

**DISASTER
MANAGEMENT
PLAN
KHEIS LOCAL
MUNICIPALITY
GROBLERSHOOP**

1.1 GENERAL

The KHEIS Municipal area consists of nine settlements inclusive of farms:

- **Grobbershoop Town & Farms**
- **Boegoeberg & Farms**
- **Wegdraai & Farms**
- **Topline/Saalskop & Farms**
- **Opwag & Farms**
- **Gariep & Farms**
- **Grootdrink & Kalkwerf Farms**
- **Wilgenhoudtsdrift & Farms**
- **Putsonderwater Kleinbegin & Farms**

1.2 BACKGROUND

The Kheis Municipality is responsible for coordination of disaster events in conjunction with ZF District Municipality. The function includes disaster preparedness, contingency planning and disaster response.

1.3 Demographic profile

- **Population: ± 16 635 - Census 2011**
- **Houses or brick structure on a separate stand or yard: 2628**
- **Traditional dwelling/ hut/ structure made of traditional materials: 43**
- **None homeless: to be verified**
- **Other types of shelter: 30**

Chapter 2

2.1 Strategic objectives

- **To ensure minimum disruption of services.**
- **To prevent loss of lives and property.**
- **To promote the effective utilization of resources.**

2.2 Planning committee, structures and role players

- **The District Disaster Manager who liaises with the Municipal Manager or Disaster Management official at local level represents the District Municipalities.**
- **Role player mobilization will depend on the type and extent of the event.**

2.3 *Legal Framework*

The following policies and legislation will have an impact on the planning framework:

- **The Disaster Management Act, 2002 Act No 57 of 2002.**
- **The District Disaster Management Framework**
- **Policies that relates to the procurement, financial management and mobilization of resources.**
- **The emergency Housing Programme.**
- **Fire fighting programme.**
- **Occupational Health and Safety Act aid the;**
- **Environmental protection act**

2.4 *Procedure for activating the plan*

Activation is initiated by the Joint Operational Centre established locally or at district level. This is preceded by a consultation process, which includes Political Leaders, Administrative Heads, Municipal Managers and Disaster Managers /officials, at all level from Local to National.

- **Communication will be forwarded to the District Municipality and the National Department.**
- **Reports will be submitted to the different centres for perusal and possible action.**
- **A Rapid assessment will be conducted by local authorities and collated into District assessment.**
- **Commitment of resources will be based on assessment reports.**
- **NB A disaster can only be declared by district and or national in terms of the act, hence speedy collection and dispatching of information(like life's lost, injuries, estimated damages, assistance needed etc.)**

CHAPTER 3

Roles and responsibility:

3.1 Shelter

The local municipality together with the district is responsible for availing temporary shelters. The following options are available:

- Community Halls
- Schools
- Tents and Churches

Families are encouraged to provide assistance. The local municipality must conduct a rapid needs- assessment to household requirements, cooking utensils, transport to temporary shelter and community security /safety.

The municipality must assess the need for transport of property and people. This should take place in collaboration with private motor owners, NGO's and private businesses that might offer assistance.

NB: The official have to compile and attach a list of halls, schools, churches etc with contact details.

3.2 Transport of the Dead

This is the responsibility of the SAPS or relevant funeral undertaker .

3.3 Transport of the injured

This is the responsibility of the Department of Health and EMS (Emergency Medical Service).

3.4 Search and Rescue

The reaction team perform the function. Special skills are required in order to perform this function, SAPS, CMS, ext.

3.5 *Community participation / volunteers*

To prevent duplication of efforts and improve coordination, community volunteers must be organized and clearly identified. The involvement of existing structures (NGO's CBO's) is vital.

3.6 *Infrastructure and site planning*

This is the responsibility of the Local Municipality. In the case where the District Municipality lacks capacity, the Province will investigate alternatives and assist with mobilization of those resources.

