

DISASTER MANAGEMENT POLICY



**THEEWATERSKLOOF
MUNICIPALITY**

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THEEWATERSKLOOF DISASTER MANAGEMENT PLAN

1. PURPOSE OF THE MANAGEMENT PLAN

The disaster management plan for the Theewaterskloof Municipality describes the role of the Municipality during a disaster and the role Council should play in taking part in disaster management.

Disaster management does not only kick in when an occurrence happens but manage all relevant pre-development projects and all risk specific prevention measures that are taken by line-functions to prevent disasters from occurring.

2. LEGISLATION

This plan has taken into consideration existing legislation:

- The constitution
- The Disaster Management Act (Act 57 of 2002)
- The National Disaster Management Framework
- The Draft Western Cape Disaster Management Framework
- The Draft Overberg Disaster Management Framework
- The Disaster Management Plan of the Overberg
- All risk specific plans that already exist in the District, Province and National spheres.

3. THE TERM DISASTER, ACCORDING TO THE DISASTER MANAGEMENT ACT:

“Municipal disaster management plan”:

The preparation of the disaster management plans by municipal entities is according to Section 52 and 53 of the Disaster Management Act.

“disaster” means a progressive of sudden, widespread or localized, natural or human-caused occurrence which –

a) *causes or threatens to cause -*

(i) *death, injury or disease;*

(ii) *damage to property, infrastructure or the environment; or*

(iii) *disruption of a community; and*

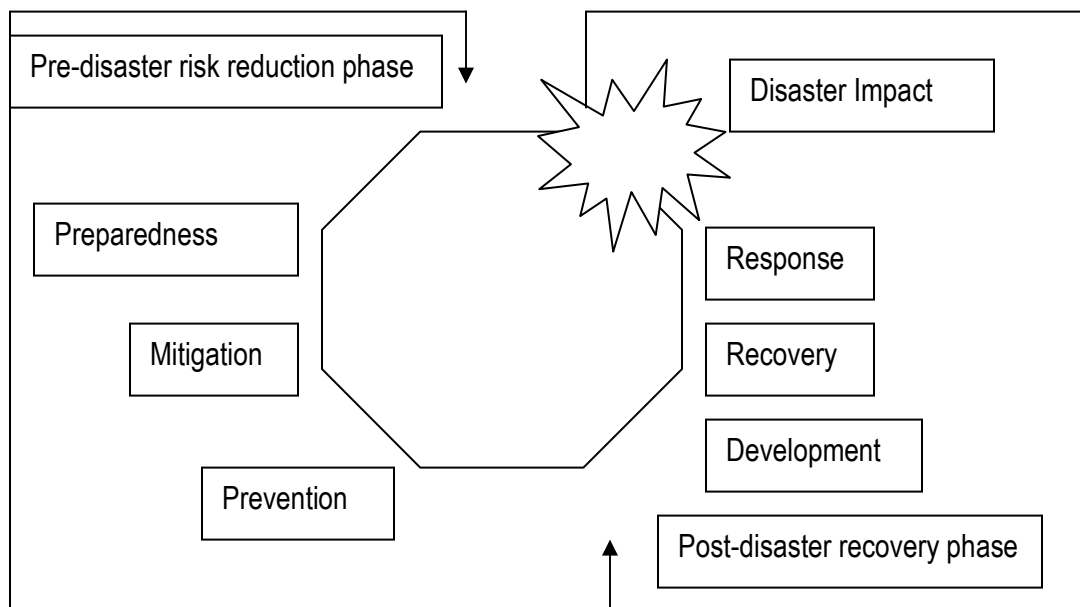
b) *is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources;*

4. DISASTER MANAGEMENT ACCORDING TO THE DISASTER MANAGEMENT ACT:

“disaster management” means a continuous and integrated multi-sectoral, multi-disciplinary process of planning, and implementation of measures, aimed at -

- a) preventing or 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 therefore refers to programmes and measures designed to **prevent, mitigate, prepare for, respond to and recover** from the effects of all disasters.



