

DISASTER MANAGEMENT AND THE IDP PROCESS

1 Introduction

In terms of the Disaster Management Bill 2002, the responsibility of Disaster Management rest with the three spheres of government, namely, National, Provincial and Local Government (A, B & C – Municipalities)

Where does Disaster Management fit in the IDP process?

- A single inclusive plan that guides all municipal activities, responsibilities and the budget.

Section 35(1)(a) of Systems Act...

“The principle strategic planning instrument which guides and informs all planning and development, and all decisions with regards to planning, management and development in the municipality”

Core components of integrated development plans

Section 26 – An integrated development plan must reflect -

Section 26(g)- **applicable disaster management plans;**

2 Background

Despite the existence of Civil Protection legislation and structures in South Africa the country had failed, due to international isolation, to keep pace with the latest developments in the field of Disaster Management.

This brought about major shortcomings which related largely to three important issues:

- The lack of coordinated response to major incidents and disasters such as the destructive veldfires and the storms of 1994.
- The fact that Civil Protection did not focus on the crucial elements of the Pre-Disaster Risk Reduction Phase of the Disaster Management Continuum.
- The lack of community involvement and public education programs (especially the previously disadvantage groups).

Disaster means a progressive or sudden, widespread or localised, natural or human-caused occurrence which-

- a) Causes or threatens to cause
 - I. Death, injury or disease;
 - II. Damage to property, infrastructure or the environment; or
 - III. Disruption of the life of a community; and
- b) Is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources;

Disaster Management encompasses a continuous, integrated, multi-sectoral an multi-disciplinary risk reduction as well as post reduction recovery aimed at:

- Preventing or reducing the risk of disasters
- Mitigating the severity or consequences of disaster
- Emergency preparedness
- Rapid and effective response to disasters
- Post disaster recovery and rehabilitation

Section 48(a) & (b) – Disaster plan must be maintained, monitored and reviewed continuously and a copy of the plan and any amendments must be submitted to the:
National Disaster Management Centre
Provincial Disaster Management Centre
Municipal Disaster Management Centres

and in the case of a district or local municipality to all Municipal Disaster Management Centres in its area of jurisdiction

In terms of Section 45(1) “ a municipal council must, subject to the provisions of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) appoint a person as head of its municipal disaster management centre. The Head of the Centre is responsible for the implementation of the plan and describe the circumstances under which plan will be implemented

Section 53(2) of the Disaster Management Bill, 2002, states that each municipality’s plan should-

- Form an integral part of the Mossel Bay Municipality’s IDP
- Anticipate the likely types of disaster that might occur in the Municipality’s 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
- Establish the emergency management policy framework and organisation that will be utilized to mitigate any significant emergency or disaster effecting the Municipality of Mossel Bay
- Establish the operational concepts & procedures in the event of a disaster, providing for –
 - I. the allocation of responsibilities to the various role players and coordination in the carrying out of those responsibilities;
 - II. prompt disaster response and relieve;
 - III. disaster recovery and rehabilitation focused on risk elimination or mitigation;
 - IV. the procurement of essential goods and services;
 - V. the establishment of strategic communication links;
 - VI. the dissemination of information.

3 Purpose of the plan

This plan is designed to establish a framework for the implementation of the provisions of the new Disaster Management Act, 2002 as well as the relevant provisions of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

The purpose of this plan is to outline the disaster management framework; and procedures for the various facets of the continuum; as well as to facilitate the co-ordination of programmes and actions of the various agencies and jurisdictions involved in the various facets of the continuum.

4 The Municipality of Mossel Bay's Disaster Management Framework

The Municipality of Mossel Bay's Disaster 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.

Mossel Bay Municipality's Disaster Management Framework will be –

- a. consistent with the provisions of the Disaster Management Bill(Act 2002);
- b. within the national disaster management framework; and
- c. consistent with the disaster management policy of the Klein Karoo/Garden Route District Municipality and the Western Cape province.