3.7 *Water*

Emergency provision and the need for water tanks must be assessed. The repair of water services must be prioritized. Consultation with DWAF is essential. Negotiations should take place between the municipality, private borehole owners and the DWA.

3.8 *Electricity*

This will depend on the service provider (ESCOM). Utilization of generators is advisable as an alternative source of energy. In these case SAPS, ESKOM, TELKOM, all businesses and farmers with the capacity will be utilized. These days solar power plants are at the order of the day and should form part and parcel of this plan.

3.9 *Safety and Security*

This is the responsibility of:

- **SAPS -ACCU search and rescue**
 - Dog Unit
 - Neighboring Police Stations
- **SANDF**

3.10 Health

The Department of Health is responsible for First Aid and health related matters.

3.11 Fire Services

The available equipment in the relevant area will be utilized. The District will facilitate coordinate cross municipal/negotiations to mobilize additional equipment the such as

- Fire engines
- Skit units
- Advance fire fighting unit (AFT)
- Trained volunteers and municipal officials

Investigate cross border assistance as well as national air assistance

- For air assistance, the regional SANDF will be contacted first, as well as the SAPS Air Wing.

3.12 Volunteers

Utilize volunteers from NGO's and CBO's. This depends on local capacity. They might perform a task that relates to:

- First Aid & Fire Fighting (trained volunteers)
- Assessments of victim needs

3.13 Social Services

The Department of Social Services is responsible for:

- Food parcels to the victims;
- Blankets and other needs;
- Look after the Welfare of the victims;

3.14 Staff requirement

Staff will be mobilized to perform specific tasks pertaining to:

- Communication to media;
- Reports to Provincial and National;
- Assessment of disaster area;
- Liaising with different municipalities;
- Attendance of site and coordination meetings;

- **Providing advice on legal framework and processes;**
- **Management of volunteer involvement;**
- **Monitoring response and reconstruction efforts;**
- **Procurement and financial matters;**

3.15 Financial Systems

The existing internal policies, guidelines from National Treasury, The MFMA, the Fund-Raising Act and the Disaster Management Act will apply.

Chapter 4

4.1 Duration of assistance

Duration of assistance is linked to certain phases:

- **Pre phase(planning)**
- **Implementation phase (duration of the event or disaster); and**
- **Post phase (evaluation and debriefing)**

4.2 Declaration

In terms of section 55 of the DMA (Act no 57 of 2002), the Council of the District may declare a disaster

The District Council must consult with the local municipality and politicians.

The District Council will consider existing legislation and capacity before declaring a disaster.

Chapter 5

5. Information:

5.1 Feedback

Continuous briefing is necessary to ensure smooth running of the operation. A debriefing session must be arranged to identify gaps and to acknowledge successes and best practices.

5.2 Updating plan

The Disaster Advisory Forum will update contingency plans after each event to address the gaps.

5.3 Information dissemination

The following media will be utilized to disseminate information:

- **Media;**
- **Written and verbal communication;**
- **Meetings;**
- **Information to community should be done by means of the radio and loud-hailer; and**
- **Information dissemination / public awareness is important prior to the event, during and after the event. The communication sections will advice role players on protocol and policies**

Chapter 6

The effects of disaster

Disasters are resulting in environmental degradation and increased poverty. Several areas near rivers are occupied by informal settlements without any or with only inadequate essential services. This resulted in high level of pollution of the rivers and the immediate environment. On farms, poor farming practices have increased the degradation of the land, this increase the risk of drought.

Developmental projects in the District Municipality were hampered by recent disasters: Finances are been needed to address the consequences of floods, fires, droughts, and this reduce the funds available for development.

From a development are rather perspective, disasters are not seen as isolated random acts of nature. Rather, disasters are increasingly viewed as an expected consequence of poor risk management over the long term. They are the outcome of interconnected social and physical processes that increase the risk and vulnerability to even modest threats.

