTRE OBJECTIVES

For the Disaster Management Centre JOC and Disaster Management Governing Committee to perform their task effectively it must ensure that the following actions take place.

9.1 PRE –DISASTER RISK DATA COLLECTION AND VERIFICATION

- Risk assessment in the Municipality
- Assessing capacity of the Municipality to implement emergency response actions,

9.2 PRE –DISASTER RESPONSE

- Integrating risk management programs within the IDP.
- To maintain risk specific safety infrastructure and plans.
- The operation of the DMC.
- To establish disaster prevention programs that focus on the most vulnerable communities and endeavour to support sustainable livelihoods.
- To design a program in support of fire protection and prevention in surrounded rural areas.
- To refine disaster loss tracking and to establish a culture of scientific risk research.
- Determination of the exact casual factors for hazard manifestation leading to disastrous consequences.
- Securing of sufficient finance.
- To establish and maintain multi-disciplinary co-operation and co-operative partnerships.
- To establish pro-active media liaison and rapid response to media enquiries.
- To contribute to preventive and reactive management strategies for the HIV/AIDS pandemic education and awareness programs.

9.3 RESPONSE DURING EMERGENCIES OR DISASTERS

- Resources/deployment/rapid relief/health and legal aspects.
- Assessing risks in the emergency areas.
- Assessing risks to the remainder of the Municipality Recovery and rehabilitation phase.
- Ensure a return to normal functioning of affected communities as soon as possible.
- Disaster prevention or mitigation through risk elimination or reduction Disaster management and risk reduction principles must be applied throughout these phases.

9.4 FACTORS REGARDING ADMINISTRATIVE EXECUTION

- Maintain records of communications, decisions, actions, and expenditures.
- Determine emergency area (s) and sites.
- Decides on emergency measures and priorities.
- Assess impact.
- Request emergency partner assistance/invoke mutual aid agreements.
- Close public buildings.
- Issue public warnings, orders, and instructions.
- Protect the health and safety of emergency responders.
- Ensure an acceptable level of emergency services for the Municipality outside emergency area(s).
- Prepare lists of fatalities, casualties, and missing persons.
- Prepare lists of destroyed and damaged properties.
- Co-ordinate response with provincial ministries through Provincial Disaster Management.
- Co-ordinate response with non-governmental disaster relief organization, neighbourhood, and community organizations.
- Identify persons/organizations to contribute to emergency response.
- Provide information to the media for dissemination to the affected population (s) and the general public.
- Co-ordinate information for public release with emergency partner's communications staff.
- Respond to inquiries from media, public.
- Identify target audiences for post-emergency communications.
- Identify person/organization to contribute to post-emergency reports/debriefings and Submit information for payment of invoices

10. INDIVIDUAL RESPONSIBILITIES

The main stakeholders in the Garden Route District Municipality Corporate Disaster Management Plan are listed below, and their specific responsibilities in both the disaster prevention/risk elimination and the disaster response scenarios are indicated.

In terms of this plan, the primary objectives of each stakeholder must be to prevent the occurrence of emergencies or disasters that threaten life, property, the environment, or economic activity in the Garden Route District.

The prevention of emergencies or disasters through the elimination of risk, the reduction of fire risk and vulnerability and thus lessen the possible impact of emergencies or disaster is the primary objective.

10.1 EXECUTIVE MAYOR

The Executive Mayor is ultimately in charge of the emergency.



The Mayor or Acting Mayor, as Head of Council, is also responsible for:

- Declaring an emergency to exist.
- Declaring an emergency to be terminated.
- Notifying the MEC of Local Government of the declaration of an emergency and the termination of the declaration of an emergency.

10.2 MUNICIPAL MANAGER

To ensure disaster prevention, risk reduction and disaster preparedness, the Municipal Manager must:

- Ensure that the disaster management function is executed in an effective and efficient manner in the area of the Garden Route District Municipality.
- During and after emergencies or disasters the manager will be responsible to personally or through a designated official:
 - Report, liaise and consult with councillors and external Provincial and National government department.
 - Report on emergency impact and response to the mayor.
 - Report on emergency impact and response to the councillor(s) for the affected area(s).
 - Report on emergency impact and response to the remaining councillors.
 - Notify next of kin when a municipal employee is injured, missing or killed.
 - Authorize extraordinary expenditures.
 - Identify persons/organizations to receive recognition for contribution to emergency response.