Mossel Bay Municipality's Disaster Management Framework is:
aimed at ensuring an integrated and uniform approach to disaster management in the area of the municipality by:

Section 42(1)(a) – (d) (DM Bill, 2002)

- a. the municipality and statutory functionaries of the municipality, including, in the case of a district municipality, the local municipality and statutory functionaries of the local municipalities in its area;
- b. all municipal entities in its area;
- c. all non-governmental institutions involved in disaster management in its area;
and
- d. the private sector.

The disaster management centre will be the custodian of the corporate, or area wide Disaster Management Plan for the greater Mossel Bay.

Individual municipal departments will be responsible for the compilation and maintenance of their own plans, which are an integral part of the Corporate Disaster Management Plan (refer to the relevant references in the Bill (Act 2002)

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

Disaster Management plans cover the whole disaster management continuum, and must address actions before, during and after disasters. Disaster management plans are compiled on the basis of 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.

5 Institutional Arrangements for Disaster Management

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

5.1 Corporate Structure/management arrangements

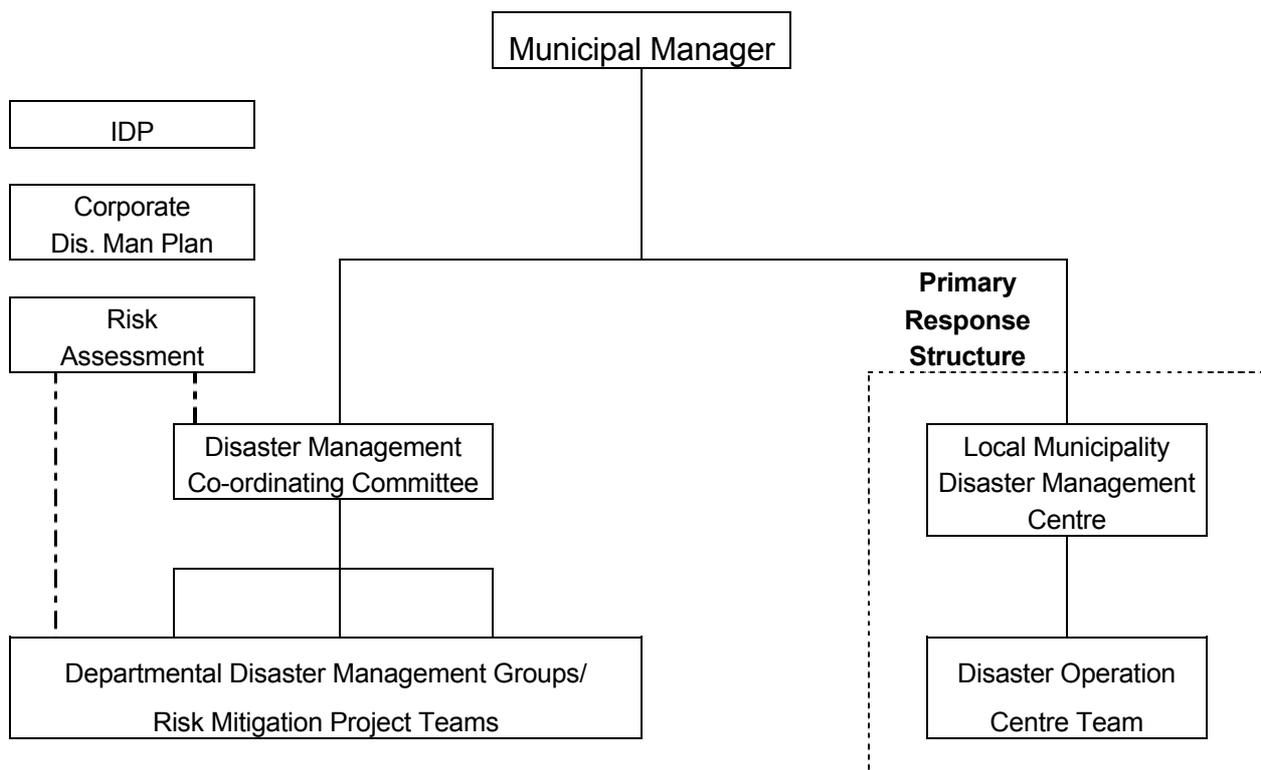


Figure 2: Mossel Bay Municipality Disaster Management structure

5.2 Internal interdepartmental co-ordination arrangements

The Municipality's Disaster Management Coordinating Committee will consist of the following:

- Municipal Manager
- Director: Corporate Services
- Director: Community Services
- Director: Technical Services
- Director: Financial Services
- The Fire Chief
- The Municipal Police Manager
- The Chief: Health Services
- The Municipal Area Managers
- Representative of the Klein Karoo/Garden Route District Municipality

Representatives may be added to or deleted from the membership of the Disaster Management Coordinating Committee in accordance with the risks identified.

5.3 Internal/External Co-ordination arrangements

In terms of Section 51 of the Bill, External liaison and coordination will take place by the establishment of the Municipal Disaster Advisory Forum.

The Interdepartmental Disaster Management committee will form the core of the forum, which will be expanded by the addition of external bodies and other municipal entities. The Head of the Disaster Management Centre will chair the Forum.

The Municipal Disaster Management Advisory Forum will consist of the following:

1. The Municipality's Disaster Management Coordinating Committee
2. Klein Karoo/Garden Route District Municipality: Disaster Management Centre
3. PA: WC Disaster Management Centre
4. PA: WC Emergency Medical Services
5. SA National Defence Force Western Cape
6. Representatives of Community based organisations – as required
7. Representatives of Non-governmental organisations – as required
8. Representatives of organised Business in the municipal area – as required

Representatives may be added to or deleted from the membership of the Disaster Management Coordinating Committee in accordance with the risks identified.

5.4 Lines of Communication and Intergovernmental Relations

In terms of Section 43(1) & (2)(a-b) the District Municipality must establish in its administration a disaster management centre for its municipal area in consultation with the local municipalities within its area, and may operate such centre in partnership with those local municipalities.