Disasters stem from the fact that certain communities or groups, especially the poor, are for example, forced to settle in areas susceptible to the impact of a raging river. It is essential to make a distinction between hazards and disasters, and to recognize that the effect of the former upon the latter is essentially a measure of the society's vulnerability.

5. MANAGEMENT AND CO-ORDINATING OF DISASTER MANAGEMENT

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Theewaterskloof Municipality has taken the disaster management option of working in conjunction with the Overberg District Municipality and making use of their infrastructure in cases of disaster management (see Article 55(b) of the Disaster Management Act).

During disasters and incidents the first response will come from Theewaterskloof Municipality. If such incidents or disasters are of such magnitude that Theewaterskloof Municipality can't cope, Overberg District Municipality will be activated and for that matter Province and etcetera as the chain of events will occur.

All incidents will be coordinated by Overberg District Municipality.

6. CONTACT PROCEDURES FOR DISASTER MANAGEMENT IN THEEWATERSKLOOF MUNICIPALITY

- During a disaster of Theewaterskloof Municipality or incident the first person to contact would be the disaster manager.
- There after the relevant town managers will be involved.
- The municipal manager need always to be informed.
- In the absence of the disaster manager the Town Managers shall support to the Director: Operations and if he is not available the Municipal Manager.
- All perceived disasters and serious incidents described in point 3 above must, regardless whether assistance from Overberg District Municipality or any other organization was obtained, be reported to Theewaterskloof Municipality Disaster Manager, who will log such incidents with Overberg District Municipality.

7. DISASTER MANAGEMENT PLAN FOR THE THEEWATERSKLOOF MUNICIPAL COUNCIL AND TOWN OFFICES

1. Relevant departments and town offices shall participate in disaster management issues on the following basis:
 - Identify their primary roles in term of the various phases of the disaster management continuum:

The continuum comprises the following phases:

- Disaster response
- Development
- Mitigation
- Prevention
- Preparedness and awareness

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- Identify their secondary roles (where they could support other services, with the latter's primary role(s), should this be of critical importance).
 - Identify potential (external) resources that will require assisting them.
 - Identify shortcomings and address it in conjunction with disaster management (e.g. additional training needs to manage an emergency housing centre).
2. New developments need to take all risks with regard to possible disasters in account.
 3. Town Managers must ensure that informal settlements are not created in areas subject to disasters and do create additional risks.
 4. The disaster management centre will be maintained by the District Municipality in terms of legislation responsible for identifying alternative locations for the Joint Operations Centre (JOC) to cater for all eventualities.
 5. Theewaterskloof Municipal Disaster Management will plan in conjunction with town offices and identify disaster risks and mitigation measures in accordance with community-identified needs and with community participation.
 6. The District Municipality shall identify, recruit, and coordinate a sustainable trained volunteer structure where needed in accordance with legislation.
 7. Theewaterskloof Municipal Town offices shall maintain close liaison with NGO's and other relief agencies under the leadership of the Disaster Manager.
 8. That District and Local Management shall through research, local liaison and national and international networking, ensure that they remain abreast of trends, developments in mitigating disasters.
 9. Theewaterskloof Municipal disaster management shall recommend to Council to enter into agreements or contracts with any local government or organization with regard to mutual aid or assistance regarding relief.
 10. That the extent of relief actions in circumstances that are not declared a local disaster will be decided on by the disaster manager of Theewaterskloof Municipality in conjunction with the Municipal Manager.

On recommendation of the Municipal Manager with assistance from Theewaterskloof Municipal Disaster Manager the Executive Mayor will declare any affected areas as previously described as disaster areas. The M E C shall be duly informed of the status.