10.3 LEGAL SERVICES

- Documenting information for potential municipal insurance claims.
- Documenting information for potential legal actions,
- Identifying information to be documented for inquests or investigations under applicable laws,

10.4 STRATEGIC MANAGER

The responsible person must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.

Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.

10.5 COMMUNICATIONS AND GRAPHIC DESIGN

- Develop, update and roll-out of the district media plan?
- Production and dissemination of accurate information to the public in a manner which is timely and promotes transparency.
- Managing the information made available on relevant social media platforms and relaying concerns from the public to the relevant municipal official.
- Monitor coverage of the disaster/incident on other media and communication platforms.
- Assist in the development of material for community awareness campaigns (when necessary).
- Inform the DMC of any alerts in the media as well as clarifying possible fake news.

10.6 MANAGER IN THE OFFICE OF THE EXECUTIVE MAYOR

- Documenting information for potential municipal relations issues,
- With the assistance of municipal staff, ensuring that the municipal councillors are advised of the declaration and termination of the emergency, and are kept informed of the emergency.
- With the assistance of municipal staff, ensure the planning coordination of and execution of all political office bearer site visits during as well as after an emergency has occurred.
- Ensuring that the public, the media, and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.
- Plan and execution of VVIP visits during as well as post disaster activation.

10.7 EXECUTIVE MANAGER: COMMUNITY SERVICES

The Head of the department management services must:

- Ensure that disaster plans are compiled and maintained in his/her services.
- Establish and ensure the effective functioning of the disaster management coordinating committee

The Head of department Management Services is responsible for the effective planning and functioning of the Municipal emergency services throughout all phases of the Disaster Management Continuum.

He/She must ensure that disaster plans are compiled and maintained in his/her directorate, with specific reference to following:

- Establishment and maintenance of the Municipal Disaster and Emergency Service Operation Centre.

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Coordinating response and mutual aid agreements with adjacent municipalities in the Garden Route District.
- Protecting health and safety of emergency responders.

10.8 MANAGER DISASTER MANAGEMENT

The head is responsible for the compilation maintenance and distribution of the Local Disaster Management and it's supporting risk-specific and incident management plans.

The Head is also responsible for the performance by the Centre of its disaster management functions and to implement and co-ordinate the Disaster Management Act with specific reference to Section 44(3)

- Report, liaise and consult with portfolio councillor and external provincial and national governments.
- Ensure that disaster plans are compiled and maintained in his /her service.
- Establish and ensure the effective functioning of the disaster management coordinating committee.
- When necessary, submit reports containing recommendations for changes to the Corporate Disaster Management Plan to Council.
- Establishment and maintenance of the Municipal Disaster and Emergency Services Operations Centre.
- Compilations of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Coordination response and mutual aid agreements with adjacent municipalities in the Garden Route District.
- Protecting health and safety of emergency responders.
- The development of by-laws to ensure compliance with statutory obligations.

10.9 MANAGER DISASTER RISK REDUCTION AND CLIMATE CHANGE ADAPTATION

- Compilation and implementation of the district climate change adaptation plan.
- Compilation and implementation of the district wetlands adaptation strategy and action plan.
- Compilation and implementation of the District Biodiversity management plan.

- Compilation and implementation of the District Coastal management plan.
- Compilation and implementation of a district disaster risk reduction plan which is aligned to the climate change adaptation plan.
- The development and implementation of strategies to build disaster and climate resilience.
- Conduct vulnerability assessments and feedback to the Garden Route DMC,

10.10 FIRE CHIEF OFFICER (FIRE CHIEF)

The Fire Chief Officer (Fire Chief) must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Compilation and implementation of the district integrated veldt fire management plan.
- Supplying resources for disaster management purposes.
- Executing and maintaining compliance with relevant legislation e.g., Fire Brigade Service Act, Veldt and Forest Fire Act, National Building Act.
- Compiling and maintaining an emergency plan for the rendering of Fire Fighting, Rescue and Technical assistance Services in the event of a disaster.