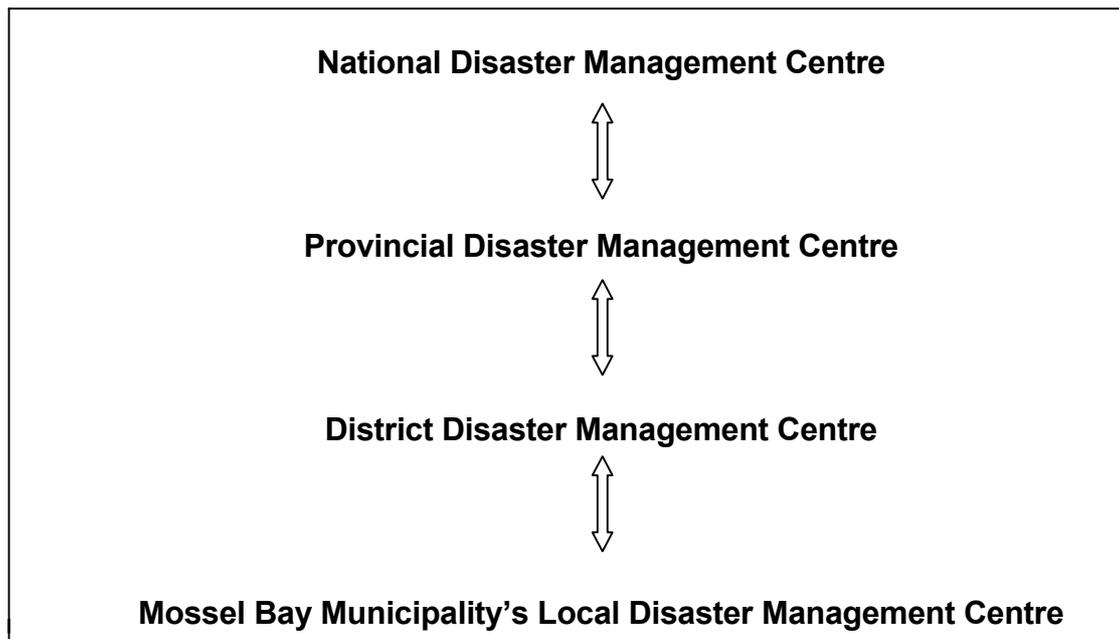


Figure 3: Lines of Communication

5.5 The Mossel Bay Municipal Disaster Management Centre

The Centre is established in terms of Section 42 of the Disaster Management Bill (Act 2002).

The Mossel Bay Local Disaster Management Centre must specialise in issues concerning disasters and disaster management within the jurisdiction area of the Municipality of Mossel Bay.

The DMC must perform functions and exercise powers as stipulated in the Disaster Management Bill, 2002, Section 44.

Section 45 refers to the Head of the Centre and his/her responsibilities.

The centre will also promote the recruitment, training and utilisation of volunteers to participate in disaster management in the municipal area. (Section 43)

The Centre will perform its functions-

- (a) within the national disaster management framework;
- (b) subject to the Municipality IDP and other the Town Council;
- (c) in accordance with the administrative instructions of the municipal manager.

The Centre will liaise with and coordinate its activities with those of the National Centre, the Western Cape Provincial Disaster Management Centre and the Klein Karoo/Garden Route District Municipality's Disaster Management centre and render assistance as required in legislation. (Section 46)

It must annually submit a report to the Town Council and to National, Provincial and District Disaster Management centres. (Section 47)

6 Responsibilities

The main stakeholders in the Mossel Bay Municipality's 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 the context of the IDP the primary focus must be on prevention (disasters that threaten life, property, the environment or economic activity) through the elimination of risk and only when prevention is not possible, then the secondary objective is mitigation by risk and vulnerability reduction.

6.1 Interdepartmental Disaster Management Committee

The Head of the Centre will convene and chair the committee.

It is the responsibility of the Disaster Management Coordinating Committee to ensure the compilation and maintenance of a Corporate Disaster Management Plan by the Disaster Management Centre, as well as the relevant supportive risk-specific plans.

The Committee will review the corporate plan on an annual basis. It will also be responsible to make recommendations regarding amendments as well as the verification of the required support documents, resources, training and facilities to ensure that the plan is maintained.

The Committee will also have the responsibility to assign project teams to address specific risks and to develop risk-specific plans
In order for the Committee to perform its task effectively, it must ensure that the following actions are taken:

Risk Reduction:

- Risk assessment for the municipal area
- Assessing the municipality's capacity to implement emergency response actions
- Formulate plans and projects to reduce risk

During Emergencies or Disasters:

- Assess risks in affected area
- Assess risks to the remainder of the municipal area

Recovery and rehabilitation phase

- Ensure a return to normal functioning of affected community as soon as possible
- Introduction of disaster prevention and mitigation strategies to prevent future recurrence

6.2 Risk Mitigation Project Teams

Project teams can be established on an ad hoc basis to address specific pre- or post disaster risk elimination/reduction projects. Such teams will determine their own terms of reference and project implementation plans in consultation with the Interdepartmental Disaster Management Committee

7 Planning Framework for Disaster Management Plans for Municipal Departments and other municipal entities

In terms of Section 52 of the Bill (Act 2002) **each department/relevant service** within the **municipality is responsible** for the **preparation of a disaster plan** as well as any other municipal entity. The plan must be submitted to the disaster management centre for inclusion in the municipal disaster plan as well as to the IDP Manager for inclusion in the municipal IDP.