From this perspective, both reduction and Disaster Management are clearly multi - disciplinary processes, engaging in a wide range of stakeholders. In the broadest sense, risk reduction is a developmental imperative for achieving sustainable growth, as well as a strategy that protects the lives and livelihoods for those most vulnerable.

In the view of Disaster Management - the expand-contract model-Disaster Management is seen as a continuous process. Disasters are managed in a parallel series of activities, rather than in a sequence of actions. The different strands of activities or continues side-by-side, expanding or contracting as needed.

- **if the local authority cannot cope with the situation it must request assistance/support from District level;**
- **if the District cannot cope, it must likewise request support from Disaster Management – Provincial.**

HAZARD AND RISK ASSESSMENT

Likely types of disaster and specific location or communities at risk

Likely types of disaster	Specific location or communities at risk	Prevention and mitigation strategies
<p>1. Floods</p> <ul style="list-style-type: none"> ➤ Natural Hazard 	<p>The whole Groblershoop / Kheis Region</p>	<ul style="list-style-type: none"> - Awareness - Formal Housing and development - Prohibit building/development in flood lines - Dam/water management - Promote compliance to Building standards and National Building Codes - Promote maintenance of storm water drainage - Promote resettlement of communities at risk - Disaster Management Plans - Contingency plans
<p>2. Domestic Fires</p> <ul style="list-style-type: none"> ➤ Natural hazard ➤ Man made disaster 	<p>The whole Groblershoop / Kheis Region</p>	<ul style="list-style-type: none"> - Awareness - Utilization of advance fire fighting units - Utilization of firefighting equipment (skit unit) of formers ext. ➤ Gariep ➤ Grootdrink ➤ Wilgenhoudtsdrift ➤ <li style="padding-left: 40px;">Topline/Kalk werf/Saalskop ➤ Wegdraai ➤ Groblershoop ➤ Opwag ➤ Kleinbegin ➤ Putsonderwater ➤ Boegoeberg
<p>3. Veld Fires</p>	<p>The whole Groblershoop</p>	<ul style="list-style-type: none"> - Awareness

<ul style="list-style-type: none"> ➤ Natural ➤ Man - Made 	<p>/Kheis Region</p>	<ul style="list-style-type: none"> - Utilization of advance fire fighting units - Utilization of firefighting equipment (skit unit) of formers ext. ➤ Gariep ➤ Grootdrink ➤ Wilgenhoudtsdrift ➤ Topline/Kalk werf/Saalskop ➤ Wegdraai ➤ Grobbershoop ➤ Opwag ➤ Kleinbegin ➤ Putsonderwater ➤ Boegoeberg <p>Volunteers to be trained in fire fighting and /or first aid</p>
<p>4. Drought</p>	<p>The whole Groblershoop SAPS Area and Kheis Region</p>	<p>Department of Agriculture plays a major role with regard to sustainable practices</p> <p>DWA monitors water and weather conditions pertaining to dam capacity.</p> <p>Local authorities enforce water - kwotas (measures) to improve effective utilization.</p>

Response

Response consists of activities designed to address the short term effects of a disaster. This includes departmental response, resources coordination, organizational structure, warning systems, and communication.

- ***Response Partners:*** A number of partners may be involved in responding to disaster. The most common first responders are SAPS, Municipal Officials, Fire and Rescue, Emergency Medical Services, Community Volunteers, and Public work personnel. Disaster Management teams must work closely with these partners to determine the type of response required for each hazard identified and the capacities and resources needed by responders.
- ***Resource coordination:*** During a disaster, most communities and organizations will not have enough resources. A number of gaps in resources will be identified during the planning process. The department should consider how extra resources could be accessed in case of a disaster. Private industry and other nearby Municipalities may be able to provide assistance. Resources based outside your District Municipality may not be immediately available after a disaster, so it may be necessary to have interim plans.
- ***Organizational Structure :*** The organizational structure during a disaster is usually different from day-to-day management. The joint Operation Centre (JOC) is the structure used in the District Municipality in case of a disaster. To prepare people to successfully fulfill their roles, the structure needs to be practiced through training and exercises.
- ***Warning System :*** A warning system is needed in case of a disaster. Based on their hazard analyses, the District Municipality has already implemented warning systems, which are linked to the communication system.