10.11 MANAGER ENVIRONMENTAL HEALTH AND ENVIRONMENTAL SERVICES

The Manager Environmental Health and Environmental Services must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Compilation of a plan outlining the potential knock-on effects each hazard may have on health and the environment and strategies to mitigate and respond to these potential effects

10.12 MANAGER DISTRICT AIR QUALITY

- Compilation and implementation of the district air quality plan.

10.13 MANAGER DISTRICT SOLID WASTE MANAGEMENT

- Compilation and implementation of the district waste management plan.
- Compilation and implementation of the district waste minimisation and waste to energy plan?
- Assist in the creation of a plan to effectively and safely dispose of hazardous waste following the disaster and measures to prevent the public from coming in contact with such waste.

10.14 EXECUTIVE MANAGER PLANNING AND ECONOMIC DEVELOPMENT

The Executive Manager Planning and Economic Development must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Compilation of a plan to effectively manage and deal with the potential loss of livelihoods following from the disaster as well as support functions to assist effected SMME's and businesses.

10.15 MANAGER DED AND TOURISM SERVICES

- Compilation and update of the tourism safety plan.
- Provision of updates to potential visitors to the district.

10.16 MANAGER EPWP, RURAL DEVELOPMENT AND JOB CREATION

- Compilation and implementation of the District Poverty alleviation plan.

10.17 MANAGER BULK INFRASTRUCTURE

- Compilation and implementation of the District WSA action plan.

10.18 MANAGER PROPERTY DEVELOPMENT, PLANNING & RESORTS

- Compilation and implementation of Departmental contingency plans w.r.t. resorts.

10.19 DISTRICT IDP MANAGER

- Ensure that the Corporate Disaster Management Plan forms an integral part of the IDP.
- Ensure that DRR forms part of each local municipal IDP.
- Ensure that recovery efforts carried out by the district are aligned to development goals stipulated within the IDP.

10.20 EXECUTIVE MANAGER: CORPORATE SERVICES

The Executive Manager Support Services must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/ disaster situations.
- Coordinating of the establishment for human resource base to assist during disasters.
- Coordinating offers of and appeals for volunteers in conjunction with the Media Coordinator and the direction of the ECC.
- Supporting the DMC in risk-reducing public education and awareness (risk reduction) programs.

10.21 OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER

Must ensure that disaster plans are compiled and maintained in his/her services with specific reference to the following:

- Protect the Health and safety of emergency responders,
- Determine resources for disaster management purposes.
- Ensuring liaison with voluntary and private role players, augmenting and coordinating Public Health resources.
- Monitoring compliance with relevant legislation, regulations, licenses and by-laws.
- Documenting potential occupational health and safety issues.
- Supplying resources for disaster management purposes.
- Reporting to Health and Safety Committees on the emergency response,

10.22 MANAGER RECORDS ARCHIVES AND AUXILIARY SERVICES

- Compilation and implementation of the Business continuation plan (Archives etc.).
- Manage and oversee access control to DMC.

- Manage and oversee parking management at the DMC

10.23 MANAGER HUMAN RESOURCES

- Monitoring compliance with relevant legislation, regulations, licenses and by-laws.
- Providing information to municipal staff and their families,
- Documenting information for remuneration of municipal employees involved in emergency response,
- Documenting information for potential compensation claims,
- Identify persons/ organisations to contribute to post-emergency reports/debriefings,
- Supplying resources for disaster management purposes as requested by the JOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Management Resources Database,
- Providing information to persons at emergency facilities (eg. Assembly points/ evacuation centres /mass care facilities),
- Providing information to persons at special incident related meetings,
- Arranging site visits for persons affected by the emergency, eg. families of deceased persons,
- Arranging anniversary events of disasters for affected persons in support of efforts to facilitate psychological coping mechanisms,
- Supporting the DMC in communicating status reports and public safety notices,
- Supporting the DMC in risk-reducing public education and awareness programs,

10.24 MANAGER ICT

- Manage and oversee ICT and related services (i.e., GIS, telephone as well as internet)
- Establishing and maintaining required informatics links,
- Rendering ICT and GIS support and advice throughout all phases of disaster management planning activities,
- Assisting in the creation of a communications plan to be used amongst officials and emergency response teams in the event whereby communication lines are no longer operational.