Typical aspects addressed in any plan are the following:

1. Planning Framework/Introduction

The way in which the concept and principles of disaster management are to be applied in its functional area;

Its role and responsibilities in terms of the national, provincial, district or municipal disaster management frameworks;

2. Risk and Vulnerability Assessment leading to a needs analysis

3. Evaluation and description of Infrastructure / Organisation available e.g. Disaster Management Resources Database (Its capacity to fulfil its role and responsibilities)

4. **Prevention through risk elimination.**
e.g. Remove hazards / alternative processes
(Particulars of its disaster management strategies)
5. **Mitigation through risk reduction**
e.g. Engineering solutions / Legislative compliance / Safety culture
6. **Preparedness planning for risks that can not be eliminated (Risk Management)**
(Contingency strategies and emergency procedures in the event of disaster, including measures to finance these strategies)
 - 6.1 Contingency Planning based on risks and vulnerabilities
 - e.g. Fire / Chemical spills / Engineering aspects
 - 6.2 Emergency organisation, internal and external
 - Emergency management structure and allocation of responsibilities
 - Standard Operating Procedures
 - 6.3 Response planning
(role and responsibilities regarding emergency response)
 - Emergency response teams (groups with special responsibilities during emergencies)
 - 6.4 Notification and Activation
 - Stand-by lists / Emergency numbers
 - 6.5 Recovery plans
Its role and responsibilities regarding post-disaster recovery and rehabilitation;
 - e.g. Business continuity / Disaster Recovery for IT systems
 - Can lead to reconstruction and redevelopment projects and programmes
7. **Lines of communication (Protocols) and liaison**
Internal and external communication lines (Who informs who, who reports to whom).
(Each department must co-ordinate and align the implementation of its plan with those of other organs of state and institutional role players; and regularly review and update its plan.)
8. **Awareness and Education**
Before (Prevention, Mitigation and Preparedness)
During (Notifications and advisories)
After (Advisories, Public information and education) – Return to “Before”
9. **Evaluation and Maintenance**

8 The Municipality's Risk Profile

Ultimately the risk and vulnerability analysis will inform and underpin the plan and that the resulting risk profile will determine the priorities for programmes and projects. The amount of possible benefit/cost to be derived will be the criteria by which the prioritisation of projects and programmes will be determined.

Following is a generic list of hazards which pose the highest risk in the municipality's area

Fire Risk Wild-land Fires	Environmental threats River/Sea pollution	Natural Phenomena Flash Floods	Transport Hazardous material
Service disruption Power Failures	Violence, terrorism	Technological	

Table 1: Hazards that pose the highest risk to the greater Mossel Bay

Communities/households/environments which are the most at risk in the municipality's area are for example, informal settlements, people living under the 50 year flood-line and hazardous materials incidents in and around the Town.

The disaster manager should shift in focus to mitigation and prevention measures instead of concentrating as in the past only on preparedness and response measures.

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

- ❖ The establishment of a **Disaster Management Centre** for the Municipality of Mossel Bay;
- ❖ Integrating risk management programs with the **IDP**;
- ❖ To maintain **risk specific safety infrastructure** and **plans** e.g. Voorbaai tankfarm, PetroSA;
- ❖ To design a program in **support of fire protection** on the urban fringes;
- ❖ To establish **disaster prevention programmes** that focus on the most vulnerable communities and endeavour to support sustainable livelihoods;
- ❖ To establish and maintain **multi-disciplinary co-operation** and **co-operative partnerships**;
- ❖ To establish **pro-active media liaison** and rapid response to media inquiries;
- ❖ To refine disaster **loss tracking** and establish a culture of **scientific risk analysis**;
- ❖ To contribute to preventive and reactive management strategies for the **HIV/AIDS** pandemic.

9 Classification of a Local Disaster

The procedure for the classification of a disaster must be done in terms of Section 23 and 48 of the Bill.

In terms of Section 54(2) of the Bill, a district municipality and a local municipality may agree that the council of the local authority assumes primary responsibility for the co-ordination and management of a local disaster that has occurred or may occur in the area of the local municipality

10 Declaration of a Local State of Disaster

Whether or not an emergency situation is determined to exist, municipal and other agencies may take such actions under this plan as may be necessary to protect the lives and property of the inhabitants of Greater Mossel Bay.