The District utilizes the following means of communication :

- **Telephones and Cell phones**
- **NEAR, Marnet and District Radio Networks**
- **Radio and News Media**

Recovery from a disaster consists of a whole range of activities designed to restore community life and services to normal levels.

Recovery also reduces the future vulnerability of the community and improves planning for future events.

Short - term recovery from a disaster returns vital life support systems to minimum operating standards. Long - term recovery may continue for years.

The community should be involved in recovery, including certain levels of government, the business sector, families and individuals. Ideally, disaster recovery processes will improve the community and make it a better, safer place for citizens.

The District Municipal Disaster Management Framework.

The aim of the framework is to provide for an integrated and uniformed approach to matters pertaining to DM.

The District Disaster Management Framework comprises six key performance areas (KPA's). Each KPA is informed by specified objectives and, as required by the Act, key performance indicators (KPI's) to guide and monitor its implementation.

The relevant funding and financial arrangements for the implementation of the Act are described in KPA 1 and incorporated into each respective key performance area.

***Key performance area 1* focuses on establishing the necessary institutional arrangements for implementing Disaster Management within the District and Municipality spheres of government and describes some of the mechanisms for funding Disaster Management.**

It specifically addresses the application of the principles of the cooperative governance for the purpose of Disaster Management. It also emphasizes the involvement of all stakeholders in strengthening the capabilities of District and Municipal organs of state to reduce the likelihood and severity of disasters.

KPA 1 describes with interdistrict role - players. It also outlines the institutional arrangements for establishing the disaster management information system required by the Act.

***Key performance area 2* addresses the need for disaster risk assessment and monitoring to set priorities, guide risk reduction action and monitor the effectiveness of our efforts.**

Although the Groblershoop / Kheis Region faces many different types of risk, *disaster risk* specifically refers to the likelihood of harm or loss due to the action of hazards or other external threats on vulnerable structures, services, areas, communities and households.

KPA 2 outlines the requirements for implementing disaster risk assessment and monitoring by organs of state within all spheres of government.

***Key performance area 3* introduces Disaster Management Planning and implementation to inform developmentally - oriented approaches, plans, programmes and projects that reduce disaster risks.**

KPA 3 addresses requirements for the alignment of Disaster Management Framework and planning within all spheres of government.

It also gives particular attention to the planning for and integration of the core risk reduction principles of prevention and mitigation into ongoing programmes and initiatives.

***Key Performance area 4* presents implementing priorities concerned with disaster response and recovery and rehabilitation**

KPA 4 addresses requirements in the ACT for an integrated and coordinated policy that focuses on rapid and effective response to disasters and post-recovery.

When a significant event or disaster occurs or is threatening to occur, it is imperative that there must be no confusion as to roles and responsibilities and the procedures to be followed.

KPA describes measures to ensure effective disaster response, recovery and rehabilitation planning.

***Key performance area 5* addresses Disaster Management priorities in public awareness, education, training and research.**

It addresses requirements to promote and support a broad based culture of risk avoidance through strengthened public awareness and responsibility.

KPA 5 describes mechanisms for the development of both non-accredited and accredited education and training for Disaster Management and associated professions and the incorporation of relevant aspects of Disaster Management in primary and secondary school curricula. It also addresses priorities and mechanisms for supporting and developing a coherent and collaborative disaster risk research agenda.

Key performance area 6 presents processes for evaluation, monitoring and improvement of Disaster Management as envisaged in the implementation of the Act. It introduces a range of mechanisms for measuring and evaluating compliance with the National Disasters Management Framework and the Act.

These include performance audits, self - assessments, peer reviews, reviews of significant events and disasters and rehearsals, simulations, exercises and drills.