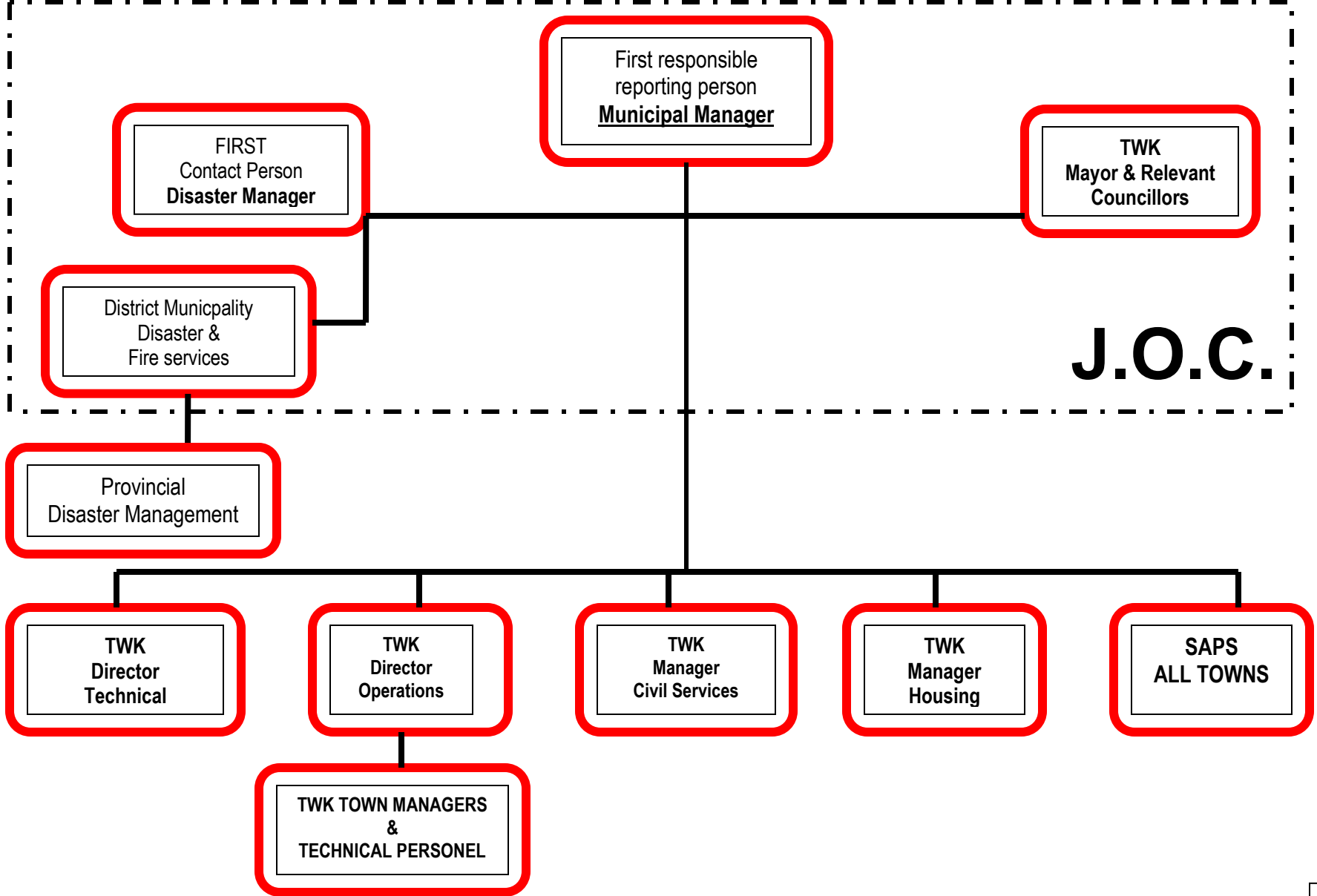
11. The Joint Operations Centre (JOC) relief will determine whether any assistance with regard to the provision of the restoration of essential services is required

from Provincial or National agencies and supply such agencies with appropriate motivation.