Declaration of a local state of disaster: In the event of a local disaster the Council of a municipality having primary responsibility may by notice in the provincial gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the disaster; or other special circumstances warrant the declaration of a local state of disaster – Section 55(1)

If a local state of disaster has been declared, the Council may make by-laws or issue directions, or authorise the issue of directions to:

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

11 Post Disaster Response and Recovery

11.1 Procedure for Activating the Disaster Response Plan

The DOC (Disaster Operations Centre) Management Team shall be convened when an emergency has occurred or is likely to occur, in accordance with the following:

- The most senior on-scene official of the service most directly involved in the mitigation of the emergency shall request that the DOC be activated,
- Where the size or seriousness of the emergency seems beyond the capability of that service, the DOC must be activated,
- Where the Head of the DMC is of the opinion that it is necessary to activate the DOC in order to effectively manage an emergency which has occurred or is likely to occur, the DOC must be activated,
- The activating service shall via the Mossel Bay Fire and Rescue Services Centre contact the Disaster Management Duty Officer, who shall immediately arrange to notify the established members of the DOC Management Team,
- The Disaster Management Duty Officer shall request the members to meet at the DOC.
- The DOC will evaluate the situation and advise the Head of the Centre regarding the declaration of a disaster, as well as the continued activation or standing-down of the DOC.

All incidents will be managed by the DOC Management Team in accordance with the principles and the guidelines contained in the Mossel Bay Municipal Multi-disciplinary Incident Management Plan (MIMP).

11.2 Disaster Response Co-ordination

All the relevant role-players will meet at the DOC to co-ordinate response operations from the Disaster Operations Centre in the event of a disaster or threatening disaster.

Included is a list of key personnel who will participate in the DOC, the head of the Centre will chair the DOC.

- 1) The Municipal Manager
- 2) The Disaster Management Manager
- 3) The Director: Community Services
- 4) The Director: Technical Services
- 5) The Director: Financial Services
- 6) The Director: Corporate Services
- 7) The Municipal Police Manager
- 8) The Chief: Fire and Rescue Services
- 9) The Chief: Municipal Health Services
- 10) The PA:WC – Emergency Services (Ambulance)

The Disaster Operations Centre (DOC) is the entity at the strategic level where the collective body of relevant role players gather to co-ordinate the response. The DOC venue is a component of the Disaster Management Centre (DMC) and the Strategic activities are generally undertaken in the DOC. However circumstances may arise whereby the DOC may be convened at an alternative or more appropriate location/venue.

The DOC 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 DOC team will ensure co-ordination and support between departments and external bodies. **All** requests for outside assistance and resources for the disaster scene must be channelled from the Incident Command Post on the scene to the **DOC** for execution.

11.3 The Disaster Operations Centre

The DOC under the direction of the DOC Management Team must when activated and during any response and relief operations perform the following functions;

- Maintain records of communications, decisions, actions and expenditures,
- Designate emergency area(s) and sites,
- Decide 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 City 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 PA:WC Disaster Management,
- Co-ordinate response with non-governmental disaster relief organisations, neighbourhood and community organisations.
- Identify persons/organisations 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 partners' communications staff,
- Respond to inquiries from the media, public,
- Identify target audiences for post-emergency communications,
- Identify persons/organisations to contribute to post-emergency reports/debriefings
- Submit information for payment of invoices

11.4 Standard Operating Protocols for the DOC Team

Following are the broad responsibilities for each member of the DOC Team:

1) The 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 Municipal area of Mossel Bay,

During and after emergencies and disasters the Municipal Manager will be responsible to:

- Report, liase and consult with councillors and external district, provincial and National government departments,
- 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/organisations to receive recognition for contributions to emergency response.