10.25 MANAGER COMMITTEE SERVICES



- Provision of secretariat services at JOC meetings when required by the GRDMCC.

10.26 MANAGER FLEET SERVICES

- Provision of transportation and logistical services.

10.27 MANAGER: TECHNICAL SERVICES

He/she must ensure that disaster plans are compiled and maintained in his/her services, with specific references to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Identifying and prioritizing essential services that require restoration as the result of an emergency or disaster.
- Monitoring the environment (air, water, ecosystem) for contamination.
- Establishing and maintaining a resource database that is integrated with the DMC Disaster Management Resources Database.
- The conducting of regular environmental impact studies.

10.28 MANAGER: FINANCE (CFO)

The CFO must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Managing financial donations for emergency response.
- Facilitating emergency procurement.
- Initiating and facilitating efforts to make funds available for disaster management in the municipal area (section 43 of the DM Act).
- Supplying resources for disaster management purposes.
- Liaising with the Provincial officials with respect to the utilization of Provincial emergency relief as well as rehabilitation and reconstruction funds, if applicable.

10.29 MANAGER SUPPLY CHAIN (EMERGENCY FINANCE AND PROCUREMENT)

The procedure for requesting these funds will be as follows:

- Emergency funds for rehabilitation will be requested from the JOC Commander.
- Evaluation of the damage will be executed by the specific Department, were upon the request and will then give the Finance Department the authority to make the necessary payment.
- The Finance Department will monitor the payment and brief the Joint Operational Centre.
- The Disaster Management and the JOC/ECC will monitor the rehabilitation process.

10.30 MANAGERS/SUPERVISORS OF SECTIONS

The managers / supervisors of all sections/ departments must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/ disaster situations.
- Ensure that risk reduction and mitigation principles are applied in all development projects.
- Include the reduction of natural disaster as an element in environmental education programs.
- Supplying resources for disaster management purposes.

11. DISASTER OCCURING OR THREATENING – DECISION GUIDELINES IMPACT MATRIX

When a disastrous event occurs or is threatening to occur in the District Municipality, the Head of the GRDM DMC will determine whether the event is a disaster in terms of the Act, and, if so, the Head of Disaster Management Centre will immediately:

- Initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster.
- Alert disaster management role players in the municipality area that may be of assistance in the circumstances.
- Initiate the implementation of the disaster response plan or any contingency

plans and emergency procedures that may be applicable in the circumstances, and

- Inform the National Centre and the Western Cape Provincial Disaster Management Centre of the Disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.

When informing the National Centre and the Western Cape Provincial Disaster Management Centre the Centre may take recommendations regarding the classification of the disaster as may be appropriate.

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

12. MUNICIPAL EMERGENCY

The relevant local authority's Executive Mayor to contact the District Executive Mayor in the case of emergency or pending disaster.

A municipal emergency may be declared terminated at any time by:

- The Executive Mayor or Acting Executive Mayor; or
- The Municipal Council; or
- The Premier of the Western Cape Province.

In consultation with the JOC / ECC.

Upon termination of a Municipal emergency, the Executive Mayor, Disaster Manager or JOC/ECC notifies: -

- District Disaster Management centre.
- The Executive Mayor of Garden Route District Municipality.
- The Municipal Council.

In consultation with the JOC/ECC

The Executive Mayor or Disaster Manager or JOC/ECC ensures notification of termination to the public, media, and neighbouring municipal officials.

13. PLAN MAINTENANCE, REVISION, TESTING, AND INTERNAL PROCEDURES

The Garden Route District Municipality Emergency Plan will be maintained and distributed by the GRDM DMC.

This Plan will be reviewed annually and, where necessary, revised at a meeting(s) of the Disaster Management Committee. This will be coordinated by the Disaster Management section.

