



CENTRAL KAROO DISTRICT MUNICIPALITY



DISASTER MANAGEMENT PLAN

2026-2027



Western Cape
Government

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ABBREVIATIONS AND ACRONYMS USED IN THE DISASTER MANAGEMENT PLAN

CKDM – Central Karoo District Municipality

DOC – Disaster Operations Centre (of the CKDM DMC)

DMC – Disaster Management Centre

DRMP – Disaster Risk Management Plan

EMS – Emergency Medical Services (PG: WC) – also known as METRO-EMS

F&RS – Fire and Rescue Service

FCP – Forward Command Post (at Incident Site)

GIS – Geographical Information System

GPS – Global Positioning System

HRAVA - Hazard, Risk and Vulnerability Assessment

IMT – Incident Management Team (On-site)

JOC – Joint Operations Centre (usually located off-site)

NGO – Non-Governmental Organization

NIA – National Intelligence Agency

WC: PDMC – Western Cape: Provincial Disaster Management Centre

PG: WC – Provincial Government of the Western Cape

ProvJOC – Safety & Security Joint Operations Committee at the Provincial level

RVP – Rendezvous Point

SANDF – South African National Defence Force

SAPS – South African Police Service

SCP – Service Command Post (at the Incident Site)

SOP – Standard Operating Procedure

VOC – Venue Operations Centre (located at a particular Venue site)

VSA – Vehicle Staging Area

DEFINITIONS/ GLOSSARY OF TERMS

ALERT - An “Alert” is an incident that currently does not affect the local or general population but has the potential to lead to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from the relevant specialist Agencies.

CAPACITY – The ability or the resource availability of one or more Services / Organisations to respond to any given Incident, Emergency or Disaster situation.

CONTROL AREA - The total area where the Incident has occurred within the outer perimeter, and includes the inner perimeter and danger zone, as well as all hazard occurrences, the triage and any other designated areas, as applicable.

CO-ORDINATION - The bringing together of organisations and elements to ensure effective emergency/disaster management response, and is primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) per the requirements imposed by the threat or impact of an emergency or disaster. Coordination relates primarily to resources, and operates vertically, within an organisation as a function of the authority to command; and horizontally, across organisations, as a function of the authority to control – refer also to the **UNIFIED COMMAND** definition.

CROWD BARRIER – Temporary or permanent structure/s that prPVAs access to demarcated areas as identified by the risk assessment.

DANGER ZONE (HOT ZONE) – The cordoned off area immediately around the incident site where emergency operations take place.

DISASTER – A progressive or sudden, widespread, or localized, natural phenomena 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 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 resources.

DISASTER MITIGATION - Disaster mitigation refers to structural and non-structural measures that are undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards on vulnerable areas, communities, and households. These efforts can target the hazard or threat itself (for example, the positioning of firebreaks on the urban/wildland interface). This is often referred to as 'structural mitigation' since it requires infrastructure or engineering measures to keep the hazard away from those at risk. Disaster mitigation efforts can also target people who are at risk by reducing their vulnerability to a specific threat (for instance, promoting community responsibility for controlling fire risk in an informal settlement). This is often called 'non-structural mitigation', as it promotes risk-avoidant behaviours and attitudes.

DISASTER OPERATIONS CENTRE (DOC) – Is a fully equipped dedicated facility within the Municipal, Provincial or National Disaster (Risk) Management Centre. Such a facility must be capable of accommodating any combination of emergency and essential services representatives, including all relevant role players and stakeholders identified in response and recovery plans for multidisciplinary strategic management of response and recovery operations, when a local, provincial, or national disaster occurs or is threatening to occur. This facility will also be linked to all other established safety & security centres.

DISASTER RECOVERY - Disaster recovery (including rehabilitation and reconstruction) focus on the decisions and actions taken after a disaster to restore lives and livelihoods, services, infrastructure, and the natural environment. In addition, by developing and applying risk reduction measures at the same time, the likelihood of a repeated disaster PVA is reduced.

Disaster recovery includes: -

- * Rehabilitation of the affected areas, communities, and households
- * Reconstruction of damaged and destroyed infrastructure
- * Recovery of losses sustained during the disaster PVA, combined with the development of increased resistance to future similar occurrences.

DISASTER RISK– The measure of potential harm from a hazard or threat. Risk is usually associated with the human inability to cope with a particular situation. In terms of disaster management, it can be defined as the probability of harmful consequences, or expected losses death, injury, damage to property and the environment, jobs, disruption of economic activity or social systems. Hazards will affect communities differently in terms of the ability and resources with which to cope. Poorer communities will be more at risk than others.

DISASTER RISK ASSESSMENT - Assessment of the threat posed by any identified hazard with a disaster potential.

DISASTER MANAGEMENT - means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at – (a) Reducing the risk of disasters; (b) mitigating the severity or consequences of disasters, (c) emergency preparedness, (d) a rapid and effective response to disasters, and (e) post-disaster recovery and rehabilitation.

DISASTER MANAGEMENT CENTRE – A Centre specialising in Disaster (Risk) Management established in a Municipality, Province or at National level in terms of the Disaster Management Act, No. 57 of 2002.

DISASTER MANAGEMENT PLAN – A document describing the organizational structure, its roles and responsibilities and concept of operation covering all aspects of the Disaster Management Continuum and placing an emphasis on measures that reduce vulnerability, viz. hazard identification, risk and vulnerability assessment, risk reduction and mitigation, planning and preparedness, emergency response, relief and recovery efforts.

DISASTER RISK REDUCTION - Disaster risk reduction can be seen as the systematic development and application of policies, strategies and practices to minimise vulnerabilities and disaster risks throughout a society to prPVA and limit negative impacts of hazards, within the broad context of sustainable development. In South Africa, disaster risk reduction is an integral and important part of disaster management.

EMERGENCY EXIT – Structural means whereby a safe route is provided for people to travel from any point in a building or structure to a place of safety without assistance.

EMERGENCY/CONTINGENCY RESPONSE PLAN – The section of a Disaster Management Plan developed to deal specifically with the organisational structure, its roles and responsibilities, concept of operation, means and principles for intervention during an incident or emergency occurring at a specific venue or PVA.

EMERGENCY PROCEDURES – A set of documents describing the detailed actions to be taken by response personnel during an emergency.

EVACUATION – The controlled, rapid and directed withdrawal of a population, during an emergency, from a place of danger to a place of safety to avoid acute exposure to any incident.

EVACUATION CONTROL PROCEDURES – The plans made by the various Services outline their duties to ensure the orderly movement of people during the evacuation period.

EVACUEES, SPONTANEOUS – Persons who might leave an area in periods of intense crisis in response to a real or feared threat, whether they are advised to do so.

EXERCISE – An evaluation of major portions of emergency response capabilities. An exercise tests the integrated capability of the emergency response organization to identify weaknesses that could affect the response to an actual emergency.

FINAL EXIT - Termination of an escape route from a venue or structure giving direct access to a place of safety such as a street, passageway, walkway or open space and positioned to ensure that people can disperse safely from the vicinity of the building or structure and from the effects of a hazard.

FORWARD COMMAND POST (FCP) or INCIDENT COMMAND POST (ICP) – This is the single point of **joint command** for all on-site operations during the response phase of an emergency incident and it will be located at an appropriate location at or near the scene of the emergency, normally within the **INNER PERIMETER / RESTRICTED ZONE**. Incident Commanders / Managers from key response agencies as the Incident Management Team, will jointly operate under **UNIFIED COMMAND** to co-ordinate incident operations. The FCP may also be referred to as the **ON-SITE JOINT OPERATIONS CENTRE (ON-SITE JOC)**.

HAZARD – A dangerous phenomenon, substance, human activity, or condition. It may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

HAZARD AREA - Area(s) designated by the Disaster Management services, or locally through a hazard risk and vulnerability analysis, which are relatively more likely to experience the direct effects of natural or man-made disasters.

HAZARD MITIGATION – All methods and measures employed during the response phase to eliminate or make less severe / reduce the effects of a major disaster or emergency, or proactive risk reduction initiatives – refer also to the **DISASTER MITIGATION** and **MITIGATION** definitions.

HAZARDOUS MATERIAL – Any substance or material in a quantity or form which may be harmful or injurious to humans, animals, economic crops, or property when released into the environment. There are 4 traditional classes - chemical, biological, radiological and explosive (CBRE).

HELIPORT - A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of helicopters.

HOT ZONE - refer to **DANGER ZONE**.

INCIDENT - An emergency which impacts a localised community or geographical area, but does not require the coordination and significant multi-agency emergency management activities at a District or State level.

INCIDENT COMMAND POST (ICP) – refer to the **FORWARD COMMAND POST (FCP)** or **ON-SITE JOC** definitions.

INCIDENT COMMANDER – the most senior staff member present of a responding Discipline who will manage that Discipline's tactical and operational deployment according to the parameters and specialisation of that Discipline. He/she will liaise with all other Disciplines on scene through the On-site Incident Management Team so that Unified Command can be achieved. If necessary, the Discipline with the most active role in combating the hazard will assume the role of the Leading Discipline(s).

INCIDENT MANAGEMENT TEAM (IMT) – the On-scene Team convened at any Incident site established to ensure that the Unified Command approach is achieved as envisaged by the Multi-disciplinary Incident Management Plan (MIMP).

INFRASTRUCTURE – Planned and organized system that is incorporated within everyday management activities, to ensure an acceptable level of emergency incident preparedness.

INNER PERIMETER (RESTRICTED ZONE) – A cordoned-off area around the DANGER ZONE where restricted access is allowed. Only authorized persons will be allowed in this area.

JOINT MEDIA CENTRE – A Centre established to receive firsthand and updated information on the situation with input from all the stakeholders and to coordinate all liaison with the media.

JOINT OPERATIONS CENTRE (JOC) – A fully equipped, dedicated facility which is pro-actively established to enable all relevant role-players / disciplines to jointly manage all safety & security-related aspects of any planned PVA or for Major Incident which has occurred or is threatening to occur, especially in the response and recovery operations phase, at the STRATEGIC and/or TACTICAL LEVEL, using the **UNIFIED COMMAND** system. This facility will also be linked to all other established safety & security centres (see also **DOC** and **VOC** definitions).

JOINT OPERATIONAL COMMITTEE (JOCOM)

MAJOR INCIDENT - An emergency which impacts a localized community or geographical area requiring the coordination and significant multi-agency emergency management activities at a District or State level (see also the **EMERGENCY** and **DISASTER** definitions).

MITIGATION (refer also to DISASTER MITIGATION) - Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

NATURAL PHENOMENA - Natural phenomena are extreme weather, water, or geological (earth) processes that do not pose a threat to people or properties. When they occur in a deserted place, they are merely natural phenomena and nothing else. However, once they affect human beings, due to location or poor planning by human beings, they are a potential hazard and could become a disaster.

OCCUPANT CAPACITY – Maximum number of people who can be safely accommodated at a venue.

ON-SITE JOINT OPERATIONS CENTRE (ON-SITE JOC) - This is the single point of **joint command** for all on-site operations during the response phase of an emergency incident, and it will be located at an appropriate location at or near the scene of the emergency, normally within

the **INNER PERIMETER / RESTRICTED ZONE**. Incident Commanders / Managers from key response agencies will jointly operate under **UNIFIED COMMAND** to coordinate incident operations – this function was previously referred to as the **FORWARD COMMAND POST (FCP)** or the **INCIDENT COMMAND POST (ICP)**.

PLACE OF SAFETY – Place away / outside of danger.

PREPAREDNESS -The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prPVA, protect against, respond to, and recover from incidents. Preparedness contributes to **disaster risk reduction** through measures taken in advance to ensure effective response to the impact of hazards, including timely and effective early warnings and the temporary evacuation of people and property from threatened locations. Preparedness enables organs of state and other institutions involved in disaster management, the private sector, communities, and individuals to mobilize, organize, and provide relief measures to deal with an impending or current disaster, or the effects of a disaster. Preparedness differs from prPVAion and mitigation, as it focuses on activities and measures taken in advance of a specific threat or disaster.

PROTECTION - Actions to mitigate the overall risk to critical infrastructure people, assets, systems, networks and functions and their interconnecting links, from exposure, injury, destruction, incapacitation or exploitation.

RESILIENCY - The capability of people, assets and systems to maintain functions during a disaster and to expeditiously recover and reconstitute essential services after the PVA.

RESPONSE (DISASTER RESPONSE) – The implementation of measures that are necessary to protect against a hazard. Disaster response refers to the provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.

RISK (or DISASTER RISK) – The measure of potential harm from a hazard or threat. Risk is usually associated with the human inability to cope with a particular situation. In terms of disaster management, it can be defined as the probability of harmful consequences, or expected losses death, injury, damage to property and the environment, jobs, disruption of economic activity or social systems. Hazards will affect communities differently in terms of the ability and resources with which to cope. Poorer communities will be more at risk than others.

RISK ANALYSIS - The systematic use of information to identify risk sources and to estimate risk.

RISK ASSESSMENT - Assessment of the threat posed by any identified hazard

SAFETY - The state of being safe, free from danger or risks, and the prevention of physical harm.

SAFE ZONE – refer to **OUTER PERIMETER**.

SERVICE COMMAND POST (SCP) – A special facility established on site to exercise operational command of a specific Emergency or other Service responding to an Incident Situation. It will liaise with its own Service's Tactical Management Centre, as well as the FCP / On-site JOC to ensure service integration, coordination, and communication for response and relief activities (also refer to **UNIFIED COMMAND**).

STANDARD OPERATING PROCEDURES (SOP's) - A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standard procedure without loss of effectiveness.

THREAT - The intention and capability of an adversary (i.e. people and nature) to undertake actions that would be detrimental to critical infrastructures – refer also to the **HAZARD** definition.

TRAFFIC CONTROL POINTS – Places along access or egress routes to/from the Incident Site and primarily used by emergency vehicles and / or places along evacuation routes that are manned by law enforcement officials to direct and control traffic to and from the area being evacuated

TRIAGE – Means the medical sorting of casualties into treatment priority.

UNIFIED COMMAND - The system of managing the Incident on site so that joint decision-making and coordination is established between the responding Services / Organizations, while retaining that Services' / Organizations' internal command structure.

VENUE OPERATIONS CENTRE (VOC) – The designated structure equipped with the necessary facilities, located in a suitable position at a particular Venue and established proactively to enable all relevant role-players / disciplines to jointly manage all safety & security-related aspects event using the **UNIFIED COMMAND** system

VULNERABILITY – The degree to which people, property, the environment, or social and economic activity - in short, all elements at risk - are susceptible to injury, loss of life, damage, disruption, exploitation, or incapacitation by all hazards.

A. EXECUTIVE SUMMARY

The Central Karoo District Municipality (CKDM), in terms of the Disaster Management Act, 2002 (Act 57 of 2002), amended as Act 16 of 2015, is required to compile a municipal Disaster Management plan. This document fulfills the legal requirements set out in the Disaster Management Act, as amended, and the Policy Framework for Disaster Management in South Africa, and confirms the arrangements for managing disaster risk and preparing for and responding to disasters within the Central Karoo District Municipality. The development of the CKDM Disaster Management Plan has culminated in chapters which are arranged as follows:

Chapter 1 provides an introduction and background to the project. It describes the legal requirements that inform the Disaster Management responsibilities of various role-players and stakeholders and provides insight into current compliance with the relevant legislation, primarily the Disaster Management Act as amended. The structure of the Disaster Management Plan is also explained and linked to the Key Performance Areas and Enablers of the Policy Framework for Disaster Management in South Africa, also known as the National Disaster Management Framework (NDMF).

Chapter 2 addresses the requirements for establishing an integrated institutional capacity for Disaster Management within the Central Karoo District. The plan outlines the institutional capacity required for effective Disaster Management, including the establishment of a District Disaster Management Advisory Forum, Technical Committees, and a Disaster Management Center that should incorporate a 24-hour emergency control and communications facility.

In **Chapter 3**, the risk profile of the CKDM District is presented based on the district-wide risk assessment conducted across all 3 Local municipalities of CKDM. The high risks identified within the Municipalities include: Localised flooding, Vegetation Fires, Heavy Snowfall, Strong winds, Drought, Severe Thunderstorms, Invasive Alien Plants, Road accidents, Tornado, and structural fires.