2) The Director Community Services:

The Director Community Services must:

- Ensure that disaster plans are compiled and maintained in his/her service,
- Establish and ensure the effective functioning of the Disaster Management Co-ordinating Committee,

- When necessary, submit reports containing recommendations for changes to the Corporate Disaster Management Plan to Council.

3) The Head of the Disaster Management Centre:

The Head is responsible for the compilation, maintenance and distribution of the Municipality's Corporate Disaster Management Plan and its 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 Municipality's Corporate Disaster Management Plan. (Section 44(1))

The Head must:

- When deemed necessary, declare a disaster (Bill),
- Liaise with district, provincial and national officials,
- Co-ordinate response with CBO's and NGO's,
- Authorize area evacuation/re-entry,
- Identify persons/organisations to receive recognition for contributions to the emergency response,
- Establish and maintain required telecommunications links,
- Identify available resources for disaster management purposes as requested by the DOC Management Team,
- Establish and maintain a resources database.

The Head of the Centre, in consultation with the DOC Management Team, will determine when an incident or disaster is adequately dealt with and the response structure set up for the incident/disaster can be de-activated.

4) The Director Technical Services:

The Director Technical 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 programmes to support risk reduction or elimination,
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations,
- Identifying and prioritising essential services that may require restoration as the result of an emergency or disaster,
- Co-ordinating response with Eskom,
- Allocating available electricity
- Planning alternate electrical supply,
- Removing debris from transportation routes and other sites as required
- Monitoring the environment (air, water and ecosystem) for contamination,
- Controlling consumption of public water supply
- Providing alternate water supplies (potable, industrial and fire-fighting),
- Disposing of non-hazardous waste,
- Providing facilities for the disposal of hazardous waste,

- Maintain a flood warning system throughout its area of jurisdiction for alerting the Mossel Bay Disaster Management Centre,
- Confining and containing flood water,
- Providing technical advice in preventing or reducing the effects of flooding,
- Liaison with the Ministry of Water Affairs and Forestry as required,
- Liaison with the district, provincial and national transport departments as required,
- Supplying resources for disaster management purposes as requested by the DOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Disaster Management Resources Database,
- Identifying persons/organisations to contribute to post-emergency reports/debriefings
- Supplying resources for disaster management purposes as requested by the DOC Management Team,

5) The Director Financial Services

The Director Financial 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 programmes to support risk reduction or elimination,
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations,
- Managing donations for emergency response,
- Facilitating emergency procurement,
- Initiating and facilitating efforts to make funds available for disaster management in the municipal area (Section 43),
- Supplying resources for disaster management purposes as requested by the DOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Disaster Management Resources Database.

6) The Director Corporate Services

The Director Corporate 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 programmes to support risk reduction or elimination,
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations,
- Monitoring compliance with relevant legislation, regulations, licenses and by-laws,
- Providing information to Municipal Staff and their families,
- 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,

- Documenting information for remuneration of municipal employees involved in emergency response,
- Reporting to Health and Safety Committees on the emergency response,
- Documenting potential occupational health and safety issues,
- Documenting information for potential municipal relations issues,
- 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 DOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Management Resources Database,
- Establishing and maintaining required informatics links,
- Rendering support and advice throughout all phases of disaster management planning activities,
- Ensure that the Corporate Disaster Management Plan forms an integral part of the IDP,
- 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,
- Regularly updating on emergency situation to councillors,
- Supporting the DMC in communicating status reports and public safety notices,
- Supporting the DMC in risk-reducing public education and awareness programmes.
- Arranging for an alternate telephone or communication service, if required,

7) The Municipal Police Manager:

The Municipal Police Manager 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 programmes to support risk reduction or elimination,
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations,
- Co-ordinating response with the South African Police Services and national security forces or departments,
- Protecting the safety of emergency responders, evacuated areas, affected communities and damaged or threatened property,
- Controlling and dispersing crowds,
- Evacuating designated area(s) of both persons and livestock,
- Controlling access to and egress from emergency area(s),
- Protect private and public property,