The Corporate Plan shall only be revised by a resolution of the Municipal Council. However, revision to appendices and monitoring of administrative changes can be made by the Disaster Manager after approval of the Municipal Manager.

It is the responsibility of each person, role player, service or department named in this corporate plan to notify the Disaster Management forthwith of any revisions to the appendices or administrative changes.

14. TESTING OF PLAN

An annual suitable exercise should be conducted to test the overall effectiveness of the plan and provide training to the Disaster Management Committee. Revisions to this plan shall incorporate recommendations stemming from such exercises.

15. INTERNAL PROCEDURES

Each department/service involved with this emergency plan shall prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency.

Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.

Refer to the Disaster Management Act on funding of post-disaster recovery and rehabilitation. The procurement of emergency funds, not available from Garden Route District Municipality Disaster Management fund, to the secured, in accordance with the provisions of article of the Disaster Management Act.

16. AUTHORITY LEVELS

The Joint Operational Centre will manage the disaster and will recommend that a disaster be declared. The JOC Commander will have the authority to authorize activation of role players as well as the rehabilitation process.

17. MUTUAL AID AGREEMENTS

Every Department must have written mutual aid agreements with institutions and suppliers etc. that will assist the department during an emergency or disaster.



18. COMMUNICATION

The DMC in collaboration with the relevant Executive Manager must secure an effective communication network to local municipal level where any emergency or disaster can be reported to the Disaster Management Centre.

19. THE DISASTER MANAGEMENT PROTOCOL INCLUDES:

The purpose of this protocol is to define and describe the essential elements and procedures of the Garden Route District Municipality.

The purpose of the Disaster Management protocol is to provide structure and co-ordination for the pre-and post-emergencies and disasters. This is for an effective and efficient response that will: -

- Saves lives
- Reduce risk
- Reduce suffering
- Protect property
- Protect environment
- Reduce economic and social losses; and
- Provide for the safety and health of all responders

The incident command system shall integrate risk management into the regular functions. Risk management provides a basis for the following: -

- Standard evaluation of any emergency or disaster or the potential for such a situation.
- Strategic decision making.
- Tactical planning.
- Planning evaluation and revision and
- Operational command and control.

This protocol to be used by trained individuals and applied in a manner that meets the needs of each situation. This may differ and complex situations encountered by the emergency responders require a considerable amount of judgment in the application of the protocol.

Emergency responders shall apply the protocol in a manner that is appropriate for the circumstances of each specific situation.

20. IMPLEMENTATION

The protocol must be applied to all incidents, even to routine incidents, to provide for familiarity with the system, to be prepared for escalation and to be aware of risk that exist.



The protocol must be applied during training exercises, as exercises and simulated incidents often involve hazards, risks, problems, and challenges that are similar in nature to those of actual incidents and emergencies.

21. EVALUATION AND RISK ANALYSIS

- The timely identification of potential emergencies/disasters and their impact thereof must be completed by each department. This will lead to the mustering of resources and potential and personnel.
- Should the department be unable to cope with the emergency the Joint Operational Centre (JOC/ECC) will assume responsibility.
- The evaluation and risk analysis should be completed in conjunction with the relevant departments and Disaster Management.

22. REPORTING

- This principle is of the utmost importance as the management of an emergency starts here.
- When a department identifies a problem that they cannot deal with, the JOC/ECC will assume responsibility.
- All details and incoming information must be made available to Disaster Management, JOC/ECC and management.
- Disaster Management will activate the role players within the Joint Operational Centre/ Disaster Management Centre.
- The Disaster Management offices will act as the information centre and help desk for the duration of the disaster/ incident.

23. ESTABLISHMENT OF THE JOC/ECC

- JOC/ECC should be multi-disciplinary in composition.
- Decision will be taken through joint consultation.
- All activities are processed through JOC/ECC which shall be the main nodal point for communications.
- JOC/ECC will assume responsibility for all allocations and distribution of resources.
- JOC/ECC shall be always located at the JOC venue on the 3rd floor 54York street.
- No individual shall be in command, but a suitably qualified and elected person will act as chairperson. Each function shall control their own equipment.
- JOC/ECC will assume responsibility for prioritizing all tasks and activities.
- JOC/ECC will handle all administration with the assistance of the Executive Manager Corporate Services.