Chapter 4 addresses disaster risk reduction planning to mitigate the risks identified in the previous chapter. Disaster risk reduction project proposals have been formulated for priority risks, and a risk reduction process is described at the beginning of the chapter. These proposals will remain guidelines that will need to be adapted to the specific prevailing circumstances when they are put into use.

In **Chapter 5**, response and recovery issues are highlighted. Preparedness plans for priority risks are introduced, and the Municipality's preparedness capacity is described, leading to the identification of certain gaps and recommendations.

Subsequently, an Any-Hazard Response Procedure is presented that will form the basis of response to all major incidents and disasters. Additional hazard-specific contingency plans are listed, followed by a discussion of the declaration of a state of disaster and disaster classification.

The chapter concludes with the identification of additional gaps and recommendations. The remaining chapters contain arrangements for the review and maintenance of the plan, a summary of the plan, and several annexures, including contact details and additional descriptions of corporate responsibilities for Disaster Management. In summary, several sections of the plan contain implementation actions required to ensure its effective execution. The most important of these are summarized below:

- A 24-hour Communication Control Centre was established to monitor emergency and essential services' communications and early warning information systems and identify developing emergencies and disasters so that appropriate response can be activated during major incidents and disasters.
- The municipality should institute the compulsory consideration of Disaster Management in the planning and execution stages of all IDP projects. This will ensure the integration of Disaster Management into the IDP and that all plans and projects focus on disaster risk reduction and preparedness – thus reducing the impact of disasters on lives, property, community activities, the economy, and the environment in the Municipality.
- The municipality should regularly review and update its plan, as required by Section 48 of the Disaster Management Act, 2002, as amended. The Disaster Management Advisory Forum shall be responsible for the annual review of the Municipal Disaster Management plan, as needed.

CHAPTER 1

1.1 INTRODUCTION

Emergencies are defined as situations, or the threat of impending situations, that abnormally affect 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. They are as distinct from routine operations carried out by role players as normal day-to-day procedures, e.g., firefighting, Safety and security, and emergency services.

Emergencies and disasters respect no boundaries and can destroy life and property suddenly and without warning. The South African government has recognized the need to prepare for and reduce the risk of disasters and has made provision for such measures across the three spheres of government, in partnership with the private sector and civil society.

The CKDM is not immune to emergencies and disasters and annually suffers the impact of various human-induced and natural hazards that have the potential to kill, injure, destroy, and disrupt. The Municipality is committed to ensuring the safety of its inhabitants and the sustainability of its communities, economy, and environment, and therefore intends to effectively manage disaster risk within the CKDM District in close collaboration with all relevant stakeholders, and especially the local municipalities within the district.

The CKDM is required as per the Disaster Management Act, 2002 (Act No. 57 of 2002), as amended, to compile the municipal Disaster Management plan. This document fulfills this legal requirement and confirms the arrangements for managing disaster risk and for preparing for and responding to disasters within the Central Karoo District Municipality.

The intended outcomes of this plan are:

- The integration of Disaster Management into the strategic and operational planning and project implementation of all line functions and role players within Central Karoo District Municipality;
- The creation and maintenance of resilient communities within the Central Karoo District Municipality; and
- An integrated, fast, and efficient response to emergencies and disasters by all role-players.

The overall objective of this document is not only to define the essential elements and procedures for preventing and mitigating major incidents or disasters, but also to ensure rapid and effective response and aspect-specific contingency planning in case of a major incident or disaster that will: -

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

In this chapter, the study area will be described, after which the compilation of the Disaster Management plan will be presented with specific attention given to the relationship between the plan and the Key Performance Areas of the Policy Framework for Disaster Management (National Disaster Management Framework) in South Africa.

1.2 OVERVIEW OF CENTRAL KAROO

The Central Karoo District Municipality (CKDM) is one of five Category C District municipalities in the Western Cape Province.

The N1 (National Road) and the main railway cut through the district in a northeast–southwest direction, connecting it to Cape Town (500km southwest of the district) and Johannesburg (1000km northeast of the district).

The CKDM covers a total area of 38,852 km², making it the largest district municipality in the province. It stretches approximately 400km from its southernmost point to its northwestern point and includes the towns of Beaufort West, Laingsburg, and Prince Albert (also the names of the 3 local municipalities within the district).

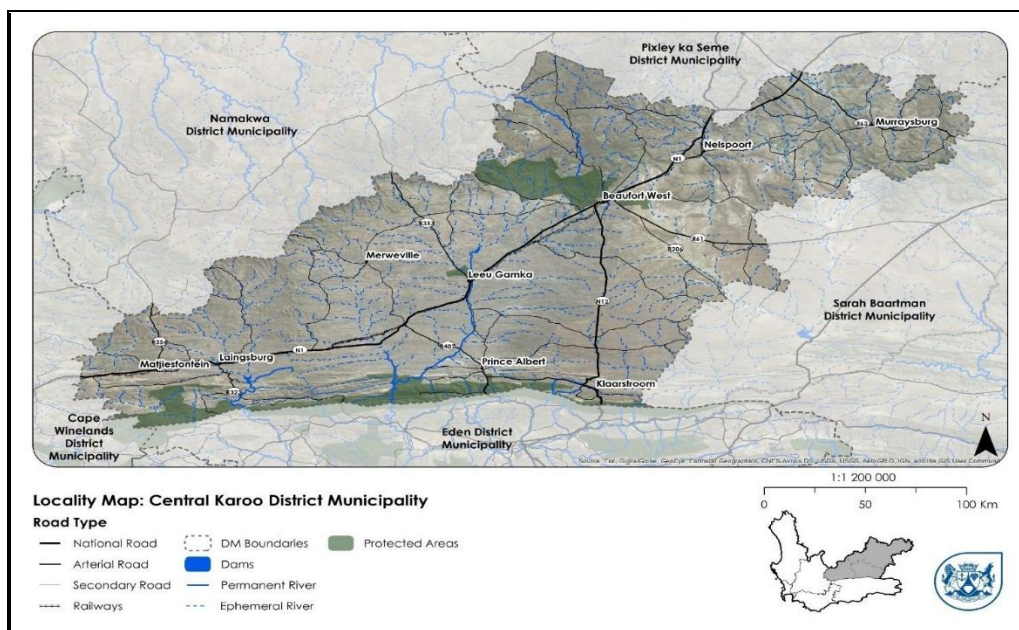


Figure 1: CKDM Locality Map

The District Municipality is made up of three local municipalities: -

A. Beaufort West Municipality



Includes the towns of Beaufort West, Merweville, Nelspoort, and Murraysburg. The largest town in the District, Beaufort West, serves as the administrative centre of the district. The municipal area has a total population of approximately 49,586 residents, most of whom are urbanised. Beaufort West is strategically situated approximately 415 km northwest of Cape Town along the N1 route, which connects Cape Town with cities like Bloemfontein and Johannesburg. It has all the characteristics of a modern town, including a magistrate's court, internet cafés, hotels, bed and breakfasts, medical facilities, restaurants, and all the other amenities and services found in larger towns.

B. Laingsburg Municipality



Includes the historic settlement of Matjiesfontein. It is the smallest municipality (in terms of population) in the district and indeed in the whole of South Africa. The municipal area has a total population of approximately 9,273 residents. Laingsburg is situated halfway between Cape Town and Beaufort West on the N1 national road. Passing transport is one of the most important markets for Laingsburg. Laingsburg is characterized by rural agriculture, consisting mainly of sheep farming and the production of soft fruits, especially in the southern part of the municipal area. The potential for the latter is adversely affected by poor roads and long distances to major centres.

C. Prince Albert Municipality



Prince Albert is situated 400 km north of Cape Town and 170 km southwest of Beaufort West. The municipality has a total population of approximately 17,836 residents. Prince Albert borders Beaufort West Municipality, Laingsburg, and the Eden District. Prince Albert Municipal area covers a total of 8,800 km², with vast parts of these being in the rural areas where vast hectares are under agricultural production, mainly fruit and sheep farming. District roads radiate out of Prince Albert, connecting it to its satellite towns of Prince Albert Road on the N1, Klarstroom on the R329, and Leeu-Gamka on the N1.

The South African government has responded to the negative consequences of disasters by developing legislation (The Disaster Management Act, 2002 – Act No. 57 of 2002), as amended, and national policy (The Policy Framework for Disaster Management in South Africa, 2005) to manage disaster risk and disaster impacts.

The Disaster Management Act, as amended, hereafter termed the Act, provides for an integrated and coordinated Disaster Management policy that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters, and post-disaster recovery.

The Act prescribes the establishment of national, provincial, and municipal Disaster Management centres. Most importantly, in the context of this document, the Act also requires the compilation of Disaster Management Plans in all spheres of government. The Central Karoo District Municipality is primarily responsible for implementing the Act within its area of jurisdiction, with a specific focus on ensuring effective, targeted disaster risk reduction planning.

1.3 DISASTER MANAGEMENT PLAN DESCRIPTION

The CKDM Strategic Disaster Management Plan aims to follow **AN INTEGRATED ALL-HAZARDS APPROACH, AT THE STRATEGIC (HIGH) LEVEL, to the preparedness for, and response to, identified hazards which may have disaster-risk implications. Emergency/Contingency plans, which are not yet in place, must be developed to address the major risks as identified in the Risk Assessment.**

The objective of this document is to define and describe the essential elements and procedures **at the strategic level** and mitigate major incidents or disasters (covering a wide range of hazards and threats, including natural and man-made disasters, service disruptions, domestic terrorist attacks, and other emergencies) and to ensure a rapid and effective response in case of a major incident or disaster occurrence, that will:

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

1.3.1 SCOPE OF THE DISASTER MANAGEMENT PLAN

The DMP applies to the whole of the Central Karoo District Municipality and will influence the interaction of all spheres of government and sectors of society within the District Municipality with regard to disaster risk and disaster impact. This DMP falls within the paradigm of the South African (National) and Western Cape (Provincial).

The Central Karoo District DMP will function as a guideline for the practical implementation of all aspects of Disaster Management within the Local Municipality and will serve as a management decision-making tool that will assist with the identification of disaster risks and the functional and organizational integration of disaster risk reduction, as well as disaster response actions and projects.

The Central Karoo District DMP will therefore provide Disaster Management stakeholders with clear guidance on the activities they need to undertake to meet the objectives and targets of the National and Provincial Disaster Management Framework (DMF) and to reduce disaster risk and increase disaster resilience within the district.

The Policy Framework for Disaster Management in South Africa, also known as the National Disaster Management Framework (NDMF), was published in 2005. It is the legal instrument specified by the Act to address needs for consistency across multiple interest groups by providing a coherent, transparent, and inclusive policy on Disaster Management appropriate for the Republic as a whole.

The Disaster Management Act, Act No. 57 of 2002 as amended (the Act), requires that, inter alia, the three spheres of government prepare **Disaster Management Plans** (Sections 39 and 53 of the Act).

Section 39 of the Act addresses the disaster management planning requirements for Provinces, namely:

“(1) Each province must-

(a) prepare a disaster management plan for the province as a whole:

(b) co-ordinate and align the implementation of its plan with those of other organs of state and

institutional role-players; and

(c) regularly review and update its plan.

(2) A disaster management plan for a province must-

(a) form an integral part of development planning in the province;

(b) anticipate the types of disaster that are likely to occur in the province and their possible effects;

(c) guide the development of measures that reduce the vulnerability of disaster-prone areas,

communities and households;

(d) seek to develop a system of incentives that will promote disaster management in the province;

(e) identify the areas or communities at risk;

(f) take into account indigenous knowledge relating to disaster management:

(g) promote disaster management research;

h) identify and address weaknesses in capacity to deal with possible disasters:

(i) provide for appropriate prevention and mitigation strategies;

(j) facilitate maximum emergency preparedness; and

(k) contain contingency plans and emergency procedures in the event of a disaster, providing for-

(i) the allocation of responsibilities to the various role-players and

(ii) prompt disaster response and relief;

(iii) the procurement of essential goods and services:

(iv) the establishment of strategic communication links;

(v) the dissemination of information; and

(vi) other matters that may be prescribed.

(3) Municipal organs of state in the province, to the extent required by the province, may be requested to co-operate with the province in preparing a disaster management plan for the province.

(4) A province must submit a copy of its disaster management plan and of any amendment to the plan to the National Centre and each municipal disaster management Centre in the province."

Section 53 of the Act addresses the disaster management planning requirements for Municipal Areas, namely:

"(1) Each municipality must, within the applicable municipal disaster management framework-

- (a) prepare a disaster management plan for its area according to the circumstances prevailing in the area;*
- (b) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;*
- (c) regularly review and update its plan; and*
- (d) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.*

(2) A disaster management plan for a municipal area must-

- (a) form an integral part of the municipality's integrated development plan;*
- (c) anticipate the types of disaster that are likely to occur in the municipal area and their possible effects;*
- (d) place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households;*
- (e) seek to develop a system of incentives that will promote disaster management in the municipality;*
- (e) identify the areas, communities or households at risk;*
- (f) take into account indigenous knowledge relating to disaster management;*
- (g) promote disaster management research;*
- (h) identify and address weaknesses in capacity to deal with possible disasters;*
- (i) provide for appropriate prevention and mitigation strategies;*
- (j) facilitate maximum emergency preparedness; and*
- (k) contain contingency plans and emergency procedures in the event of a disaster, providing for-*
 - (i) the allocation of responsibilities to the various role-players and co-ordination in the carrying out of those responsibilities;*
 - (ii) prompt disaster response and relief;*
 - (iii) the procurement of essential goods and services;*
 - (iv) the establishment of strategic communication links;*
 - (v) the dissemination of information; and*
 - (vi) Other matters that may be prescribed.*

(3) A district municipality and the local municipalities within the area of the district municipality must prepare their disaster management plans after consulting each other.

(4) A municipality must submit a copy of its disaster management plan, and of any amendment to the plan,

to the National Centre, the disaster management Centre of the relevant province, and, if it is a district

Municipality or a local municipality, to every municipal disaster management Centre within the area of the district municipality concerned."

The current understanding of the Act as amended as it relates to *Disaster Management Plans* is that Municipalities must plan for the following: -

Disaster Risk Reduction (Disaster Mitigation) Planning: *Disaster Risk Reduction Plans* should reduce the risks to which vulnerable communities are exposed to acceptable levels (described in Sections 39 (2) and 53 (2) (a); (b); (c); (e); (f); (h) and (i) of the Act). In preparing their Risk Reduction Plans, Municipalities should apply their minds and produce cost-effective and innovative risk reduction solutions. The majority of these plans will be linked to the **Integrated Development Plan** (IDP) as projects and programmes;

Requirements for national departments and public enterprises to compile plans: -

The Central Karoo District Municipality District Municipality is not working in isolation of other organs of state and the private sector would not be able to significantly reduce the variety of disaster risks which confront the inhabitants of the Municipality. Disaster Management is truly everybody's business and collaboration and co-operation would be required to reduce disaster risk. The success of the Central Karoo District Municipality District Municipality DMP depends on effective planning by several other stakeholders as illustrated in the figure below.

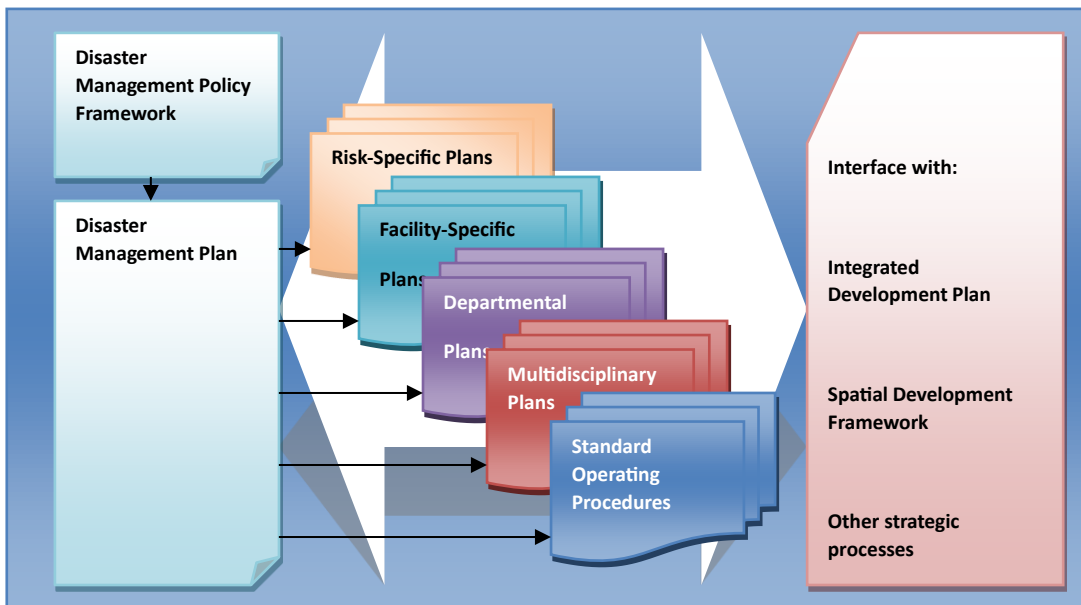


Figure 2: Relations between plans

National government departments and public enterprises operating within the boundaries of the Central Karoo District Municipality can make considerable contributions to disaster risk reduction within the district through the compilation of their own Disaster Management plans. This sub-section describes the legal requirement for national departments and public enterprises to conduct Disaster Management planning.