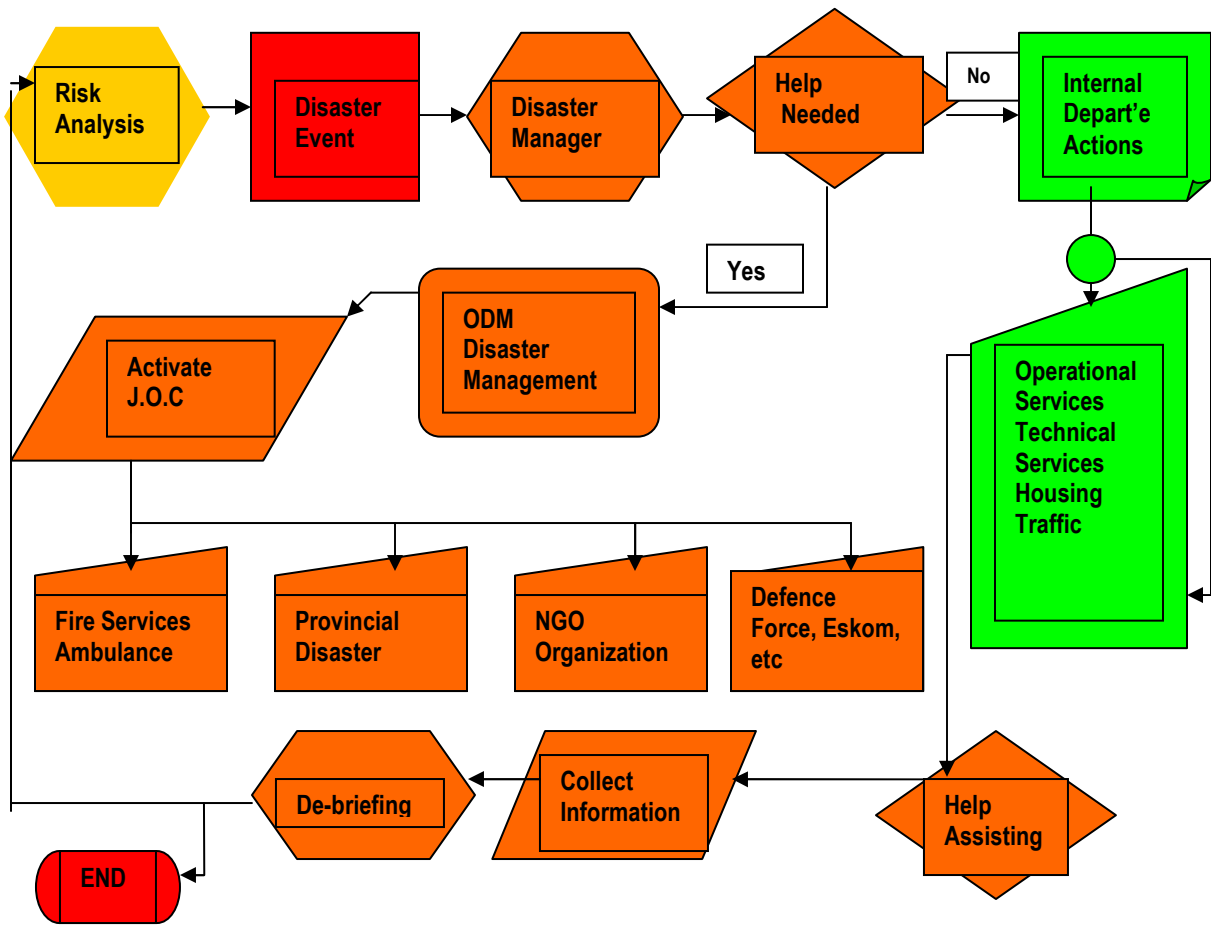
8. DATA LIST OF CONTACT PEOPLE RELEVANT TO DISASTER AND RISK MANAGEMENT

- a) The first line of contact in all events will be Theewaterskloof Municipality Disaster Manager.
- b) There after in all cases the next inline will be the Head: Disaster management of the District Municipality.
- c) In all cases must the Municipal Manager be notified.