24. COMMUNICATION

The effectiveness of any relief activities will be seriously restricted without effective communication. Thus JOC/ECC will require the use of all radios etc. within the council. Each department shall make available any requirements relating to communications.

25. PUBLIC RELATIONS (MEDIA CO-ORDINATOR)

The public will always be informed regarding pending and immediate dangers as well as actions underway.

- The office of the Municipal Manager, Disaster Management Centre will assume full responsibility for all press releases and related communications, assisted by the JOC/ECC.
- VIP's will be briefed by JOC/ECC at specified times.

26. CONTROL AND CORDONING OFF AT THE SCENE

If required, the scene of the incident will be cordoned off to protect all involved. The SAPS and Fire Brigade Services will take responsibility for securing the scene of the incident and surrounding area. They will also declare the scene safe and clear.

The police and emergency services will also take joint responsibility for maintaining the situation and safety of all present.

27. DOCUMENTATION

This is essential to the effective management of any situation. JOC/ECC will ensure that all aspects are documented during and after the event. The office of the Executive Manager Support Services is responsible for minutes at all meetings and will assist at the post event analysis.

28. EMERGENCY MEDICAL POST

It may be necessary to establish an emergency medical post at scene or close by. This service will be rendered by the Fire Brigade Services. With support and response from Provincial Medical Services (EMS). Further medical assistance will be called upon should it be deemed necessary.

29. RECOVERY AND REHABILITATION



The normalization process after an event will take a short period of time but is most important. This includes any cleaning up, repairs or related work to area. This will be coordinated by the JOC/ECC and Disaster Management. Post-disaster recovery and rehabilitation operations normally take on the nature of programs and projects.

The Disaster Management Centre will assist with the identification of needs and will facilitate recovery and rehabilitation operations. The function department with the most direct involvement in the operation will take responsibility for project management and delivery. Project teams convened for these purposes must report to the Disaster Management Co-coordinating Committee on a regular basis as determined by the DMCC.

In this regard the casual factors of disasters must be addressed and disaster prevention through risk elimination should be pursued.

30. RESOURCE MANAGEMENT

Each functionary will be in control of his own resources, but a central resource list must be kept by the JOC/ECC. This will ensure about that all resources are managed centrally. Each functionary will be responsible for the maintenance of equipment and support personnel. The main principle here being that all resources are centrally coordinated, but with decentralized management.

31. DISASTER MANAGEMENT CONTINUUM

Figure 1 illustrates the continuum – it should be noted that Disaster Management is not only reactive, but also involves actions aimed at preventing disasters, or mitigation the impact of disasters.

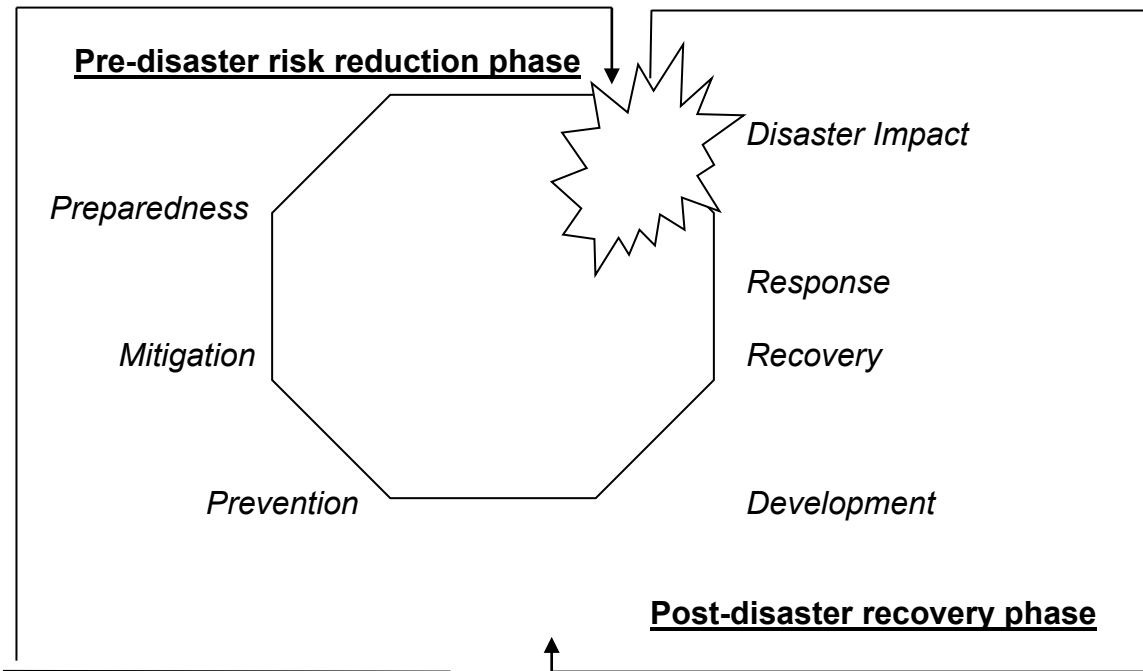
Different line functions and departments must contribute in varying degrees to Disaster Management in the various phases of the Disaster Management Continuum. The needs identified in the corporate disaster management plan will indicate what line functions and departments must contribute. These contributions will then be included in the function and departmental disaster management plans.