Part 2, Section 25 of the Disaster Management Act as amended governs the preparation of disaster management plans by national organs of state:

(1) Each national organ of state indicated in the Policy Framework for Disaster Management in South Africa must prepare a disaster management plan setting out (i) the way in which the concept and principles of disaster management are to be applied in its functional area;(ii) its role and responsibilities in terms of the Policy Framework for Disaster Management in South Africa; (iii) its role and responsibilities regarding emergency response and post disaster recovery and rehabilitation; (v) its capacity to fulfil its role and responsibilities; (vi) particulars of its disaster management strategies: and(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies; 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.

(2) The disaster management plan of a national organ of state referred to in subsection (1) must form an integral part of its planning.

(3) (a) A national organ of state must submit a copy of its disaster management plan and of any amendment to the plan to the National Centre. (b) If a national organ of state fails to submit a copy of its disaster management plan or of any amendment to the plan in terms of paragraph

(a), the National Centre must report the failure to the Minister, who must take such steps as may be necessary to secure compliance with that paragraph, including reporting the failure to Parliament.

Section 1 of the Act describes a national organ of state as a national department or national public entity defined in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999). A national department is described in the same section as *'(a) a department listed in schedule 1 of the Public Service Act, 1994 (Proclamation No. 103 of 1994), but excluding a provincial administration; or (b) an organisational component listed in Schedule 3 of that Act'*.

According to Section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999), a national public entity means *'(a) a national government business enterprise or (b) a board, commission, company, corporation, fund or other entity (other than a national government business enterprise) which is (i) established in terms of national legislation; (ii) fully or substantially funded either from the National Revenue Fund, or by way of a tax, levy or other money imposed in terms of national legislation; and (iii) accountable to Parliament.'*

In the same section a national government business enterprise is defined as an entity which *'(a) is a juristic person under the ownership control of the national executive; (b) has been assigned financial and operational authority to carry on a business activity; (c) as its principal business, provides goods or services in accordance with ordinary business principles; and (d) is financed fully or substantially from sources other than (i) the National Revenue Fund; or (ii) by way of a tax, levy or other statutory money.'*

All national departments and public enterprises operating within the Central Karoo District Municipality thus have a responsibility to have Disaster Management plans in place and can be engaged with in this regard. Disaster Management planning does not stop with government and organs of state. The private sector is also encouraged to develop Disaster Management plans and is legally required to at least ensure occupational health and safety and to have emergency planning in place.

Requirements for commerce and industry to compile plans: -

Disaster Management requires multi-sectoral co-operation and it is critical that business also contributes to the reduction of disaster risk in communities. District and local municipalities must therefore maintain strong relationships with business, especially where commerce and industry can provide resources that can contribute to disaster risk reduction. Commerce and industry can contribute directly to Disaster Management through memorandums of understanding or direct assistance, but could also choose to use corporate social investment vehicles for this purpose.

It is in the interest of any business to ensure that it is reducing its exposure to disaster risk and that it is able to respond quickly and effectively to any incident that may affect its ability to conduct business and generate income. There is a strong link between the resilience of commerce and industry within a specific area and the ability of communities to bounce back from adversity. Communities rely on commerce and industry for livelihoods and for the commercial provision of daily necessities. It is therefore in the interest of Central Karoo District Disaster Management to support emergency and Disaster Management planning with commerce and industry.

The desire of commerce and industry to stay in business and maintain profit levels is enough motivation for this sector to assess their risks and devise plans to avoid, reduce or respond to risks which could affect their ability to continue with business. In addition, good practice and corporate social responsibility also dictate that commerce and industry assess and manage risk, which includes disaster risk. The King II and III Reports focus on risk management in companies and place an emphasis on the triple-bottom line of financial, social and environmental aspects. The King reports underline the importance of risk management and business continuity planning and provides a basis for interaction between the Central Karoo District Municipality and commerce and industry within the area on issues of risk and joint efforts to reduce risk or to respond to disasters.

More formally, the Occupational Health and Safety (OHS) Act (No. 85 of 1993) and the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) with their respective regulations and codes of practice and associated standards require compliance to many safety-related aspects. With particular reference to the mining sector which is well-represented within the District, the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) also warrants mentioning. Compliance with these acts and their regulations, codes and standards will protect the interests of the private sector.

Of particular importance within the OHS Act are sections 7 (Health and Safety Policy); 8 (General Duties); 9 (People not in employment who may be directly affected); 17 and 18 (Health and safety representatives); 19 and 20 (Committees) and the Major Hazard Installation Regulations proclaimed under this Act.

The prescriptions of the National Building Regulations (updated in 2008) and SANS 10400:1990 – Code of practice for the application of the National Building Regulations provides for safe buildings that will reduce vulnerability, increase resilience and therefore decrease disaster risk.

Further legislation that requires commerce and industry as well as government to actively pursue disaster risk reduction includes the National Environmental Management Act (NEMA), the Mineral Resources Act, and the National Veld and Forest Fires Act that regulate the establishment of Fire Protection Associations (FPAs).

In summary it can be said that there is a clear need and legal foundation for all organs of state and the private sector to assess their disaster risk, to address this risk through mitigation actions, and to be prepared to respond to major incidents and disasters affecting them. The Premier of the Western Cape officially opened the CKDM Disaster Risk Management Centre (DRMC). CKDM current compliance with the Disaster Management Act.

According to the Disaster Management Act (No. 57 of 2002) as amended, the CKDM is required to have the following established:

- A Disaster Management Framework (Section 42 of the Act);
- A Disaster Management Plan (Section 53 of the Act);
- A Disaster Management Centre (Section 43 of the Act);
- And to have an appointed Head of the Disaster Management Centre (Section 45).

The three Local Municipalities are legally only required to have a Disaster Management Plan. A Disaster Management Advisory forum is not required at District or Local level but is recommended best practice (Section 51 of the Act). describes the current status quo of compliance of the Central Karoo Disaster Management and the Local Municipalities within the District with the requirements of the Disaster Management Act as amended. The information in the table is based on personal interviews with Disaster Management staff or role-players in each Local Municipality within the District. Although most Local Municipalities have some form of Disaster Management Plan, none of these have been approved by the relevant Councils. Council approval is a necessity if the plan is to inform the IDP process of the Local Municipalities. The priorities of Disaster Management Act as amended determines if the requirement in the Act is a “must” in other words compulsory. For example, a Framework is compulsory for a District Municipality but optional for a Local Municipality.

It is recommended that each Local Municipality should at least have an internal Disaster Management coordinating body such as an Inter-Departmental Disaster Management Committee. The additional establishment of an advisory forum is strongly recommended to coordinate Disaster Management policy within the municipality and enable stakeholder involvement in Disaster Management matters.

1.3.2 APPROACH AND METHODOLOGY

The methodology used in compiling the Central Karoo District Municipality District DMP aligns with existing methodologies and practices utilized within the Western Cape Province and with the Policy Framework for Disaster Management in South Africa.

The overall approach combines participatory-consultative elements with expert opinion grounded in research and experience. The data used in the compilation of the DMP was gathered from stakeholder consultations and a desktop study, which summarised existing data provided by Central Karoo District Municipality officials and other supporting documents retrieved from credible internet sources.

1.3.3 STAKEHOLDER CONSULTATION

The approach for managing the assembly of the Central Karoo District DMP entailed a close collaboration and liaison with **the top management (Director Socio-Economic)** of CKDM Disaster Management, the CKDM Disaster Management Manager, and the Disaster Management representatives from the local municipalities within the district. Engagements were made between the district and the three Local Municipalities to obtain relevant data on the risks to be addressed for the development of the CKDM Disaster Risk Management Plan.

1.4 LINKAGE WITH THE INTEGRATED DEVELOPMENT PLAN (IDP)

Disaster management, service delivery, and development planning go hand in hand. The Disaster Management Chapter accounts for the overarching status of risk reduction planning, institutional coordination, and the Disaster Management Plan. Aspects relating to disaster management in the IDP's Disaster Management Chapter should be a status quo of the strategic & institutional process, where annual reviews of the IDP reflect on progress made against strategic objectives set in the 5-year IDP.

It should also serve as an integrative tool to ensure a multi-sectoral approach to disaster management, specifically risk reduction initiatives. The Disaster Management Plan also manages the consequences of disasters/incidents (preparedness and response plans; contingency plans), and it also contains the operational risk reduction project plans, SOPs and other annexures; Disaster Management planning is a collaborative process that involves all spheres of government on the political and administrative levels including all sectors of society, NGOs and CBO's, hence the slogan "Disaster Management is everybody's business";

Section 53(2) (a) of the Act, as amended, specifies that the Disaster Management plan for a municipality must form an integral part of the municipality's Integrated Development Plan (IDP). Section 26(g) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) lists "applicable disaster management plans" as core components of an IDP.

According to Section 53(4) of the Act as amended, the Municipality must submit a copy of its Disaster Management Plan (DMP), and of any amendment to the plan, to the Disaster Management Centre of the Western Cape Province and the National Disaster Management Centre.

Additional legislative requirements that will inform the way in which the Central Karoo District Municipality approaches the management of disaster risks within its jurisdiction include the Municipal Structures Act of 1998 (Act No. 117 of 1998). According to Section 84(1)(j) of this act, the Central Karoo District Municipality is responsible for the provision of firefighting services serving the area of the District Municipality as a whole.

This section has focused on the implications of the Act for the Central Karoo District Municipality, but the Act also assigns responsibility to other stakeholders to attend to Disaster Management.

The full Disaster Management plan will be an annexure to the IDP rather than included in the IDP document. The challenge is for municipalities to facilitate and manage the process of participation, internally and externally, in municipal disaster management, in development planning, and on an ongoing basis, ideally in line with the IDP cycle. The corporate Disaster Management and institutionalized coordination structures are the recommended approach to achieve this.

The disaster management division is now located within the newly established Directorate: Socio-Economic Services, where the IDP is also compiled and implemented. The HOC provides input on each annual review or the amendment process for the IDP. The Western Cape Disaster Management Centre has a guiding document that guides the IDP process in terms of DM. See Annexure A.

CHAPTER 2

2.1 LEGISLATIVE MANDATE

South Africa is prone to a variety of natural and human-induced hazards that occasionally lead to the loss of property and lives. In the past decade, these hazard occurrences have become more frequent and severe. The Constitution of the Republic of South Africa (Act 108 of 1996) gives everyone the right to a safe environment. Section 24 states that everyone has the right to an environment that is not harmful to their health or well-being.

The National Government recognised a need to establish an institutional framework that allows for risk prevention and rapid action during an occurrence and has taken certain steps towards this end, such as: -

- **The Constitution of the Republic of South Africa, 1996**
- **White Paper on Disaster Management:** The White Paper introduced a new paradigm in the management of disasters by placing an emphasis on risk reduction and preparedness.
- **Disaster Management Act (the Act):** The White Paper led to the promulgation of the Disaster Management Act, Act No. 57 of 2002, which is the regulatory framework for Disaster Management in South Africa. The Department of Cooperative Governance (COG), through the National Disaster Management Centre (NDMC), administers the Act.
- **Disaster Management Amendment Act, Act no 16 of 2015**
- **National Disaster Management Framework (NDMF):** The NDMC has prepared a Policy Framework for Disaster Management in South Africa, which aims to guide the development and implementation of Disaster Management in the country.
- **National Disaster Management Centre Guidelines:** The NDMC developed guidelines for the establishment of disaster management centres (DMCs).
- **Provincial Disaster Management Generic Plans:** The PDMC appointed a service provider to compile generic Disaster Management plans that will assist districts and local municipalities with the compilation of their plans using standardised action lists.

The following legislation impacts on the integrated Disaster Management planning effort and will provide the basis for operation by the relevant role-players, whether they are the Lead or Supporting Disciplines: -

- Disaster Management Act, 57 of 2002;
- Fire Brigade Services Act, 99 of 1987;
- National Veld and Forest Act, 101 of 1998;
- A Police Service Act, 68 of 1995;
- National Health Act, 61 of 2003;
- Local Government: Municipal Systems Act, 32 of 2000;
- Road Traffic Act, 93 of 1996;
- Road Traffic Laws Reconciliation Act, 47 of 1998;
- Safety at Sports and Recreational PVAs Act. of 2009;
- Occupational Health and Safety Act, 85 of 1993;
- SANS 10366:2006-Health and Safety at PVAs-General Requirements

2.2 KPI: INTEGRATED INSTITUTIONAL CAPACITY

Key Performance Area 1 of the Policy Framework for Disaster Management in South Africa (NDMF) establishes the requirements for effective institutional arrangements in the national sphere to ensure the integrated and coordinated implementation of Disaster Management policy and legislation and the application of the principle of co-operative governance.

Key Performance Area 1 also places appropriate emphasis on arrangements to ensure the involvement of all stakeholders in Disaster Management, thereby strengthening the capabilities of national, provincial, and municipal organs of state. Arrangements to facilitate co-operation with countries in the region and the international community for Disaster Management are also discussed.

2.2.1 TECHNICAL COMMITTEES AND DISASTER MANAGEMENT CENTRE

The Central Karoo District Municipality must establish and implement a disaster management policy framework to ensure an integrated, common approach across its area.

Individual departments will be responsible for compiling and maintaining their own departmental disaster management plans. Departmental plans will be considered as integral parts of the corporate disaster management plan.

The current staff complement for disaster management is as follows: -

No	Positions	Disaster Management Services
1	Filled	1 x Disaster Manager / HOC
1	Filled	1 x Administrative Clerk
2	Vacant	2 x Disaster Management Officer
3	Interns	4 x Interns
4	Total	8

Table 1: Staff Complement: Disaster Management

The current staff complement for disaster management is as follows: -

No	Positions	Disaster Management Services
1	Filled	1 x Chief Fire Officer
1	Filled	8 x Junior Fire Fighters
4	Total	9

Table 2: Staff Complement: Fire & Rescue

2.3 DISTRICT DISASTER MANAGEMENT ADVISORY FORUM

A disaster management advisory forum, in terms of Section 51 of the Act, is a consultative body in which a municipality and relevant disaster management role-players within the municipal area consult with one another and co-ordinate their actions on matters relating to disaster management in the municipality. In the event of a disaster, the nature of the event will determine which representatives of the Advisory Forum or other experts will be co-opted to participate in the management thereof. Under normal circumstances, the Forum meets once per semester.

The District Municipality's Disaster Management Advisory Forum consists in terms of Section 51 of the Act, consisting of the following:

a) INTERNAL TO THE DISTRICT MUNICIPALITY:

- Municipal Manager
- Director: Socio-Economic Services
- Director: Financial Services
- Director: Corporate Services
- Senior Manager: Road Infrastructure Services
- Head: Disaster Management Centre
- Chief Fire Officer
- Any other departmental representatives as nominated by the Municipal Manager

b) **EXTERNAL BODIES:**

- Municipal Managers and/or Disaster Management Functionaries of the three (3) local municipalities in the district;
- Representatives from all national and provincial departments functioning in the district, such as, but not limited to, the following:
 - Provincial Government: Western Cape Disaster Management Centre, Police Services, Western Cape Province
 - SA National Defence Force, Western Cape
 - Western Cape Emergency Medical Services
 - Department of Social Development
 - Department of Education
 - Department of Environmental Affairs and Development Planning
 - Department of Correctional Services
 - Department of Water and Sanitation
 - Department of Transport and Public Works, Department of Community Safety (Provincial Traffic Department), Department of Health
 - Department of Agriculture
 - Department of Home Affairs
 - External Organisations (NGO's, CBO's and FBOs)

Other representatives or disaster management experts may be co-opted to participate in the normal proceedings of the Advisory Forum as the need arises. The Disaster Management Division will be responsible for rendering secretarial services during the functional activities of the respective established disaster management structures.