- Managing and controlling traffic in and around emergency area(s) on evacuation routes and on emergency vehicle routes,
- Identifying persons/organisations to contribute to post-emergency reports/debriefings,
- Protecting essential service facilities,
- Supplying resources for disaster management purposes as requested by the DOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Management Resources Database,

8) The Chief: Fire and Rescue Services

The Chief: Fire and Rescue 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 programmes to support risk reduction or elimination,
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations,
- Preventing the outbreak or spread of fires,
- Fighting or extinguishing fires,
- Protecting life and property from fire or other threatening danger,
- Rescuing of life and property from fire or other danger,
- Evacuating designated area(s) of both persons and livestock,
- Supplying resources for disaster management purposes as requested by the DOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Management Resources Database.

9) The Chief: Health Services

The Chief: Health 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 programmes to support risk reduction or elimination,
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations,
- Steps to eliminate risks presented by communicable disease,
- Isolate person(s) in order to decrease or eliminate risk presented by a communicable disease,
- Protect the health and safety of emergency responders,
- Care evacuees and victims
- Monitor large groups of people for contamination and/or health effects,
- Immunize large groups of people
- Plan and assist with the management of emergency shelter, evacuation assembly points and mass care facilities for persons displaced by emergencies or disasters,
- provide health care for disrupted populations (may be general population or limited to vulnerable populations and essential service operators)

- Seize and dispose of food that poses a health hazard,
- Monitor the environment (air, water and ecosystem) for contamination,
- Identify persons who may require medical follow-up and/or who may require psychosocial support,
- Identifying persons/organisations to contribute to post-emergency reports/debriefings,
- Supplying resources for disaster management purposes as requested by the DOC Management Team,
- Establishing and maintaining a resources database that is integrated with the DMC's Management Resources Database.

11.5 Requests for Assistance

Under certain circumstances, assistance, including SANDF assistance may be requested via the Klein Karoo/Garden Route District Municipality. The District Municipality may request assistance via the Department of Local Government and Housing of the Provincial Administration: Western Cape. The requesting of such services shall not be deemed to be a request that the District Municipality or Provincial Administration: Western Cape assume authority and control of the emergency/disaster.

Such request shall only be made by the Municipal Manager to the Municipal Manager of the Klein Karoo/Garden Route District Municipality or to the Premier of the Western Cape Province.

11.6 Recovery and Rehabilitation Operations

Post-Disaster recovery and rehabilitation operations usually take on the nature of projects or programmes of the lead departments.

The Disaster Management Centre will assist with the identification of needs and will facilitate recovery and rehabilitation operations. The function or 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-ordinating Committee on a regular basis.

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

12 Testing and Annual Review of the plan

13 References

- Mossel Bay Municipality Disaster Management Policy Framework
- Constitution of the Republic of South Africa
- Disaster Management Bill, 2002
- Fire Brigade Services Act, 99
- Western Cape Disaster Management Policy Framework
- Local Government Municipal Systems Act
- SA National Disaster Management Policy Framework
- Western Cape Department of Social Services: Outline for the proposed interim policy for the provisioning of social relief in the event of a disaster.
- Western Cape Ordinance on Civil Defence (ordinance 8 of 1977)
- The Major Hazardous Installations Act and Regulations
- The Road Traffic Act
- Mossel Bay Municipality Disaster Management Plan
- Mossel Bay Community Fire Safety By-Law

The following risk-specific and incident management plans support and should be read with this document:

- Coastal Oil Spill Contingency Plan: Mossel Bay Zone - No. 7
- Southern Cape – N2 Incident Management Plan
- Foot-and-mouth Disease Plan – PA – Western Cape
- Spoornet: Worcester Rail Contingency Plan
- PetroSA Refinery Emergency Response Plan
- Transport of Hazardous Materials Contingency Plan – Spoornet
- PA - Western Cape Drought Plan
- PA - Western Cape Flood Plan
- Social Relief Procedures (PA – Western Cape)