TWK DISASTER MANAGEMENT REPORTING STRUCTURE

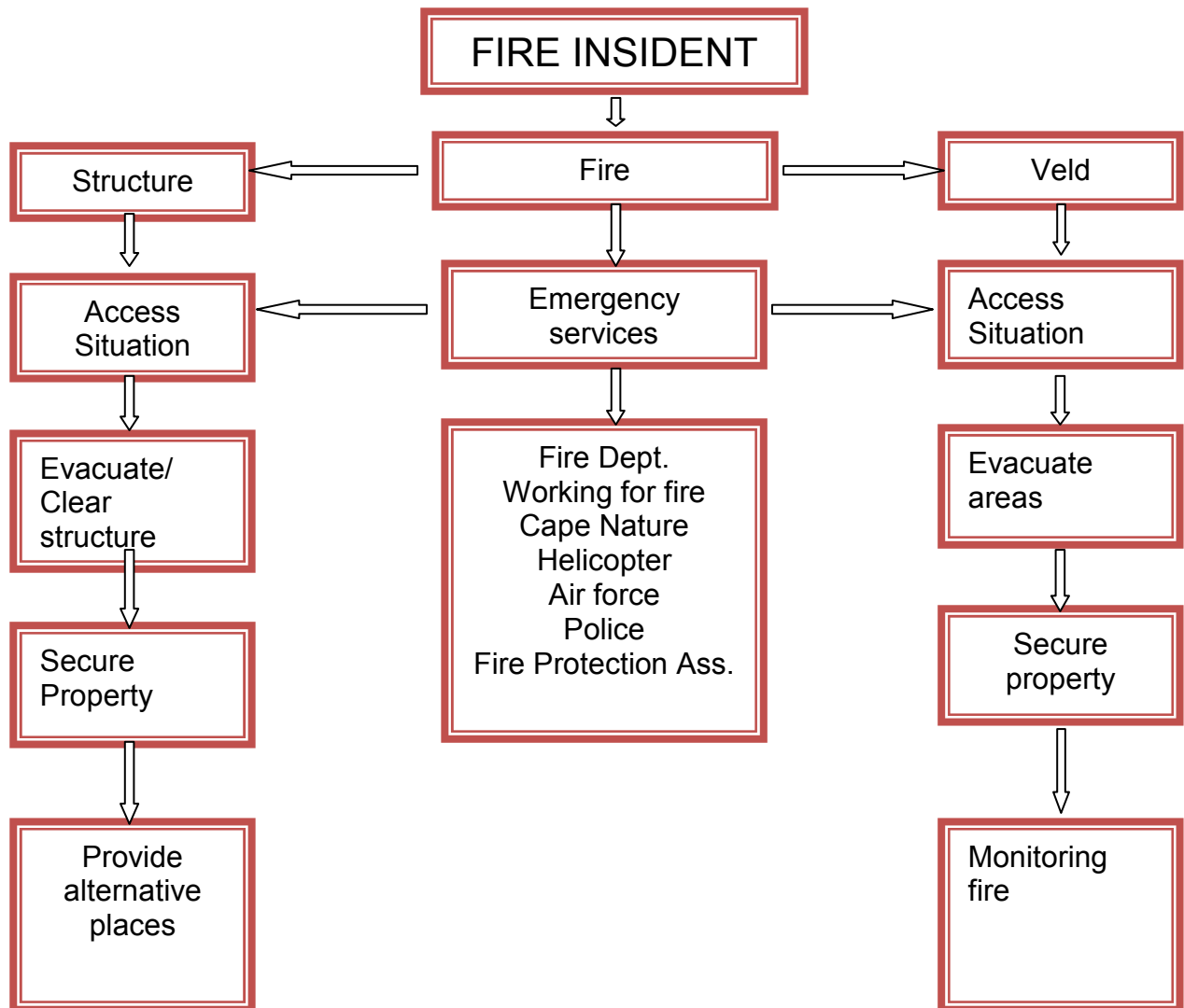


DISASTER MANAGEMENT CORPORATE PLAN

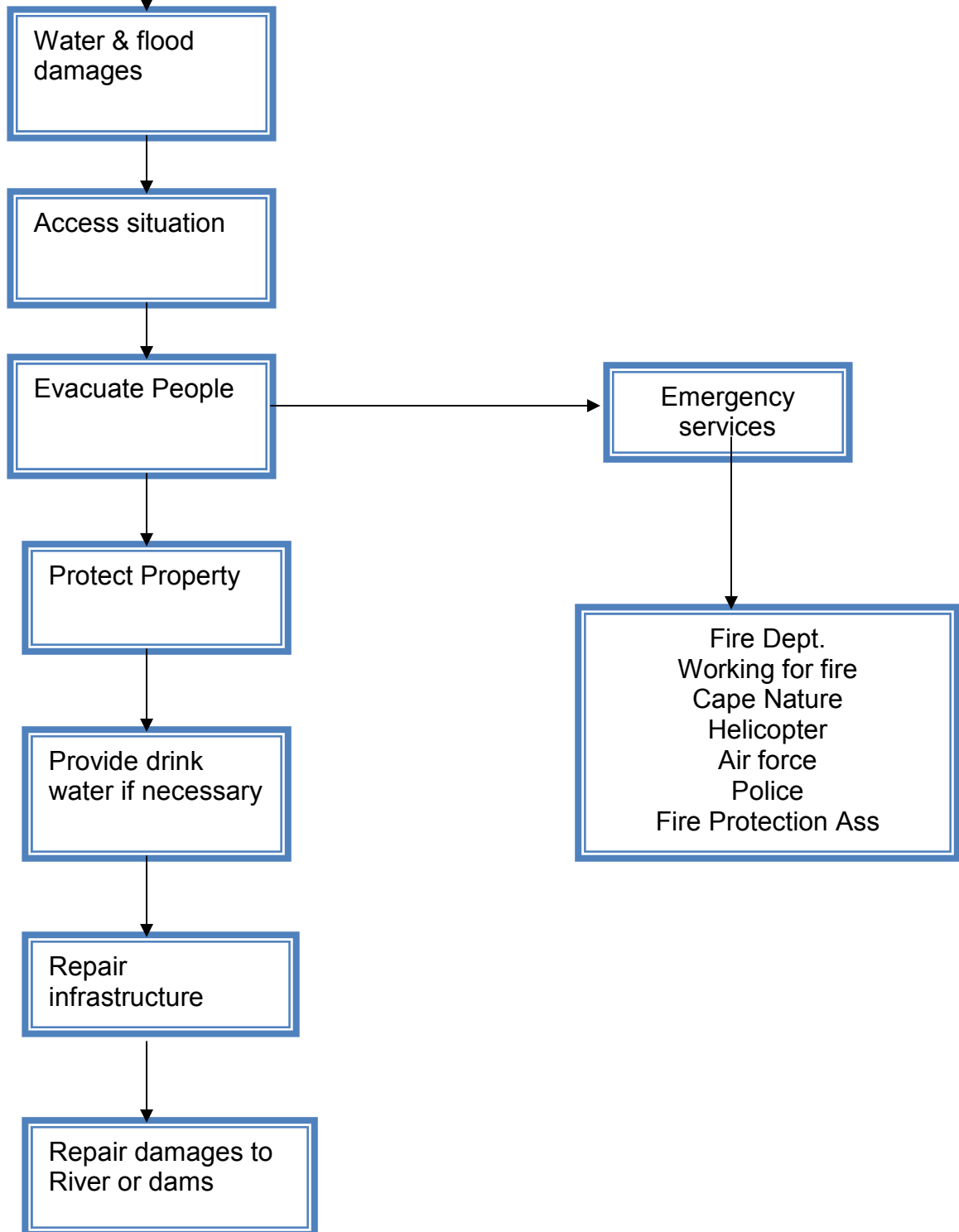


9. INCIDENT REPORTING

	JOC Major Incident	TWK Minor Incident
1.	Disaster Event	Incident low impact
2.	Help needed (in case of a major incident or disaster). External help is required from Overberg District Municipality.	No external help needed. (Internal department assists e.g. Technical, Housing, Traffic Departments.
3.	A JOC is activated with relevant staff.	No JOC is activated.
4.	ODM Fire & Disaster will activate all relevant external roll players as and when necessary.	ODM Fire & Disaster assist in low capacity e.g. small fire or shack/ house fire
5.	De-briefing	De-briefing
6.	Closure	Closure