The continuum makes provision for a planning before a disaster in the pre-disaster risk reduction phase here, the prevention, mitigation measures for a ward is discussed and the preparedness how to deal with specific emergencies or disasters. The post-disaster recovery phase discusses the procedure response, recovery, and the development phase after a disaster.

Disaster Management plans covers the whole disaster management continuum, and must address action before, during and after disasters. Disaster management plans are compiled based on a generic concept including

standard operating procedures and best practice, and then expanded with risk specific plan that address disaster management for special circumstance where the generic plan needs to be adapted.

FIGURE 1
Traditional model – sequence of action



31.1 PRE-DISASTER RISK REDUCTION PHASE.

31.1.1 PREVENTION

Measures aimed at reducing the chances of a disaster occurring and /or preventing such an occurrence having adverse effect on communities. Construction of a dam to control floods water is an example of a preventive measure. Controlled burning-off of fuel loads in a bushfire-prone area is another example of a risk prevention initiative.

31.1.2 MITIGATION.

Action taken to reduce the impact of emergencies and disasters on a community. Actions are aimed at employing risk reduction measures and therefore to reduce vulnerability.

The range of techniques an authority could consider assembling an appropriate package for disaster mitigation can be classified into: -

- Engineering
- Spatial planning
- Management and institution.
- Societal and
- Conflict resolution / reduction

31.1.3 PREPAREDNESS.

Consist of activities designed to minimize the impact of disaster by means of appropriate an effective mitigation and response.

Activities include: -

- Vulnerability assessment
- Planning
- Institution framework development
- Information system
- Resource development
- Warning system
- Response mechanism and procedures
- Public education and training
- Rehearsals
- Development of a long- and short-term mitigation strategy, and
- Development of a long and short lead-lead time forecast

31.2 POST DISASTER RECOVERY PHASE

31.2.1 RESPONSE

Disaster response is a sum of actions taken by residents and institutions in the time of disaster. These actions commerce with the warning of an oncoming threatening event of the event itself if occurs without warning. Disaster response includes the implementation of disaster preparedness plans and procedures, thus overlapping with disaster preparedness. The end of disaster response comes with the completion of disaster rehabilitation programmes, i.e.

- Warning
- Evacuation
- Search and rescue
- Assessment
- Energy relief
- Logistic supply
- Communication and information management
- Survivor response and coping
- Security

- Emergency operation management and co-ordination, and
- Reconstruction

31.2.2 RECOVERY (REHABILITATION AND RECONSTRUCTION)

Rehabilitation focuses on enabling the affected communities to resume a normal pattern of life. It may be considered as a transitional phase between immediate relief and more major, long-term reconstruction and the pursuit of ongoing development.

Reconstruction is the permanent construction or replacement of severely damaged infrastructures, the full restoration of services and the revitalisation of social and economic structures.