2.3.1 DISASTER MANAGEMENT CENTRE (DMC)

In terms of Section 44 of the Act, amongst others, the Disaster Management Centre (DMC) must also specialise in issues concerning disasters and disaster management within the District Municipality. In this regard, it must promote an integrated and coordinated approach to the function with special emphasis on prevention and mitigation.

FUNCTIONS AND POWERS

The Central Karoo District Municipality's Disaster Management Centre will, amongst others, 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 utilisation of volunteers to participate in disaster management in the municipal area.

The Disaster Management Centre will perform its functions –

- (a) Within the national, provincial and district disaster management frameworks;
- (b) subject to the District IDP and other directions of the Council; and
- (c) in accordance with the administrative instructions of the Municipal Manager.
- (d) The District Disaster Management Centre will liaise with and coordinate its activities with those of the Provincial Disaster Management Centre and the National Disaster Management Centre.
- (e) Irrespective of whether a local state of disaster has been declared or not, the Municipal Council is primarily responsible for the coordination and management of local disasters that occur in its area.

2.3.2 EXECUTIVE MAYOR

In the event of a local disaster the Executive Mayor, in consultation with his/her Executive Mayoral Committee, 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 event or special circumstances warrant the declaration of a local state of disaster (Section 55 of the Act).

FUNCTIONS AND POWERS

- Authorise unforeseen and unavoidable expenditure in terms of sections 29 and 32 of the Municipal Finance Management Act, No. 56 of 2003, in consultation with the Municipal Manager.
- In terms of section 55 (2), the Executive Mayor and his/her Council may make by-laws to the extent that it is necessary to assist and protect the public as well as to combat and/or deal with the effects of the disaster.
- The Executive Mayor and his/her Council may terminate or extend a declared disaster by notice in the Provincial Gazette before the term of the declared disaster lapses (after three months);

- Notify next of kin in the event when a community member is injured, missing or killed.
- Initiate the establishment of a disaster relief fund in terms of Section 12 read with Section 7 of the Municipal Finance Management Act, No. 56 of 2003.
- Release media statements; and
- Report on the emergency impact and response to the Council or its committees responsible for the emergency area(s), as well as to the mayors of local- and district municipalities and councillors of the area.

2.3.3 MUNICIPAL MANAGER

During disasters, the Municipal Manager or his designate will be responsible for reporting, liaising and consulting with the Executive Mayor and Mayoral Committee and external Provincial and National Government Departments. He/she will, furthermore, be responsible to:

Proactive Phase:

- Constitute the Advisory Forum
- Convene and chair quarterly Advisory Forum meetings or delegate to a responsible official; and
- Co-opt specialised role-players to the Advisory Forum.

Reactive Phase:

- When notified of a disaster or significant event by the Director or delegate, the Municipal Manager will activate the disaster management centre and chair the Joint Operational Committee;
- Report on the emergency impact and response to the Executive Mayor;
- Notify next of kin in the event a municipal employee is injured, missing or killed;
- Identify staff/persons/organisations to receive recognition for contributions to emergency response;
- Forward media statements to the Executive Mayor for release.
- When notified of a disaster or significant event by the Executive Director or delegate, the Municipal Manager will activate the disaster response plan;
- The Municipal Manager must ensure that all departmental disaster management plans are included in the Integrated Development Plan of the Council; and
- He/she must also ensure that the employment and performance contracts of all newly appointed Section 57 employees include disaster management responsibilities.

2.3.4 HEAD: DISASTER MANAGEMENT CENTRE

The Head: Disaster Management Centre is responsible for the strategy and management of the Disaster Management Centre, focusing especially on the planning and functioning throughout all the phases of the Disaster Management continuum. The Head: Disaster Management Centre is also responsible for the compilation and maintenance of the District's Disaster Management Policy Framework and the Disaster Management Plan. The Head of the Centre is responsible for consulting with the Director: Socio-Economic Services, who is primarily responsible for disaster management.

Proactive Phase:

- Establishing and maintaining the District's Disaster Management Centre
- Establish a District Disaster Management Advisory Forum
- Initiate and facilitate efforts to make funds available for disaster management in the municipal area;
- Assist municipal departments and municipal organs of state other than municipalities with the compilation of their disaster management plans;
- Obtain and record departmental disaster management plans;
- Co-ordinate the updating, maintenance and evaluation of departmental plans;
- To make provision in the own departmental budget for significant events which require immediate response and relief actions;
- The Head: Disaster Management Centre must ensure that the contents of this corporate planning framework are communicated to staff members at all levels within the department.
- Report on issues regarding the Corporate Planning Framework within the Annual Disaster Management Report, which is to be submitted to the Provincial- and National disaster management centres as well as all municipal councils within the district;
- On instruction of the Municipal Manager, release media statements or general information on significant events and/or disasters in terms of Section 44 (1)(c);
- Recommend to the Municipal Manager or relevant Executive Director to enter into service delivery agreements with individuals, CBO'S and NGO'S with relation to relief actions during disasters and significant events.

Reactive Phase:

- When deemed necessary, make recommendations to the Municipal Manager for the declaration of a disaster by the Council of the District Municipality as defined in the Act;
- To initiate steps to deal with a significant event, which requires multi-disciplinary and multi-sectoral actions;
- Liaise with municipal, provincial and national officials within the district; Recommend to the Municipal Manager to request provincial and/or national assistance;
- Provide situational reports to all internal and external role-players regularly;
- Co-ordinate disaster response and relief by individuals, CBOs and NGOs;
- Recommend to the Municipal Manager to request voluntary donations during a disaster or significant event;
- Make arrangements for the request, receipt and administration of donations;
- Identification of available resources to be utilised for disaster management purposes;
- Authorise areas to be evacuated or re-entered;
- Identify and recommend persons/organisations to receive recognition for contributions to the emergency response;
- Establish and maintain the required telecommunications links; and
- Recommend to the Municipal Manager that Executive Directors should release departmental resources, including personnel, equipment, or vehicles for utilisation during disasters and significant events.

The Head of the Disaster Management Centre shall be responsible for the distribution of the updated disaster management plan in terms of Section 43 of the Act. The Head of the Centre will make recommendations to the Municipal Manager, who will officially activate and announce the duration and termination of the disaster or significant event to all relevant parties. Extraordinary delegations will apply during such periods.

In the recovery and rehabilitation phase, a project team under a line function can be convened to take responsibility for further activities that address the causal factors of the disaster/incident. This team will receive a brief from and report back to the Disaster Management Advisory Forum as well as senior management.

2.3.5 DIRECTOR: SOCIO-ECONOMIC SERVICES

In terms of Section 52 of the Act, compile a departmental disaster management plan to the identified hazards and risk assessments applicable to the functional activities of the department. Such plans are to be submitted to the Disaster Management Centre.

The Director should ensure that his/her department/divisions pay particular attention to preventative, mitigating, response and recovery activities by the compilation of relevant contingency plans. The implementation of the plan will include the following:

- To make provision in the own departmental budget for significant events which require immediate response and relief actions, including impact assessments;
- Plan and ensure that risk reduction and disaster prevention/mitigation principles are adhered to in the recovery and redevelopment phases;
- Ensure that risk reduction and mitigation principles are applied in all developmental projects;
- In case of a disaster or significant event, the Director or delegate shall notify the Municipal Manager, who will activate the disaster response plan;
- The contents of this corporate planning framework must be communicated to staff members at all levels within the department; and
- Execute all other tasks, duties or functions assigned by the Municipal Manager.
- The department should assign dedicated officials with extended delegated authority for the duration of the disaster or significant event to approve the acquisition of goods and services needed.
- Upon request of the Municipal Manager, release resources including personnel, equipment, or vehicles for utilisation during disasters and significant events. Personnel shall be deemed to be on official duty; and
- Execute all other tasks, duties or functions assigned by the Municipal Manager.

2.3.6 DIRECTOR: FINANCE

In terms of Section 52 of the Act, compile a departmental disaster management plan about the identified hazards and risk assessments applicable to the functional activities of the department. Such plans are to be submitted to the Disaster Management Centre.

The Director should ensure that his/her department/divisions pay particular attention to preventative, mitigating, response and recovery activities by the compilation of relevant contingency plans. The implementation of the plan will include the following:

- Compilation of reactive departmental procedures to ensure service continuation
- Plan for the continuation of operational activities during a disaster, e.g., reserve personnel and resources;
- Facilitation of emergency procurement
- Initiating and facilitating efforts to make funds available for proactive and reactive disaster management within the municipal area
- Management and administration of a disaster relief fund, if established;
- The department should assign dedicated officials with extended delegated authority for the duration of the disaster or significant event to approve the acquisition of goods and services to be used to redress the impact of the event.
- Upon request of the Municipal Manager, release resources including personnel, equipment or vehicles for utilisation during disasters and significant events. Personnel shall be deemed to be on official duty during such redeployment; and
- Ensuring that the Council's administrative support services, including human resources management, are maintained under abnormal circumstances;
- Providing disaster-related information to municipal employees and their families;
- Documenting and safeguarding of information for potential municipal insurance claims and legal actions;
- Documenting information for the remuneration of municipal employees during disasters or significant events;
- Documenting potential occupational health and safety issues;
- Documenting information for potential municipal labour relations issues;
- The contents of this corporate planning framework must be communicated to staff members at all levels within the department; and
- Execute all other tasks, duties or functions assigned by the Municipal Manager.

2.3.7 CHIEF FIRE OFFICER

The Chief Fire Officer must ensure that a Disaster Management Plan is compiled and maintained for the Fire Service with specific reference to:

- Compilation of pro-active departmental Disaster Management programmes to support disaster risk reduction and preparedness
- Compilation of a disaster management plan to ensure service continuity during disaster situations
- Supplying resources for Disaster Management purposes as requested by the Joint Operations Committee.

2.3.8 MANAGER: MUNICIPAL HEALTH SERVICES

The Manager: Municipal Health Services must ensure that a Disaster Management Plan is compiled and maintained for the Municipal Health Services with specific reference to:

- Compilation of pro-active departmental Disaster Management programmes to support disaster risk reduction and preparedness
- Initiate steps to eliminate risks presented by communicable diseases;
- Isolate person(s) to decrease or eliminate risks presented by a communicable disease;
- Protect the health and safety of emergency responders;
- Identify persons/organisations to contribute to post-emergency reports/debriefings;
- Monitor large groups of people for contamination and/or health effects;
- Monitor the environment for contamination;
- Co-ordinate the immunisation of large groups of people;
- Care for disrupted populations (may be the general population or limited to vulnerable populations);
- Seize and dispose of food that poses a health hazard; and
- Monitor the environment (air, water, and ecosystem) for contamination.

2.3.9 COMMUNICATIONS

The communications function is housed in the office of the municipal manager. The following are some of the duties of the communications officer.

- Compilation and distribution of press releases
- Updating of social media
- Communication of public safety messages
- Designing of risk-reducing public education and awareness materials
- Liaising with media representatives
- Arranging of media briefings.

A Communication Strategy is, therefore, necessary to enable the Central Karoo District Municipality to address the above shortcomings. The Communication Strategy provides the framework for communication planning. It allows the Communication Manager / Official to establish a framework against which ongoing communication decisions are tested.

It also produces a profile that can be used to identify the right problems to solve and to prioritise areas or issues for which communication plans are to be developed. The strategy determines what the Communications Unit should be doing (communicating) in support of the Municipality's overall objectives and aligned to Provincial and National Government objectives.

The core functions of the CKDM Communication Strategy are to contribute towards the realisation of the following **developmental objectives** as captured in the Council's Strategic Objectives (SO's) and underpinned by the principles of transparency, openness, participatory democracy, and direct communication with stakeholders: -

- Facilitate good governance principles and effective stakeholder participation.
- Build a well-capacitated workforce, skilled youth and communities.
- Ensure infrastructure growth and development.
- Promote safe, healthy and socially, ensure safe roads, minimise the impact of disasters and improve public safety.
- Promote economic growth and transformation.
- Deliver a sound and effective administrative and financial service to achieve sustainability and viability in the region

CHAPTER 3

3.1 RISK ASSESSMENT

Disaster risk assessment is the first step in planning an effective disaster risk reduction programme. The risk assessment examines the likelihood and outcomes of expected disaster events. This includes investigating the related hazards and conditions of vulnerability that increase the chance of loss.

3.2 RISK PROFILE

The first step in developing a risk profile is hazard identification. A hazard is a potentially damaging physical event, phenomenon or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards are typically categorised into Natural, Technological and Environmental hazards.

Natural hazards are natural processes or phenomena occurring in the biosphere that may constitute a damaging event. Natural Hazards are typically classified into:

- **Geological Hazards:** Natural earth processes or phenomena in the biosphere, which include geological, neo-tectonic, geo-physical, geo-morphological, geo-technical and hydro-geological nature.
- **Hydro Meteorological Hazards:** Natural processes or phenomena of atmospheric, hydrological or oceanographic nature.
- **Biological Hazards:** Processes of organic origin or those conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances.

Technological hazards constitute danger originating from technological or industrial accidents, dangerous procedures or certain human activities, which may cause the loss of life or injury, property damage, social and economic degradation.

Environmental hazards are processes induced by human behaviour and activities (sometimes combined with natural hazards), that damage the natural resource base or adversely alter natural processes or ecosystems.

To identify the typical hazards in the Central Karoo District Municipal area, a table indicating the hazards was developed in conjunction with village representatives during consultative risk assessment.

Table 3: Identified priority risks for CKD

Localized Flooding
Vegetation Fire
Heavy Snowfall
Strong winds
Tornado
Drought
Severe Thunderstorms
Structural Fire
Road Accidents
Lightning

Table 3: Risks: CKD

3.3 HAZARD, RISK & VULNERABILITY ASSESSMENTS (HRAVA) FOR THE CKDM

The indicative risk profile is dynamic and can change depending on many variables, e.g. crowd profile, weather conditions, time of day, traffic conditions, spectator behaviour and the safety and security threat analysis. A Risk Assessment dated 31 May 2022 was compiled for the Central Karoo District Municipality. See attached Annexure B.

The following highest disaster risks were identified during a risk assessment process conducted throughout the Central Karoo District:

- Shale gas drilling, extraction and Uranium mining
- Veld Fire
- Drought
- Ground and Soil Pollution
- HAZMAT: Road and Rail
- Groundwater Pollution
- Soil erosion
- Deforestation
- Desertification
- Floods
- Disruption of Critical Services
- Structural Fires
- Road Incidents

CHAPTER 4

4.1 DISASTER RISK REDUCTION

Disaster risk reduction involves focused activities to reduce vulnerability, increase capacity and resilience, and avoid or reduce hazards that may affect specific elements at risk. Disaster risk reduction plans providing for prevention and mitigation strategies have been compiled based on best practice and capacity within the district.

4.2 RISK REDUCTION PROCESS

The process described here can be considered as a Standard Operating Procedure (SOP) for Risk Reduction.

The success of risk reduction efforts will rely heavily on the results of a thorough disaster risk assessment (hazard and vulnerability assessment). The completion of a detailed risk assessment is a prerequisite for this process. Community-based risk mapping and risk assessments can also provide valuable information to base risk reduction planning on. Using the risk assessment, the first step in risk reduction will be to identify priority risks.

For each priority risk, the following process should be followed: -

- Analyse the risk, through consultation if required;
- Determine stakeholders who can influence the risk (hazard / vulnerability / capacity);
- Convene stakeholders meeting;
- Determine primary and secondary responsibility on a consensus basis (this might already be in place – see Institutional Capacity chapter);
- Develop risk reduction strategy options in a participative manner;
- Evaluate the developed risk reduction strategy options;
- Decide on most viable risk reduction strategies and describe these in detailed proposals;
- Submit proposals to the Central Karoo District Municipality Advisory Forum meeting

- Upon approval from the Central Karoo District Municipality District Municipality Advisory Forum meeting, perform risk reduction programmes and ensure inclusion of programmes into Municipal IDP.