WATER INSIDENT



DISASTER MANAGER (TWK)

- To report incidents to the relevant authorities
- To request emergency personnel of District Municipality.
- To monitor the incident in conjunction with various town managers.
- To activate the Red Cross and various other NGO organizations in order to provide affected parties with food, blankets and clothes, as applicable.
- Together with Red Cross and Social services provide affected parties with food, blankets, sand and clothes.

TOWN MANAGERS

- Together with the disaster manager to redeploy personal and equipment where necessary.
- If and where necessary to provide and set up temporary shelter.
- To manage his/ her staff according to needs and mitigation during and after a disaster.
- To provide vehicles to collect and distribute emergency food and stock.

TECHNICAL AND SUPPORTIVE STAFF

- To act according to the immediate disaster as being managed by senior staff.
- To adhere to the directives as was issued by senior staff.

HOUSING MANAGER/ OFFICER

- The housing official will be used in accessing damage to houses
- To do head counts of all people affected by the disaster.
- To provide all necessary information to the Disaster Manager.
- The housing officials are also responsible to assist in the logistics to house and relocate all affected parties.

10. DISASTER MANAGEMENT DISCUSSION POINTS

DISASTER

- Any event (happening with or without warning) causing or threatening death, injury, disease, damage to property, infrastructure of the environment, which exceeds the ability of the affected society to cope, using only its own resources.

- What is a disaster for an individual is not necessary a disaster for a community or municipality.
- Typical causes of disaster may include any of the following:
 - Fire
 - Floods
 - Droughts
 - Earthquakes
 - Wind
 - Airline accidents, etc.

LEVEL OF PREPAREDNESS

- Any organization such as Theewaterskloof Municipality is only capable to cater for occurrences within the capacity of resources and infrastructure.
- Incidents/ disasters which cannot be dealt with utilizing the internal capacity, triggers the District Disaster Management process.

COMMUNICATION

- Communication during incidents must follow the line reporting as explained in the risk management diagram.
- During any major incident a J O C (Joint Operational Centre) must be put in operation.

SKILLS

- Disaster managements needs specific skills
- Therefore the Theewaterskloof Municipality proposes a joint venture with the Overberg District Municipality disaster management and fire department to assist in events which cannot be dealt with internally.
- However the Theewaterskloof Municipality does have skill in their own capacity, namely in the engineering, environmental and technical department.
- These skilled staff is the first to react on in any incident or disaster.
- External skilled staff will be called upon when assessment of the situation indicates help is needed.

- Assistance from organizations within the community is sourced to provide specific help such as food parcels, clothes, etc.
- In conjunction with Overberg District Municipality can investigate possible agreements with other state organs and municipalities to assist in major incidents and disasters.

EQUIPMENT

- Overberg District Municipality will supply specialized equipment in terms of the contract.
- Town Managers will use TWK's own equipment where possible.

RISK ANALYSIS

- Management of disasters must be seen as an ongoing process and cannot be an add-on, chaotic set of actions during a disaster.
- Proper and regular maintenance will reduce the level of risks on disasters during occurrence.
- **Therefore disaster management should involve the following:**
- Well planned developments, not in floodplain areas
- Before developing areas conducting a risk assessment
- Ensuring to understand the responsibilities and communication during a disaster.
- **Regular maintenance of critical areas which amongst others include:**
- Storm water systems including rivers, canals, catch pits, intakes, etc.
- River systems
- Firebreaks

EDUCATION

- Line function education is already happening though the different external line function organizations e.g.:
- Fire department
- Disaster management
- Health department