Reconstruction must be fully integrated into ongoing and sustainable development plans, considering future disaster risk and the reduction of future vulnerability.

32. DEVELOPMENT

The institutional and administrative separation of disaster management from development is a fundamental consideration and the root cause of many manmade vulnerabilities leading to disaster. Not relief but reduction of vulnerability is the focus when sustainable development is the goal.

Disaster management has been envisaged not only in terms of damage to buildings and loss of life but in terms of quality of life of survivors their access to resources and their ability to continue to survive. Disaster management should form part of development activities.

- Disaster can set back development
- Disaster can provide development opportunities
- Development can increase vulnerability
- Development can decrease vulnerability

Remedial actions for disasters must be consistent with long-term objectives of the development in the area affected by the disaster and all development programmes should be evaluated on vulnerabilities.

33. PROPOSED LAYOUT OF DISASTER MANAGEMENT PLAN FOR ALL DIRECTORATES



To mitigate, be prepared and effectively respond to emergencies and disasters it is of the utmost importance that each directorate prepare a disaster plan.

The layout of the plan is as follows (Disaster plan for ALL the Garden Route Council Directorates)

Indicate critical performance areas and performance factors e.g.

33.1 CRITICAL PERFORMANCE AREAS

- Budget for identified risk.
- Disaster management training for personnel.
- Exercises.
- Mutual aid agreements.

33.2 CRITICAL PERFORMANCE FACTORS E.G.

- Acquire/ ensure availability and serviceability specialised equipment
- Specialised training for personnel
- Incident specific and combined exercises
- Individual audit program by the departmental regarding the state readiness personnel, equipment, and external resources
- Continued invulnerability assessment and risk analysis and assessment

33.3 DIRECTORATE ADDRESSES/TELEPHONE LIST (EMERGENCY ACTIVATION)

- Name
- Surname
- Identity number
- Physical address
- All relevant telephone numbers and call signs.
- Post appointed
- List function of the department
- Primary function
- Secondary function
- Alternative function
- Legislative and regulates activities

33.4 RESOURCES OF THE DIRECTORATE

- List of all resources available (inventory) available to be utilised when a risk manifests itself.



- Availability to be indicated (approximate activation time and serviceability).
- Availability of external resources indicating.
- Approximate activation time office hours and after hours (mutual aid agreement to be entered)
- All relevant contact details.
- Cost implication.
- List of private companies that can supply specialised services and equipment with all relevant contact details.
- Other possible resources e.g., public, Government Departments, national international.

NB: Resources list will be kept in the disaster management centre and list are to be updated or certified as correct monthly

33.5 IDENTIFIED RISK ON THE NORMAL FUNCTIONING OF THE MUNICIPAL COUNCIL AREAS OF JURISDICTION MUST BE TAKEN INTO ACCOUNT

- Aircraft accident
- Explosions
- Dam failure and floods
- Drought
- Epidemics
- Fire
- Hazardous material
- Oil spills
- Extreme weather
- Missing person
- Traffic
- Power failure
- Squatters
- Large accident

33.6 THE ANALYSIS OF EACH RISK IS TO COMPLY WITH THR FOLLOWING MINIMUM REQUIREMENTS:

- Definition, condition to be reached where impact will or could be insurmountable causing or threatening death, injury or disease, damage to property, infrastructure or the environment, or disruption to the community and which exceeds the ability of the affected society to cope using only its own resources.
- Support services, Municipal Departments that must render support to the primary Functionary.
- Activation procedures for preventative and reactionary measures.

2022 Garden Route District Municipality Corporate Disaster Management Plan

- Mutual aid agreement.
- Public involvement / awareness.
- Communication structures. (Radios / telephone etc).
- Media liaison.
- At least a ten-year history /overview register of the specific risk.
- Mutual aid agreements:
 - List of mutual aid agreements
 - Period applicable
 - Services and / or equipment secured
 - Review dates
 - Compromised agreements
- Volunteers: (where applicable)
 - Legislation
 - Names
 - Telephone / address list
 - Special abilities
 - Periods available
 - Training
 - Communication