The 2022 Risk Register outlines the lead organisations responsible for the hazard.

The main requirements for disaster risk reduction are:

- Hazard/threat identification and determining levels of disaster risk, vulnerabilities and capacity to cope / manageability, should the hazard occur;
- Promote implementation of appropriate and effective mitigation methodologies;
- Monitor, measure performance and evaluate development plans i.r.o. risk reduction initiatives;
- Promote formal and informal initiatives that encourage risk avoidance behaviour;
- Ensure compliance with all relevant Safety and Security Statutory requirements.
- Reviewing current structural protection programmes;
- Increase the capacity of stakeholders / role-players to minimise the risk and impact of emergencies and disasters;
- Promote the requirements of the Municipal Disaster Management Plan; and
- Ensure community awareness of the 10177 and any other vital emergency numbers.

4.3 HAZARD AND DISASTER-RISK REDUCTION ACTIVITIES TO BE UNDERTAKEN

General disaster-risk reduction activities which are to be undertaken in Central Karoo and involve all role-players:

- Identification of Lead Disciplines and Supporting Disciplines for each identified hazard, which has a level of disaster-risk;
- Risk-reduction methods incorporated into the integrated project planning activities by ALL ROLE-PLAYERS;
- Regular Project reviews i.r.o. of the validity of risk reduction initiatives;
- Staff training to include risk reduction and response requirements;
- Preparedness initiatives to include adequate capacity elements comprising of sufficient and trained staff, that there is an excess of minimum of the required standard of equipment available, that the sourcing of supplementary resources has been identified, contingency planning, etc.
- The production of the necessary disaster- management plans and related Standard Operating Procedures (SOP's) by each Lead Discipline and Supporting Discipline for all identified hazards and support to the drafting of the specific Venue Safety & Security and DM Plan to ensure continuous communication, integration and co-ordination between all the Disciplines involved at each location;
- Regular exercising of crucial aspects of the various DRM and Safety & Security Plans and Procedures which have been developed;
- Regular inter-disciplinary strategic and tactical planning and communication to ensure overall preparedness and response readiness; and
- Awareness & preparedness i.r.o. disaster risks and their roles, both proactively and reactively, of the surrounding communities.

4.4 EARLY WARNING SYSTEMS

The provision of timely and effective information through identified institutions allows individuals exposed to a hazard to avoid or reduce their risk and prepare for an effective response.

The municipality will communicate all types of early warnings to key members within the communities when the municipality receives the warnings from the South African Weather Service and the District Municipality. The community ward leaders are then responsible for disseminating the information amongst other community members to inform them of the possible danger.

4.5 ADDRESSING THE VULNERABLE GROUPS (WOMEN, CHILDREN & PEOPLE WITH DISABILITIES)

The CKDM made provision in its budget for social relief. In addition to this, the district safety initiative further supports social relief initiatives by the municipality. The municipality receives donations from time to time from the business community.

The Provincial Department of Social Development (DSD) will, from time to time, also assist the vulnerable disaster households with food parcels, blankets, and clothing. The CKDM has a Memorandum of Agreement with the DSD, which outlines the services available to the municipality. (Annexure G).

The district often deals with unusual circumstances, such as bus breakdowns or major bus accidents. In these events, the district offers emergency shelter at the Disaster Centre. This is only a temporary relief, which can create other safety risks.

Agreements will, however, be put in place with the local municipalities to avail their halls should the need arise.

4.6 CLIMATE AND CLIMATE CHANGE

The Central Karoo is a low rainfall desert region, located on South Africa's central high plateau and in the rain shadow of the Cape Fold Mountains. It is classified as a cold desert climate (BWk) in terms of the Köppen climate classification, which is the most widely used climate classification systems in the world.

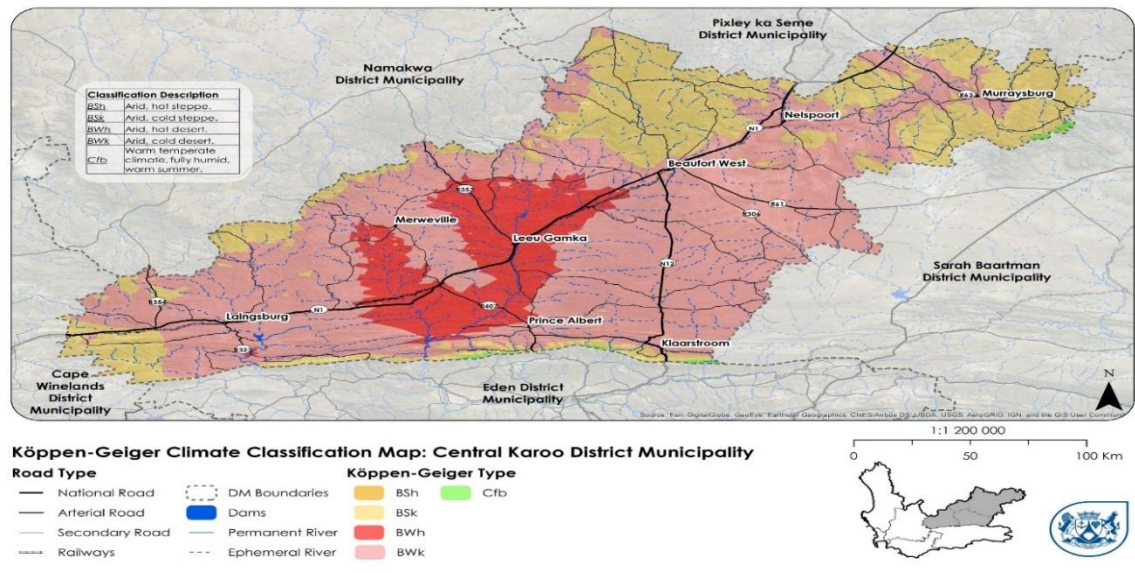


Figure 5: Climate Change Classification Map

This means that a dry climate prevails, with generally low relative humidity. Rainfall generally falls predominantly from thunderstorms that occur in late summer (peaking in March), with the mountainous areas in the far northeast receiving the most rains. Summer days can be brutally hot, with day-time peaks occasionally reaching 40 degrees Celsius, although early summer mornings are often cool and pleasant. Winter days are mild and warm, with the nights and mornings being cold – often experiencing frost.

The semi desert conditions which prevail within the Central Karoo are a result of the harsh arid climate. The average annual rainfall for the district is 260 mm per annum. The highest rainfall occurs to the south with the Groot Swartberg Mountain range, on the north-eastern side of the municipality, which receives between 500 to 700 mm per annum. Despite this, approximately 75% of the remaining region receives less than 200 mm per annum. Most of the rain falls during between November (late spring) and April (early autumn), peaking in the late summer months of February and March.

Climate change is expected to produce higher temperatures with lower rainfall in the medium to long term, with concurrent higher levels of evapo-transpiration. Wind velocities are also expected to increase. These conditions will result in a reduction in Karoo vegetation with a potential increase in fires. Additionally, agriculture is expected to be negatively impacted with a decline in productivity and yield, resulting in a potential economic downturn in the region or the need to adopt far more drought-tolerant farming practices, plants species and approaches.

The Central Karoo District Municipality recognizes the urgent need to address the impacts of climate change to ensure the resilience of its communities and infrastructure. The Climate Change Management Plan, which was developed in 2018 and is currently under review with the support and assistance from South African Local Government Association (SALGA), outlines the Central Karoo District Municipality's vision for addressing climate change by enhancing the district's environmental resilience and response capacity. It aims to build on existing efforts, strengthen interventions, and provide a framework for further support.

The document also emphasizes the importance of coordination, collaboration among stakeholders, and defining roles and responsibilities to effectively reduce climate vulnerability in the region.

The purpose of the Climate Change Response Framework (2016) is to guide the creation and development of integrated climate change (mitigation and adaptation-based) responses across all sectors in the Central Karoo District Municipal area.

The Central Karoo District is facing numerous climate-related hazards that could disrupt basic services and infrastructure. The most significant risks include:

- **Drought and Water Scarcity:** The district is increasingly vulnerable to drought conditions and water shortages, which will place additional strain on water resources and agricultural production.
- **Heatwaves and Temperature Extremes:** Rising temperatures, with more frequent and intense heatwaves, are expected to impact public health, increase energy demand, and strain already limited resources.
- **Flood Risks:** Heavy rainfall events and flooding are becoming more unpredictable, affecting vulnerable infrastructure, agriculture, and the livelihoods of local communities.

- **Fire Risk:** The increasing occurrence of fires, exacerbated by dry conditions, poses a significant threat to ecosystems, property, and lives.
- **Biodiversity Loss and Ecosystem Degradation:** Changes in temperature and precipitation patterns threaten the district's biodiversity, affecting both the natural environment and the communities that depend on it for resources.

Climate change impacts in the Central Karoo District Municipality will affect disaster management, infrastructure, and human settlements in several ways:

- **Storm and Flooding Impacts:** Increased severity of storms and flooding will damage infrastructure, leading to disruptions in industrial productivity and service delivery.
- **Vulnerable Communities:** Informal settlements, flood plains, and areas with poor drainage will be most affected by these events.
- **Rural Farming Challenges:** Communities dependent on subsistence farming may struggle to grow crops due to changing climate conditions.
- **Rural-Urban Migration:** The challenges faced by rural communities may lead to increased migration to urban areas.
- **Isolation of Rural Areas:** Extreme weather events may impact key infrastructure, making rural areas more isolated.

The municipality recognises the interconnectedness of disaster management and climate change and the potential increased impacts on strategic infrastructure, and as a priority area for the Disaster Management, Infrastructure and Human Settlements sector in the District Municipality, the municipality will:

- Ensure that climate change considerations are integrated into new or updated infrastructure plans.
- Keep trees well-pruned in areas where they may pose a risk to aerial infrastructure, such as phone and electric lines.
- LED managers and business forums should advocate that they focus on identifying risks to each sector, including increased occurrences of drought, floods, fires, heat, and rising minimum temperatures.

The municipality will also ensure that the business community forms part of the advisory forum, which takes place on a quarterly basis.

CHAPTER 5

5.1 RESPONSE

Disaster response or disaster relief refers to the provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short-term, or protracted duration.

The province must ensure effective and appropriate disaster response which includes:

- Implementing a uniform approach to the dissemination of early warnings;
- Averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environments and government services; and
- Implementing immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur.

Disaster response is critical, especially in areas where disaster risk prevention measures are not adequate to avoid the occurrence of a disaster. Many response activities are of a generic nature; therefore, the WC PRP can be used as a guideline. Further to this see paragraph 5.5.

Integrated and standardized disaster response by multiple agencies remains a challenge worldwide. This section aims to establish mechanisms to ensure integrated response efforts when significant events and/or disasters occur or are threatening to occur (See Section 4.3 and 4.4 of the NDMF). It provides a standardized multidisciplinary response framework to any major incident or disaster, irrespective of the hazard that is causing the emergency. It also encompasses the preparedness, response and relief actions to be taken before during and after any incident which may result in injuries, loss of life or property and damage to the environment.

The following actions are recommended in terms of CKDM response:

- To ensure that appropriate protective measures are taken in a timely manner it is necessary to identify:
- The area(s) in which actions may be needed;
- The actions to be planned; and
- Those conditions under which specific actions should be considered.
- The intention is to facilitate multi-agency and multi-jurisdictional coordination in both proactive and reactive activities.

5.2 DISASTER OPERATION CENTRE (DOC)

In terms of Section 43 (1) the district municipality established a disaster management centre that is situated in Beaufort West. The district has standard operating procedures (SOP's) in place which address the activation and management of the centre as per Annexure D. This allows for timeous activations and effective management thereof.

The Central Karoo JOCOM is chaired by the Municipal Manager unless delegated to a responsible official at the CKDM and consists of stakeholders as determined by the HOC depending on the type of incident / disaster.

The Plan is continuously updated to ensure that it adheres to prevailing circumstances and needs.

5.3 DISASTER MANAGEMENT CENTRE STAFF RESPONSIBILITIES

The Head of Disaster Management Centre is responsible for the provision of an integrated and co-ordinated emergency response to a disaster or a possible threatening disaster within the Municipal area of jurisdiction, irrespective of whether a local state of disaster has been declared or not. He/She should ensure that all the necessary management structures must be activated so that efficient incident management can take place at the operational, tactical, and strategic levels, as contained in the CKDM Municipal Disaster Management Plan.

The DMC, through the Disaster Operations Centre (DOC) and the stakeholders/representatives as mentioned in par 5.3 will support the Incident Commander at an established FCP / On-site JOC and / or the Commander of any VOC that has been established for a Venue, by providing strategic direction, alerting any additional role-players that may be of assistance, initiating the implementation of any contingency plans and procedures that may be applicable according to the prevailing circumstances and any other requirements relating to the specific Incident.

It is the responsibility of the Disaster Management staff who have been assigned duty at any multi-disciplinary incident response site or at the special VOC, to promote an integrated and co-ordinated approach to the management of the Incident, with special emphasis on mitigating the impact or consequences of the hazard by further loss of life, injury, trauma on individuals and the saving of community assets.

5.4 THE FORWARD COMMAND POST (FCP) / ON-SITE JOINT OPERATIONS (ON-SITE JOC)

Once a major Incident has occurred and for co-ordination and incident management to be affective, especially where an evacuation of the local area is imminent or if the threat is of such a nature that an evacuation will or must take place in the short-term, a fully manned FCP / On-site JOC) must be activated with representation of all responding disciplines and an Incident Management Team established under the leadership of the Incident Commander (chosen from the Lead Discipline on the scene) and a system of Unified Command needs to be followed. The FCP / On-site JOC will function from either a vehicle designed for the purpose or a suitable fixed structure on-site or near to the scene of the Incident, located in a safe area. Communication channels must be established with all relevant structures established to assist in the overall management of the Incident, i.e representation of these Disciplines at the tactical and strategic management levels = service control centres and any VOCs and JOCs which have jurisdiction over the area.

Standard Operating Procedures (SOPs), stipulating the individual responsibilities of the Disciplines which will have an input to any evacuation decisions, on-site or off-site, must be developed. These Disciplines are:

- Mun Fire Services
- SAPS
- Mun Traffic Services
- Prov. Traffic
- Disaster Management
- Agriculture Dept./Org.
- SANRAL
- Emergency Medical Services (EMS)
- Contracted Private Security Services
- Other Essential Services, as applicable - Electricity, Water & Sanitation, Roads & Stormwater, Solid Waste Management, Building Control; etc.
- Other Support Services involved, i.e., Trauma Services, Animal Protection Services, Venue Operators, Organizers, etc.

The **UNIFIED INCIDENT COMMAND SYSTEM** shall integrate risk management into the regular

functions of the Role-players. 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;
- Operational planning;
- Tactical planning;
- Planning evaluation and revision; and
- Operational command and control.

5.5 DISASTER RESPONSE ACTIONS SUMMARY (RESPONSE AND RECOVERY STRATEGIES)

The following tables below are the Disaster Response actions summaries and strategies taken by different role players along with the Co-ordination of different Internal & external role players in an event of an incident / Disaster.

5.5.1 Disaster Risk Project Proposals: Localized Flooding

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Physical planning measures	The enforcement of Environmental Impact Assessment with all development projects (EIA)
	Plan for the Upgrading of existing infrastructure to cope with new developments i.e. by building bridges
	Identification and plotting of vacant high risk flood areas for future reference and avoid human settlements in such areas
	Avoid development and settling of communities along rivers and within the flood line
	Apply and update Zoning regulations regularly
	Identify alternate suitable venues/facilities for emergency services
	Apply Low intensity land use in 1:100 flood line areas i.e. alter hibernation areas of livestock if it is in the floodplain areas
	Study and understand the impact of climate change on development
	Signage
	Asset management

	Maintenance i.e. Dept of Public Works, Disaster Management and Dept of Water Affairs should collaborate to remove debris and reeds from riverbeds
	Immediate demolition of illegal housing structures in floodplain areas so as to prevent a mushrooming event
	Build relevant sheds and shelter areas for livestock
RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Engineering & Construction Measures	Study EIA to inform construction and building measures
	Identifiable flood measuring and early warning systems
	Plan and Build retention dams to reduce risk of flooding
	Restore and maintain water catchment areas
	Build retaining walls to protect buildings
	Improve and upgrade storm water reticulation systems regularly
	Develop and maintain Early warning systems
	Develop and maintain sustained cleaning programs for rivers and dams
	Plan bigger capacity dams to regulate flow of water
	Implement programmes and measures to prevent erosion i.e. planting of trees and mulching grass
	Plan and erect Visible warning signs in low lying areas
	Provide for disaster relief funds on local municipal level and district level

	Adequate provision for the for maintenance of storm water systems
	Farmers developing areas for agricultural use in flood prone areas should pay increases insurance on crops in those areas
	Diversify the agricultural industry
	Provide financial incentives to employ and retain engineers
	Provide financial incentives for farming communities and emerging farmers who strategize and mitigate risks
Management & Institutional Measures	Enforce relevant bylaws
	Plan for the support for affected communities
	Take climate change into account when developing plans and protocols
	Develop and maintain flood Emergency response teams
	Develop and supervise Maintenance programs
	Ensure that SOP for disasters are developed and maintained
	Utilize the Dept of Agriculture's Project Implementation (PIMS) to assist the Dept of Infrastructure and Engineering
	Dept of Public Works, Disaster Management and Dept of Water Affairs should collaborate to remove debris and reeds from riverbeds

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Management & Institutional Measures	Facilitate Strategic planning of resources to cover all areas during emergencies
	Plan and ensure Strategic distribution of Disaster Management resources across area
	Ensure the provision of Emergency flood kits
	Mutual aid agreements to be established for relief and response
	More command centre vehicles
	Quality assessments
	Asset management
Societal Measures	Develop Awareness training and workshops in high-risk areas
	Develop and inform communities of response actions to early warning systems and evacuation drills
	Ensure Coordination and cooperation with NGO's
	Community awareness i.e. through pre-season radio warnings
	Early warning systems: include indigenous knowledge for early warnings especially for emerging farmers. Educate these communities that the "fertile" soils are usually located in dangerous flood prone areas and potential erosion areas

5.5.2 Disaster Preparedness Plan: Localized Flooding

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Notify response teams (Municipal engineering, SAPS, Fire & Rescue, EMS, Dept. Water Affairs, SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Activate response teams	District Disaster Management and Services Standby Teams	From locations/ standby positions	Immediately	To assess impact and actions required
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Activate JOC	Head of DMC and senior management of all services / jurisdictions involved.	DMC or alternative	Immediately if major flooding incident	To plan strategically and coordinate multidisciplinary response, relief and rehabilitation
Assess information	All services	JOC	Immediately	To plan actions

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief
Implement response actions	District Disaster Management Team, SANDF, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief Centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further flooding	District Disaster Management Team, SAWS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
Issue early warning to areas vulnerable to further flooding	District Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
Institute recovery measures	PDMC, Treasury, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
Communication with population of affected areas	Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property through public communication
Arrange temporary accommodation	Municipality / Social services/ NGO's	Available venues	When needed	To provide temporary accommodation – emergency shelter

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases
Flood management	Department of Water Affairs	On site and downstream	ASAP	To manage the effects of the flood
Rapid initial impact assessment	Municipal engineer and Provincial roads engineer	In affected area	Once flooding has subsided, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure as well as assistance required from province / national
Prioritize, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services
Verification of impact assessment	Province / NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

Additional hazard-specific contingency options could include: -

- Mobilising swift water rescue capacity;
- Mass evacuation;
- Monitoring for water-borne diseases;
- Determine the need for emergency shelter; and determine the need for emergency sustenance and transport.

5.5.3 Disaster Risk Project Proposals: Fire – Structural and Vegetation Fire

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
<p>Physical planning measures</p>	Plan and provide for fire stations based on land use categories and fire risk assessment
	Plan and provide for buffer zone between residential and vegetation areas. Cut grass at regular and seasonal intervals
	Plan and provide access roads for fire trucks in informal settlements
	Plan to prevent illegal electricity connections in informal settlements
	Plan fire services in line with new development needs i.e. provide fire equipment and fire beaters
	Ensure that development of dwellings does not take place before adequate bulk services are provided. Approval of building plans.
	Encourage and facilitate Integrated catchment management planning i.e. by providing sand and installing water taps or hydrants at central locations
<p>Engineering & Construction Measures</p>	Ensure compliance with fire regulations and by-laws
	Install fire alarms in buildings
	Plan and provide fire escape routes and doors
	Plan and provide fire breaks in high-risk vegetation areas
	Provide suitable roads as evacuation routes in informal settlements
	Provide informal areas with fire-resistant materials

	Plan and develop fire early warning systems
	Provide additional fire hydrants
	Ensure that the fire extinguishers are assessed on an annual basis
	Research and upgrading / improvement of firefighting equipment/ trucks/ hydrants
	Provide fire hydrants in informal settlements
	Install watch towers, fire breaks, fire extinguishers in forestry areas
	Improve the quality and provide appropriate of firefighting equipment at all levels
	Ensure that fire hydrant water supply is sufficient in higher lying areas. Build dams for water reticulation in strategic high-risk areas
	Provide for capital projects in municipal budget
	Provide funds for upgrading of fire equipment
	Fines for illegal electrical connections
	Implement program to decrease high risk housing
	Authorities to develop a project to make fire extinguishers more affordable for every household, as well as a means of making the maintenance thereof less expensive
	Rural areas property rebates for areas under conservation
	Provide affordable and accessible insurance packages for emerging and small scale farming communities
	Action plans in place
	Reaction plan in place

	Purchase a small vehicle for veld fires for Cradock
Management & Institutional Measures	Train fire marshals for commercial/industrial complexes
	Appoint / train appropriate staff
	Conduct fire and evacuation drills
	Ensure evacuation doors are unlocked
	Running of programmes for prevention of arson
	Maintenance program for fire extinguishing equipment
	Identify and procure appropriate equipment
	Structured and sustained fire-prevention inspections
	Cleaning of undergrowth around buildings
	Train and deploy firefighting volunteers at fire stations and road works
	Identifying high risk fire areas (hotspots) from Disaster Risk Assessment report
	Identify safer alternatives for cooking and lighting i.e. stoves, lamps etc.
	Ensure correct storage of combustible materials
	Develop and implement maintenance programs for access routes in high-risk fire areas
	Train and develop fire response teams and fire beaters
Training at all levels to improve the implementation of incident command system as a standard operating procedure	

	Develop a management policy for the sale of paraffin
	Establish and support Fire Protection Association
	Develop area fire management plans
	Refrain from using recycling cardboard containers for recycling of paper
	Revisit policy for evicting shack dweller
	Maintenance programme
	Decentralize funds
	Local Municipality and Eskom should take active ownership of their responsibilities.
	Decentralize funds
	Local Municipality and Eskom should take active ownership of their responsibilities.
Societal Measures	Develop fire evacuation procedures for commercial/industrial complexes
	Declare non-smoking areas
	Prohibit fires in high-risk areas
	Conduct fire hazard awareness programs
	Conduct community awareness programs in communities before the fire season starts. So annually before June.
	Implement community-based programs for the proper care/maintenance of electrical equipment
	Include fire prevention education in school curriculum
	Include Disaster Management in school curriculum

	Implement fire education, fire risk awareness, recruitment of volunteer fire fighters, social responsibility, ownership system e.g. hydrants
	Establish ward-based disaster committees

5.5.4 Disaster Preparedness Plan: Fire – Structural and Vegetation Fire

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Inform Fire Services	First person to notice incident	Local authority fire call centre	Immediately	To respond with resources
Respond resources	Fire Services Control Centre	Local authority fire call centre	Immediately	To limit impact by saving lives, property, livestock and critical structures/facilities.
For facilities: Activate fire teams	Facility manager or as per plan	Facility manager's office	Immediately when the incident is reported	To contain situation
For facilities: Fire team to extinguish small fires	Trained fire team	At the point of incident	ASAP	To prevent / minimise the chance of the fire spreading
For facilities: Evacuate facility	Evacuation teams/ SAPS / Fire	At facility	ASAP	To prevent injury/deaths
For facilities: Check the name list of all evacuated people	Trained control team	At specific control points (assembly areas) outside the building / facility	ASAP after evacuation	To ensure everyone is out of the building / facility
Assess Situation	First Responders on scene	At scene	On arrival	To determine needs

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Request additional resources	First Responders on scene	From scene through local authority fire call centre	After assessment	To manage situation
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Setup command post	Senior officer on site	Safe area on site	Immediately	To plan and implement correct immediate responses
Establish incident management plan per service	Services on scene	On scene	ASAP	To effect appropriate immediate response and relief actions
Assess impact	Services on scene	On scene	Immediately	To determine future relief and recovery actions
Notify Disaster Management team if major incident	Services on scene / Senior officer on scene	From command post	As soon as required	To facilitate multidisciplinary co-ordination and major incident management support
Crowd and traffic control	SAPS, Traffic, Law Enforcement, Private security if appropriate	Around scene	Immediately	To control people and traffic at the incident
Assemble joint incident management team	Senior representatives of all	At appropriate single command post, in case of fire incident	Immediately once more than one service	To ensure multidisciplinary coordination that enables effective

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
	services on scene	preferably at fire command post	working on scene	response and relief
Design joint incident action plan	Joint incident management team	Command post / FCP	ASAP	To manage situation
Implement joint plan of action	Joint incident management team	On scene	ASAP	To normalize situation
Seek missing people	Search team/ Fire/ EMS/ SAPS	Through the whole building / facility / affected area	ASAP once missing people have been reported	To rescue missing persons
Treat injured people	Trained first aid team/ EMS / Fire	At the first aid post / triage area	Immediately when injury is reported	To treat injuries
Inform next of kin of injured people	Facility manager / SAPS / EMS	At the facility manager / director's office / from scene	Immediately when injury is reported	To inform family members of the conditions of the injured relative and how to reach them
Monitor actions	Joint incident management team	On scene	Ongoing during incident management	To ensure effective planning and execution
Area /Facility clean-up	All services	On site	On completion of rescue/ immediate emergency actions	To prevent further incidents/ environmental impacts
On-site inspection	EMS/ Traffic/ Fire / SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
Stand down	All services	On scene	Once site is declared safe	To normalize services operations
De- brief	All role-players (disaster management ward committee,	Pre-determined venue	Within one week	To evaluate actions and improve future response

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
	volunteer units, ward structures, LMs and FPAs, disaster management and relevant departments)			
Update plans and procedures	All role-players (disaster management ward committee, volunteer units, ward structures, LMs and FPAs, disaster management and relevant departments)	At service HQ	ASAP	Effective service delivery

Additional hazard-specific contingency options could include:-

- Strengthen firefighting capacity and capability in high-risk areas;
- Implement environmental monitoring stations;
- Improve acquisition and activation of firefighting resources;
- Enhance community-level teams with firefighting training and basic equipment to act as first responders;
- Determine the need for emergency shelter; and
- Determine the need for emergency sustenance and transport.

5.5.5 Disaster Risk Project Proposals: Severe thunderstorm (hail and cold snap)

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
<p>Physical planning measures</p>	Enforcing of building codes to ensure buildings can withstand severe weather prevalent in area
	Considering weather conditions and storm / severe weather occurrence in development planning, zoning and land-use management
	Identification and plotting of vacant high-risk areas for future reference to avoid human settlements in such areas
	Retro-fitting of vulnerable buildings to ensure resilience to storms and severe weather
	Implement storm attenuation measures such as windbreaks in high-risk areas i.e. build trees
	Identify alternate suitable venues/facilities for emergency services
	Study and understand the impact of climate change on development
	Conduct a feasibility study of the area before any construction commences
	Fencing off of wetlands
	Develop and maintain severe weather early warning systems
	Lightning conductors on roofs in high-risk areas
	Implement robust construction methods according to building codes and known severe weather occurrence

Engineering & Construction Measures	Provide robust community facilities that are less vulnerable to severe weather and can be used as temporary emergency shelter
	Ensure known severe weather occurrences are considered in all municipal infrastructure construction projects
	Proper maintenance, monitoring and evaluation of stormwater systems and planning
Economic Measures	Pro-active maintenance
	Suggest the implementation of an emergency fund at local municipal level for each LM in the CKDM
	Establish co-operations of farming communities
	Adequate provision for the maintenance buildings to reduce vulnerability to severe weather
	Procure insurance on important infrastructure that can be damaged by severe weather
	Institute and enforce fines or other punitive measures for non-adherence to building codes
	Provide accessible and affordable insurance packages for high-risk communities
Management & Institutional Measures	Plan for the support of affected communities
	Develop and maintain storm damage and search & rescue emergency response teams
	Develop and implement preventative maintenance programmes
	Integration of government department and municipalities.
	Ensure that standard operating procedures for disasters are developed and maintained. This should be tailored for each LM

	Facilitate strategic planning of resources to cover all areas during emergencies
	Plan and ensure strategic distribution of Disaster Management resources across area
	Educate building inspectors and infrastructure maintenance teams on known severe weather threats
	Mutual aid agreements to be established for relief and response
	Ensure availability of mobile command vehicles and emergency housing
	Identifying hotspots / high risk areas – develop database of severe weather events and damage / impact experienced.
Societal Measures	Develop Awareness training and workshops in high-risk areas before the rainy season
	Develop and inform communities of response actions to early warning systems
	Ensure Coordination and cooperation with NGO's such as ADRA
	Community awareness and involvement of the youth
	Collect community-based information on past severe weather events and make publicly available for school and research projects
	Identify and utilize indigenous knowledge systems
	Focus on combatting climate change through adaptation measures

5.5.6 Disaster Preparedness Plan: Severe Thunderstorms (hail and cold snap)

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Notify response teams (Municipal engineering, SAPS, Fire & Rescue, EMS, Dept. Water Affairs, SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Activate response teams	District Disaster Management and Services Standby Teams	From locations/standby positions	Immediately	To assess impact and actions required
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Activate JOC	Head of DMC and senior management of all services / jurisdictions involved.	DMC alternative or	Immediately if major flooding incident	To plan strategically and coordinate multidisciplinary response, relief and rehabilitation
Assess information	All services	JOC	Immediately	To plan actions
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Implement response actions	District Disaster Management Team, SANDF, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further damage	District Disaster Management Team, SAWS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
Issue early warning to areas vulnerable to further damage	District Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
Institute recovery measures	PDMC, Treasury, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
Communication with population of affected areas. Create pamphlets and visit the affected areas.	Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property through public communication
Arrange temporary accommodation	Municipality / Social services/ NGO's/ Church groups and organisations / SASSA/CDWs	Available venues	When needed	To provide temporary accommodation – emergency shelter
Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Rapid initial impact assessment	Municipal engineer and Provincial roads engineer	In affected area	Once storm has passed, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure as well as assistance required from province / national
Prioritize, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services
Verification of impact assessment	Province / NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

Additional hazard-specific contingency options could include: -

- Mobilise resources to repair structural damage to critical infrastructure;
- Mobilise urban / rural search and rescue capacity;
- Determine the need for emergency shelter; and
- Determine the need for emergency sustenance and transport

5.5.7 Disaster Risk Project Proposals: Road Accident

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Physical planning measures	Regulate the traffic through speed bumps, circles, traffic lights
	Provide sufficient fencing for grazing areas of livestock
	Provide enough signs for pedestrian and school crossings
Engineering & Construction Measures	Maintenance of the road infrastructure
	In high accident zone areas build underground bridges
Economic Measures	Pro-active maintenance
	Institute and enforce fines or other punitive measures for non-adherence
Management & Institutional Measures	Ensure the availability and visibility of enough trained traffic personnel
	Plan for the support of affected communities
	Develop and maintain emergency response teams
	Develop and implement preventative maintenance programmes
	Ensure that standard operating procedures for road accidents are developed and maintained
	Plan and ensure strategic distribution of Disaster Management resources across area
	Educate community members on known high risk areas
	Ensure availability of mobile command vehicles
	Identifying hotspots / high risk areas – develop database of severe weather events and damage / impact experienced

	Identify high risk areas through the Disaster Risk Assessment report and create tailored programmes that focuses on pertinent areas
Societal Measures	Develop Awareness training and workshops in high-risk accident areas
	Ensure Coordination and cooperation with all government departments (Traffic, EMS), SAPS and NGO's
	Community awareness

5.5.8 Disaster Preparedness Plan: Road Accident

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Notify response teams (Traffic Department, SAPS, Fire & Rescue, EMS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Activate response teams	District Disaster Management and Services Standby Teams	From locations/ standby positions	Immediately	To assess impact and actions required
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Assess information	All services	JOC	Immediately	To plan actions

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief
Implement response actions	District Disaster Management Team, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further damage	District Disaster Management Team, Traffic Department, EMS, SAPS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
Issue early warning to areas affected by road closure	District Disaster Management Team, Traffic Department, EMS, SAPS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
Communication with population of affected areas	Traffic Department / Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life through public communication
Arrange temporary accommodation	Municipality / Social services / NGO's	Available venues	When needed	To provide temporary accommodation – emergency shelter
Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Prioritize, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services
Verification of impact assessment	Traffic Department of Province, district or region/ NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

Additional hazard-specific contingency options could include: -

- Mobilise resources to repair structural damage to critical infrastructure;
- Mobilise urban / rural search and rescue capacity; and

5.5.9 Disaster Risk Project Proposals: Drought

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Physical planning measures	Study and understand the impact of climate change on development
	Build water reticulation structures
	Invest in JoJo tanks
	Camp rotation to prevent overgrazing (commonage)
	Fencing off of camps for grazing areas of livestock
	Diversifying farming methods i.e. farm with Nguni cows as they are drought resistant

	Plant drought resistant crops.
	Remove alien plants – i.e. cutting down wattle trees
	Remove reeds from riverbeds
	Build proper storage and preservation facilities for agricultural produce
Engineering & Construction Measures	Regulate management of water structures
	Landscaping in backyards
	Ensure known drought occurrences are considered in all municipal infrastructure construction projects
	Build granaries and other storage areas for emergency animal feed
	Build water reticulation dams in drought ridden areas. As identified in the Disaster Risk Assessment report
Economic Measures	Pro-active surveillance
	Provide affordable and accessible insurance for emerging or small-scale farming communities
	Institute and enforce fines or other punitive measures for non-adherence to water saving measures
Management & Institutional Measures	Plan for the support of affected communities. To be included and addressed in Disaster Management Plan
	Develop and implement preventative maintenance programmes
	Ensure that standard operating procedures for droughts are developed and maintained
	Community members able to identify water leakages

	Facilitate strategic planning of resources to cover all areas during emergencies
	Plan and ensure strategic distribution of Disaster Management resources across area
	Educate farming and rural communities on known symptoms of drought
	Mutual aid agreements to be established for relief and response
	Ensure availability of mobile command vehicles
	Incentives for farming communities actively participating in advisory forums
	Identifying hotspots / high risk areas – develop database of drought events and damage / impact experienced
Societal Measures	Develop Awareness training and workshops in high-risk areas
	Develop and inform communities of response actions to early warning systems
	Ensure Coordination and cooperation with NGO's
	Community awareness
	Collect community-based information on past severe drought events and make publicly available for school and research projects
	Institute community garden project scheme
	Water week by DWA To sustain local economy and avoid death of livestock and increase in unemployment. in conjunction with local LMs
	Strengthening of education programmes

5.5.10 Disaster Preparedness Plan: Drought

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Build dams/catchment areas.	Department of Agriculture, Disaster Management, Dept of Water, Working for water	In high-risk areas	Pre-drought. Before season.	To sustain local economy and avoid death of livestock and increase in unemployment.
Establish grazing camps.	Department of Agriculture, farmers.	In high-risk areas	Immediately	To sustain local economy and avoid death of livestock and increase in unemployment.
Fence off grazing areas.	Department of Agriculture, farmers.	In high-risk areas	Immediately	To prevent overgrazing which can potentially exacerbate drought.
Establish fire belts	Department of Agriculture, farmers, local fire station.	In high-risk areas	Immediately	To sustain local economy and avoid death of livestock and increase in unemployment.
Adjust emergency animal feeding stock supplies.	Department of Agriculture, farmers.	In high-risk areas	Immediately	To sustain local economy and avoid death of livestock and increase in unemployment.
Notify response teams (Dept of Agriculture, EMS, Dept. Water Affairs, SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Activate JOC	Head of DMC and senior management of all services / jurisdictions involved.	DMC or alternative	Immediately if major flooding incident	To plan strategically and coordinate multidisciplinary response, relief and rehabilitation
Assess information	All services	JOC	Immediately	To plan actions
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief
Implement response actions	District Disaster Management Team, SANDF, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further damage	District Disaster Management Team, SAWS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
Issue early warning to areas vulnerable to further damage	District Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Institute recovery measures	PDMC, Treasury, Dept of Agriculture, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
Communication with population of affected areas	Municipality / Media / Disaster Management / Dept of Agriculture	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property through public communication
Arrange temporary feed for livestock	Municipality / Social services/ SASSA/ NGO's	Available storage areas	When needed	To provide temporary accommodation – emergency shelter
Verification of impact assessment	Province / NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

Additional hazard-specific contingency options could include: -

- Mobilise resources to assist struggling farming communities;
- Determine the need for emergency feed and water for livestock; and
- Determine the need for emergency sustenance.

5.5.11 Disaster Risk Project Proposals: Strong Wind and Tornado

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
<p>Physical planning measures</p>	Enforcing of building codes to ensure buildings can withstand severe weather prevalent in area
	Considering weather conditions and strong wind occurrence in development planning, zoning and land-use management
	Identification and plotting of vacant high-risk areas for future reference to avoid human settlements in such areas
	Retro-fitting of vulnerable buildings to ensure resilience to strong winds
	Implement attenuation measures such as windbreaks in high-risk areas i.e. plant trees
	Identify alternate suitable venues/facilities for emergency services
	Study and understand the impact of climate change on development
	Do not shear animals during this season
<p>Engineering & Construction Measures</p>	Conduct a feasibility study of the area before any construction commences
	Develop and maintain severe weather early warning systems
	Implement robust construction methods according to building codes especially regarding the roofs of the housing structures i.e. makes use of roofs with gables. And propose and utilize alternative construction materials to the perishable pine trees that are currently being utilized
	Provide robust community facilities that are less vulnerable to severe weather and can be used as temporary emergency shelter

	Ensure known strong wind/tornado occurrences are considered in all municipal infrastructure construction projects
	Require financial incentives to employ and retain engineers
	Erect signs to warn community of high-risk area
Economic Measures	Pro-active maintenance
	Suggest the implementation of an emergency fund at local municipal level for each LM in the CKDM
	Adequate provision for the maintenance buildings to reduce vulnerability to tornadoes
	Procure insurance on important infrastructure that can be damaged by tornadoes
	Institute and enforce fines or other punitive measures for non-adherence to building codes
	Provide accessible and affordable insurance packages for high-risk communities
Management & Institutional Measures	Plan for the support of affected communities
	Develop and maintain search & rescue emergency response teams
	Develop and implement preventative maintenance programmes
	Ensure that standard operating procedures for disasters are developed and maintained. This should be tailored for each LM
	Facilitate strategic planning of resources to cover all areas during emergencies
	Plan and ensure strategic distribution of Disaster Management resources across area
	Educate building inspectors and infrastructure maintenance teams on known tornado threats

	Mutual aid agreements to be established for relief and response
	Ensure availability of mobile command vehicles and emergency housing
	Identifying hotspots / high risk areas – develop database of tornado events and damage / impact experienced
Societal Measures	Develop Awareness training and workshops in high-risk areas
	Develop and inform communities of response actions to early warning systems
	Ensure Coordination and cooperation with NGOs such as ADRA
	Community awareness and involvement of the youth
	Collect community-based information on past tornado events and make publicly available for school and research projects
	Identify and utilize indigenous knowledge systems. Cultural heritage of rondavels not be ignored
	Develop Awareness training and workshops in high-risk areas
	Develop and inform communities of response actions to early warning systems
	Ensure Coordination and cooperation with NGOs such as ADRA
	Community awareness and involvement of the youth
	Collect community-based information on past tornado events and make publicly available for school and research projects
	Identify and utilize indigenous knowledge systems. Cultural heritage of rondavels not be ignored

5.5.12 Disaster Preparedness Plan: Strong winds and tornados

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Notify response teams (Municipal engineering, SAPS, Fire & Rescue, EMS, , SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Activate response teams	District Disaster Management and Services Standby Teams	From locations/ standby positions	Immediately	To assess impact and actions required
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Activate JOC	Head of DMC and senior management of all services / jurisdictions involved.	DMC alternative or	Immediately if major flooding incident	To plan strategically and coordinate multidisciplinary response, relief and rehabilitation
Assess information	All services	JOC	Immediately	To plan actions
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Implement response actions	District Disaster Management Team, SANDF, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further flooding	District Disaster Management Team, SAWS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
Issue early warning to areas vulnerable to further flooding	District Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
Institute recovery measures	PDMC, Treasury, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
Communication with population of affected areas	Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property through public communication
Arrange temporary accommodation	Municipality / Social services/ NGO's	Available venues	When needed	To provide temporary accommodation – emergency shelter
Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases
Strong winds management	Department of housing	On site and downstream	ASAP	To manage the effects of the flood

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Rapid initial impact assessment	Municipal engineer and Provincial roads engineer	In affected area	Once strong winds has subsided, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure as well as assistance required from province / national
Prioritize, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services
Verification of impact assessment	Province / NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

5.5.13. Disaster Risk Project Proposals: Heavy Snowfall

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Physical planning measures	Enforcing of building codes to ensure buildings can withstand severe weather prevalent in area
	Identify alternate suitable venues/facilities for emergency services
	Study and understand the impact of climate change on development
	Do not shear animals during this season
	Conduct a feasibility study of the area before any construction commences

Engineering & Construction Measures	Develop and maintain severe weather early warning systems
	Provide robust community facilities that are less vulnerable to heavy snowfall and can be used as temporary emergency shelter
	Ensure known occurrences of Heavy snowfall are considered in all municipal infrastructure construction projects
	Erect signs to warn community of high-risk area
Economic Measures	Pro-active maintenance
	Suggest the implementation of an emergency fund at local municipal level for each LM in the CKDM.
	Institute and enforce fines or other punitive measures for non-adherence to building codes
	Provide accessible and affordable insurance packages for high-risk communities
Management & Institutional Measures	Plan for the support of affected communities
	Develop and maintain search & rescue emergency response teams
	Develop and implement preventative maintenance programmes
	Ensure that standard operating procedures for disasters are developed and maintained. This should be tailored for each LM
	Facilitate strategic planning of resources to cover all areas during emergencies
	Plan and ensure strategic distribution of Disaster Management resources across area
	Educate building inspectors and infrastructure maintenance teams on known tornado threats

	Mutual aid agreements to be established for relief and response
	Ensure availability of mobile command vehicles and emergency housing
	Identifying hotspots / high risk areas – develop database of heavy snowfall events and damage / impact experienced
Societal Measures	Develop Awareness training and workshops in high-risk areas
	Develop and inform communities of response actions to early warning systems
	Ensure Coordination and cooperation with NGOs such as ADRA
	Community awareness and involvement of the youth
	Collect community-based information on past tornado events and make publicly available for school and research projects
	Identify and utilize indigenous knowledge systems. Cultural heritage of rondavels not be ignored

5.5.14 Disaster Preparedness Plan: Heavy Snow

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Notify response teams (Municipal engineering, SAPS, Fire & Rescue, EMS, Dept. Water Affairs, SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Activate response teams	District Disaster Management and Services Standby Teams	From locations/standby positions	Immediately	To assess impact and actions required

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Activate JOC	Head of DMC and senior management of all services / jurisdictions involved.	DMC alternative or	Immediately if major flooding incident	To plan strategically and coordinate multidisciplinary response, relief and rehabilitation
Assess information	All services	JOC	Immediately	To plan actions
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief
Implement response actions	District Disaster Management Team, SANDF, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further damage	District Disaster	Entire area	Immediately	To minimize and/or prevent

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
	Management Team, SAWS			further disruption / damage
Issue early warning to areas vulnerable to further damage	District Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
Institute recovery measures	PDMC, Treasury, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
Communication with population of affected areas	Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property through public communication
Arrange temporary accommodation	Municipality / Social services/ NGO's	Available venues	When needed	To provide temporary accommodation – emergency shelter
Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases
Rapid initial impact assessment	Municipal engineer and Provincial roads engineer	In affected area	Once storm has passed, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure as well as assistance required from province / national
Prioritize, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services
Verification of impact assessment	Province / NDMC / Contracted	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
	impact assessment team			damage and repair / replacement cost in monetary terms

5.5.15 Disaster Risk Project Proposals: Lightning

RISK REDUCTION CATEGORY	RISK REDUCTION PROJECT PROPOSALS
Physical planning measures	Enforcing of building codes to ensure buildings can withstand severe weather prevalent in area
	Considering weather conditions lightning occurrence in development planning, zoning and land-use management
	Focus on indigenous knowledge systems that are being used
	Retro-fitting of vulnerable buildings to ensure resilience to storms and severe weather
	Implement storm attenuation measures such as windbreaks in high-risk areas
Engineering & Construction Measures	Develop and maintain severe weather early warning systems
	Lightning conductors on roofs in high-risk areas
	Pro-active maintenance
	Institute and enforce fines or other punitive measures for non-adherence to building codes
	Appoint a service provider that can deliver accessible and affordable insurance packages. Especially focused on the farming communities as they suffer due to livestock loss.
Economic Measures	Pro-active maintenance

	Institute and enforce fines or other punitive measures for non-adherence to building codes
	Appoint a service provider that can deliver accessible and affordable insurance packages. Especially focused on the farming communities as they suffer due to livestock loss.
Management & Institutional Measures	Plan for the support of affected communities
	Ensure that standard operating procedures for disasters are developed and maintained
	Facilitate strategic planning of resources to cover all areas during emergencies
	Plan and ensure strategic distribution of Disaster Management resources across area
	Educate building inspectors and infrastructure maintenance teams on known lightning threats
	Ensure availability of mobile command vehicles
	Identifying hotspots / high risk areas – develop database of lightning events and damage / impact experienced
Implement a programme that will reward and strengthen support and collaboration attained during disaster forums	
Societal Measures	Develop Awareness training and workshops in high-risk areas
	Develop and inform communities of response actions to early warning systems
	Ensure Coordination and cooperation with NGO's
	Community awareness the responsibility of Disaster Management Centre, disaster risk officials and volunteers in collaboration with

	the relevant government departments, ESKOM etc.
	Collect community-based information on past severe lightning events and make publicly available for school and research projects

5.5.16 Disaster Preparedness Plan: Lightning

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
Notify response teams (Municipal engineering, SAPS, Fire & Rescue, EMS, Dept. Water Affairs, SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
Activate response teams	District Disaster Management and Services Standby Teams	From locations/standby positions	Immediately	To assess impact and actions required
Identify affected and damaged area	District Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
Determine impact	District Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
Activate JOC	Head of DMC and senior management of all	DMC alternative or	Immediately if major flooding incident	To plan strategically and coordinate multidisciplinary

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
	services / jurisdictions involved.			response, relief and rehabilitation
Assess information	All services	JOC	Immediately	To plan actions
Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief
Implement response actions	District Disaster Management Team, SANDF, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
Provide relief	Relevant Stakeholders	At affected area / relief centre	After assessment	To minimize impact
Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
Assess possibility of further damage	District Disaster Management Team, SAWS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
Issue early warning to areas vulnerable to further damage	District Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
Institute recovery measures	PDMC, Treasury, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
Communication with population of affected areas	Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property through public communication
Arrange temporary accommodation	Municipality / Social services/ NGO's	Available venues	When needed	To provide temporary accommodatio

What must be done?	Who must do it?	Where it must be done?	When it must be done?	Why it must be done?
				n – emergency shelter
Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases
Rapid initial impact assessment	Municipal engineer and Provincial roads engineer	In affected area	Once storm has passed, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure as well as assistance required from province / national
Prioritize, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services
Verification of impact assessment	Province / NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

5.5.17 DROUGHT

ACTIONS	Role-Players	OTHER ORGANISATIONS
Initial Report by role-players around the drought situation through the Drought Committee as part of the Advisory Forum.	Agri, Disaster Management, Municipalities; Social Development	Environmental health; Tourism. Others, as required.
Implementation of water restrictions by water delivery authority.	Municipal Town Engineer & Officials, Disaster Management, Environmental Health;	Taxpayers' associations
Financial and fodder support to famers.	Agri Western Cape, Farmers Associations, Disaster Management	Social Development;
Monitoring of situation by Drought Committee.	DWA, Prov-. and District Disaster Management.	Dept of Health; DEAT; Mun. Electricity, Water & Sanitation; Stormwater; Solid Waste, Environmental health; Tourism. Others, as required

5.5.18 Extreme Weather/Floods/Snowfalls/Windstorms

ACTIONS	ROLE-PLAYERS	OTHER ORGANISATIONS
Initial Report of Incident by any Role-players	SAPS, EMS + Rescue. Prov.Traffic; Agri, Disaster Management, Municipalities;	Mun.Fire; SANRAL (if Incident is on a National Road);
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	SAPS, EMS + Rescue. Prov.Traffic; Agri, Disaster Management, Municipalities; SANRAL	Mun.Fire
Evacuation / Transportation of injured / Access / Egress route selection, incl. Helicopter usage - as required	SAPS, EMS + Rescue. Prov.Traffic; Agri, Disaster Management, Municipalities;	Mun.Fire
Establishment of On-site JOC (FCP) with Cordons set-up & appropriate Traffic / Crowd control in place a.s.a.p.	SAPS, EMS + Rescue. Prov.Traffic;	Mun.Fire ; Disaster M, SANRAL (if Incident is on a National Road);
Public Information / Media liaison, incl. alternative commuter transport requirements	Head DRMC; DRMC Staff; Traffic; Communications	SAPS; PG: WC Traffic; SANRAL; SABC / Media
Emergency Shelter & Survivors' Welfare, as required by the Situation	DOC; DRMC Staff; Housing; Sport & Recreation; MPD; Law Enf. & Security; Health	SAPS; Dis. Relief NGO's; Trauma Centre; PG: WC & Govt. Depts;
Repairing of other damage – Roads / Bridges / Structures / Cabling, etc.	SANRAL, Others, as required	PG: WC; Private Contractors, as applicable

5.5.19 DISRUPTION OF ELECTRICITY SUPPLY

ACTIONS	ROLE-PLAYERS	OTHER ORGS
Notification to all relevant Role-players, as applicable (CKDM Electricity, with ESKOM, are the lead Disciplines)	Mun. Communications; Water & Sanitation; Roads & Stormwater; Fire & Rescue; Health; plus, others, as required	ESKOM; SAPS; DRM; PG: WC DMC; Others, as required
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	DMC; DOC; DRMC Support Staff; Electricity; Fire & Rescue; Traffic; Law Enf. & Security; Communications; plus, others, as required	ESKOM; SAPS; PG: WC EMS; PG: WC DMC; Others, as required
Arrangements for repairs / alternative power supplies a.s.a.p.	Mun. Electricity; plus, other affected Disciplines, as required by Situation	ESKOM; DMC; SAPS; Private Contractors; Others, as required by Situation
Public Information i.r.o. estimated duration of outage / alternative arrangements / Road & Rail Traffic situation reports, etc. (Refer to detailed Plan for full procedure description)	Mun. Electricity; DRMC & DRMC Staff; Communications; Traffic; MPD; Law Enf. & Security; Mun. Water & Sanitation; Roads & Stormwater; Fire & Rescue; Health; plus, others, as required	ESKOM; DMC; SABC / Media; Others, as required

5.5.20 DISRUPTION OF WATER SUPPLY

ACTIONS	ROLE-PLAYERS	OTHER ORGS
Notification to all relevant Role-players, as applicable (CKDM Water & Sanitation Directorate, together with DWAF, are the lead Disciplines)	Mun. Water & Sanitation; TOC; DRMC-DOC; DRMC & DRMC Staff; Fire & Rescue; Communications; Electricity; Roads & Stormwater; Health; plus, others, as required by the Situation	DWAF; ESKOM; SAPS; PG: WC EMS; PG: WC DMC; Others, as required
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	Event M; DRMC; DOC; DRMC Support Staff; Fire & Rescue; Mun Traffic; Water & Sanitation; Communications; plus, others, as required by the Situation	SAPS; PG: WC EMS; WC: PDMC; Others, as required
Arrangements for repairs / alternative water supplies a.s.a.p.	Mun. Water & Sanitation; Electricity; Roads & Stormwater: plus, other affected Disciplines, as required by the Situation	DWAF; CKDM DMC; SAPS; Private Contractors; Others, as required by Situation
Public Information i.r.o. estimated duration of outage, alternative arrangements, effect on Fire & Rescue services, etc. (Refer to detailed Plan for full procedure description)	Mun. Water & Sanitation; DRMC & DRMC Staff; Communications; Fire & Rescue; Roads & Stormwater: Electricity; Health; plus, others, as required by the Situation	ESKOM; DMC; SABC / Media; Others, as required

<p>Monitoring of potential health hazards caused by a prolonged water supply failure until restoration of normal Supply, \i.e., sewerage & other sanitation systems may be inoperative, business implications, food hygiene issues, etc. & possible other major CONSEQUENTIAL Hazards that may result</p>	<p>Health; Mun. Electricity; Traffic; MPD; Water & Sanitation; Transport, Roads & Stormwater; Solid Waste Mgt; Fire & Rescue; Plus, others, as required by the Situation</p>	<p>Dept of Health; DEAT; Others, as required</p>
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5.5.21 ROAD/RAIL/AVIATION TRAFFIC INCIDENT

ACTIONS	ROLE-PLAYERS	OTHER ORGANISATIONS
<p>Initial Report of Road Traffic Incident to all Role-players</p>	<p>SAPS, EMS + Rescue. Prov.Traffic;</p>	<p>Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);</p>
<p>Fire-Fighting / Search / Rescues/ Triage / Treatment of injured, as applicable</p>	<p>SAPS, EMS + Rescue. Prov.Traffic;</p>	<p>Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);</p>
<p>Evacuation / Transportation of injured / Access / Egress route selection, incl. Helicopter usage - as required</p>	<p>SAPS, EMS + Rescue. Prov.Traffic;</p>	<p>Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);</p>
<p>Establishment of On-site JOC (FCP) with Cordons set-up & appropriate Traffic / Crowd control in place a.s.a.p.</p>	<p>SAPS, EMS + Rescue. Prov.Traffic;</p>	<p>Mun.Fire; Disaster M, SANRAL (if Incident is on a National Road);</p>
<p>Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation</p>	<p>Head DRMC; DOC; DRMC Support Staff; Fire & Rescue; Other CKDM Services, as required</p>	<p>SAPS; EMS; PG: WC Traffic; SANRAL; Others, as required</p>

Clearance of debris / Removal of wrecked vehicles, etc.	SANRAL, SAPS, EMS + Rescue. Prov.Traffic;	Towing & other Private Contractors, as required
Control of Toxic leaks – as applicable (Refer also DMP 2 = HAZMAT Plan)	DRM, Fire & Rescue; HAZMAT Team; Health; SANRAL	SAPS; Private Contractors, as required
Isolation of any affected Electricity supply / Emergency lighting, as required by the Incident	Electricity; DRMC Staff.	ESKOM; Private Contractors, as req.
Public Information / Media liaison, incl. alternative commuter transport requirements	Head DRMC; DRMC Staff; Traffic; Communications	SAPS; PG: WC Traffic; SANRAL; SABC / Media
Emergency Shelter & Survivors' Welfare, as required by the Situation	DOC; DRMC Staff; Housing; Sport & Recreation; MPD; Law Enf. & Security; Health	SAPS; Dis. Relief NGO's; Trauma Centre; PG :WC & Govt. Depts;
Repairing of other damage – Roads / Bridges / Structures / Cabling, etc.	SANRAL, Others, as required	PG: WC; Private Contractors, as applicable

5.5.22 CIVIL UNREST / RIOTING / PUBLIC DISORDER / XENOPHOBIA

ACTIONS	ROLE-PLAYERS	OTHER ORGS
Initial report of Civil Unrest / Rioting (SAPS & MPD are the lead Disciplines)	SAPS; Event Manager.	Others, as required by SAPS
Alerting / Mobilization of various Police & Security Response Services (All Key Personnel involved)	SAPS, Event M.; DRMC-DOC; Mgr: DRMC & DRMC	SAPS; SANDF; PG:WC EMS; Hospitals;
Est. of on-site JOC, if possible or practical by SAPS	SAPS, Event M.; DRMC-DOC; Mgr: DRMC & DRMC	SAPS; PG:WC EMS; Others, as required

Public Notification and the immediate evacuation of the area	MPD; Traffic; DRMC staff	SAPS; PG: WC EMS; Others, as required
Activation of Disaster Co-ordinating Team (DCT) in the DOC, as required by the Situation	Event Manager; DRMC; DOC; DRMC Support Staff; Fire & Rescue; MPD; Traffic; Communications; 107 PECC; plus, others, as required	SAPS; PG: WC EMS; Others, as required
Cordons / Road Blocks / Access & Egress Routes	SAPS; Event Manager; Traffic; Law Enf. & Security, as required	SAPS; Others, as required
If rioting / unrest is not contained, strive to minimize looting, damage, injuries & fatalities as much as possible	SAPS; Event Manager. Traffic; Law Enforcement & Security (for CKDM assets), as required	SAPS; PG: WC EMS; Others, as required
Obtain damage / casualty assessments and treat accordingly	Event Manager; Mun. B/W; Traffic; Law Enf. & Security; DRMC staff	SAPS; WCG: EMS; SANDF; Others, as required
Safety of building structure	Mun. Building Dev. Mgt; Fire & Rescue	Private Orgs, as required
Clean-up of Debris	Mun. Solid Waste; Roads & Stormwater; Buildings & Maint.; Sport & Recreation	Private Orgs, as required
Repair damage to roads / sidewalks, Buildings, Infrastructure, etc, as required	Mun. Roads & Stormwater; Water & Sanitation; Electricity; Others, as required	Private Orgs, as required

5.5.23 INCIDENT AT STADIUMS AND OTHER VENUES (EVENT MANAGEMENT LAWS AND PROTOCOLS)

ACTIONS	ROLE-PLAYERS	OTHER ORGANISATIONS
Notification of Incident, i.e. Fire, Bomb Explosion, Crowd Surge, Hazmat, etc. by the Responsible Authority or VOC to the relevant Emergency Service(s) as per Stadium / PVA Emergency Plan	SAPS; Fire; EMS-Rescue; Traffic; Law Enf. & Security (for CKDM asset); DRMC-DOC; DRMC Staff; Sport & Recreation; Communications; Others, as required.	Own Emergency Organization as per Emergency Plan; PG: WC EMS; Others, as required
Fire Fighting / Search / Rescues / Triage / Treatment and Evacuation of Casualties from affected areas	Fire; EMS Rescue; Traffic; Law Enf. & Security.	Own Emergency Organization as per Emergency Plan; PG: WC EMS; Others, as required Hospitals; EMS & First Aid Soc; Helicopters, as applicable
Evacuation of affected persons - public notification, as required	EMS; DRMC Staff; Fire & Rescue; Traffic; VOC Reps; Sport & Recreation; Others, as required	Own Emergency Organization as per Emergency Plan; PG: WC EMS; Others, as required Hospitals; EMS & First Aid Soc; Helicopters, as applicable
Est. of On-site JOC or full activation of already established VOC, as applicable	SAPS; Fire; EMS Rescue; DRMC Traffic; Law Enforcement & Security; Sport & Rec.; plus, ALL other CKDM Services involved	Own Emergency Organization as per Emergency Plan; PG: WC EMS; Others, as required Hospitals; EMS & First Aid Soc; Helicopters, as applicable

CHAPTER 6

DISASTER RECOVERY

6.1 DISASTER RECOVERY PROCESS

The following activities summarise the recovery process:

- Assessment of extent of situation and planning for recovery;
- Financial provision (emergency relief funding identified);
- Declaration of local state of disaster through the Disaster Management Act, 57 of 2002, as required, for access to additional Provincial and National Funding and other resources needed;

6.2 POST DISASTER RECOVERY AND REHABILITATION OPERATIONS

Post-disaster recovery and rehabilitation operations will be dealt with in terms of the activities of the Disaster Management Advisory Forum members.

6.3 SIGNIFICANT EVENTS AND DISASTER DECLARATIONS

The Central Karoo District Municipality follows the provincial guideline on disaster declaration (See Attached Annexure D)

Based on the information available, the Head of the Disaster Management Centre will inform the Municipal Manager, who shall inform and recommend to Council whether the circumstances warrant a disaster declaration in terms of Section 55 of the Act.

(Sections 44 and 54 of the Act) Disaster Declaration In the event of a local disaster the Council 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 event or special circumstances warrant the declaration of a local state of disaster (Section 55 of the Act).

The stipulations of Sections 23(2) and 49 regarding the recording and classification of disasters should be adhered to. The Municipal Manager may request assistance and resources from another level of government and that request shall not be deemed to be a request for implementation of the emergency plans of that jurisdiction.

CHAPTER 7

7.1 Information Management and Communication

Reporting on disasters and incidents leading to disasters is done to the DMC on a quarterly basis as prescribed by section 24. The WC: PDMC supports the CKDM with a communication platform called UNITI. UNITI is a reporting System and software application designed to facilitate online data entry and submission of various reports, including those required by National Government Agencies in South Africa. It's used for sharing incident details between different levels of government and other emergency services, improving communication and coordination during disasters.

The tool is used to communicate Incidents within the Central Karoo effectively and efficiently to the relevant stakeholders.

- Media
- Internal communication (incidents, plan)

The effectiveness of any relief activities will be seriously affected and restricted without effective communication. Within the municipality, each department shall make available any resources relating to communication.

Communication channels are established with all relevant structures and stakeholders, both internally and externally, to ensure the effective and efficient overall management of incidents.

All communication avenues are explored, i.e., mobile systems, sirens, load hailing, notifications via social media, telephones, radio, and television to notify the public.

CHAPTER 8

8.1 FUNDING ARRANGEMENTS

As indicated earlier, the disaster management function is in the newly established directorate: socio-economic services. Although a limited budget is available due to national budget cuts, the municipality made provision in its 2026-2027 budget for upgrades to the disaster management centre.

The provision of funding for Disaster Management is likely to constitute the single most important factor contributing to the successful implementation of the Act by national, provincial and municipal spheres of government. The Act as amended, with the exception of Chapter 6 on funding of post-disaster recovery and rehabilitation, does not provide clear guidelines for the provision of funding for Disaster Management. In order to give effect to the requirements of the Act as amended, four Key Performance Areas and three Enablers have been identified in the NDMF to guide the implementation of the Act as amended.

Accordingly, funding from a range of sources for the different aspects of Disaster Management outlined in the Key Performance Areas and Enablers will be required. Enabler 3 builds on the recommendations made by the Financial and Fiscal Commission on funding arrangements in its Submission on the Division of Revenue Act and describes the Disaster Management funding arrangements for organs of state in the national, provincial and local spheres of government. From the perspective of the Municipality, it is important that all the Enablers and Key Performance Areas are adequately addressed in the framework and the Disaster Management plan of the district.

Emergency procurement in any disaster is allowed by the MFMA. Should there be an emergency the HOC will send the request to the Director who will then forward the request to the CFO. The CFO will follow the MFMA guideline to procure what is necessary.

The district also receives funding from the Provincial Disaster Management Centre through the Department of Local Government for disaster internship (revised annually).

Private institutions such as Santam will be engaged for possible funding to support special projects or campaigns. The municipal departments must ensure that funding arrangements are in place for any risk reduction initiatives.

CHAPTER 9

VERSION CONTROL, REVIEW AND TESTING

The Central Karoo District Disaster Management Centre will regularly review and update the Corporate Disaster Management Plan as required by Section 53 of the Disaster Management Act, 57 of 2002.

To ensure that the plan is properly updated, each individual and group with an assigned responsibility under this plan will review the applicable procedures and portions of the plan on a regular basis by a date as determined by the Central Karoo Disaster Management Advisory Forum and may provide review requests to the Head of the Provincial Disaster Management Centre on or before such a date.

Exercise and Testing: The plan will be exercised annually in its entirety or part thereof.

CHAPTER 10

10.1 CONTACT DETAILS, ANNEXURES AND REFERENCE DOCUMENTS

CONTACT DETAILS

Attached as **Annexure F**, contact details

ANNEXURES

Annexure A: Risk assessment

Annexure B: Social dev protocol

Annexure C: SOP: Activation of the Disaster Management Centre

Annexure D: Provincial guideline for Disaster Declaration

Annexure E Provincial Preparedness response and relief plan

Annexure F: Contact List (Database and add internal and external role players)