The role of Groblershoop SAPS & Kheis Municipality

- **Rapid Response (SAPS) (Kheis Municipality)**
- **Advise and liaise with role-players (SAPS & Kheis Municipality)**
- **Collate and expedite the development of a business plan. (Kheis Municipality)**
- **Municipal Manager will facilitate the brief to the Mayor and Council.**
- **Facilitate funding arrangement.**
- **Assess criteria in compliance with the Emergency Housing Programme and mobilize resources accordingly.**
- **Assess resources in order to avail temporary shelters.(SAPS / Kheis Municipality)**

Role of the District Disaster Management Centre

- **Promotes an integrated and coordinated approach to District Municipality.**
- **Act as a conduit for information.**
- **Make recommendations regarding the funding of District Municipality.**
- **Promote the recruitment, training and participation of volunteers.**
- **Promote capacity building, training and education.**
- **Promote research.**
- **Exercise powers delegated by the Provincial Centre, by agreement with the Mayor.**
- **Implement legislation and policy.**
- **Coordinate District disasters.**
- **Monitor the establishment and maintenance of District Municipality plans in accordance with the Act.**
- **Fulfill its role items of pre- and post disaster programmes as indicated by the Act.**

Role of Local Authority

- **Coordinate preparedness and response programmes in area of jurisdiction.**
- **Develop and maintain plans.**

- Act as first responders in terms of food relief aid, temporary shelter and mobilization of resources.
- Media coverage of relevant area.
- Ensure that programmes and projects fit into development (IDP) programmes.
- Brief council and community on issues pertaining to Disaster Management.
- Submit reports and business plans to District departments.
- Liaise with district and provincial government.
- Put systems in place to improve local capacity and response.

National Contributions

Aim: To alleviate effects of local and provincial disasters:

District, in the event of a District disaster, requests the Provincial Government to financially contribute to post disaster recovery and rehabilitation.

The following factors may be taken into account:

- The prevention and mitigation measures implemented or initiated by the province.
- The reasons/motivation for the absence of such prevention and mitigation measures.
- The possibility of avoiding or minimizing the disaster impact had prevention and mitigation measures been implemented.
- Whether it is reasonable to expect District to implement or initiate prevention and mitigation measures under the circumstances.
- The existence or non-existence of adequate insurance coverage as well as the motivation for the status.
- The magnitude and severity of the disaster.
- The availability of financial resources at the relevant spheres of government and the optimal utilization of applicable resources at the level of occurrence.

Funding arrangements

In the post disaster phase, the affected victims/ individuals usually bear the initial financial burden until relief programmes or disaster management intervention occurs. Communities are vulnerable and poor, particular in the rural areas, and significant contributions are necessary to alleviate the suffering, discomfort and risk of the community.

District resources should only be use in the event of inadequate capacity of local municipalities. The provisioning of resources should not replace nor discourage self-help or community support during the disaster. It should not discourage the use of insurance schemes.

Response to disaster should be encouraged on a local level. Groblershoop SAPS & Kheis Municipality should be approached only when capacity and resources at a local level have been exhausted or are absent.

Command and Control

Each of the Emergency Services will claim, “Coordinating” of the scene relevant to their primary role:

- **SAPS will claim command and control in cases of explosive devises and terrorism (incident of criminal nature).**
- **Fire services are allowed on the scene in an attempt to extinguish the fire and to initiate rescue attempts.**
- **Command and control of the scene falls under the auspices of the most senior officer (SAPS, Fire Service, Local Authority, Departments).**

The District Disaster Official of Head of the Centre will coordinate all events that relates to the function of local authorities (Housing and Fire-Services).

Disaster Notification

Notification of a disaster might reach key role players via the following modes:

- **word of month**
- **radio**
- **telephone**
- **newspaper**
- **NEAR Communication**

The report will be forwarded to the district disaster centre and then to the Provincial disaster centre. The report might also come through the Provincial centre but will be forwarded to the relevent centres and role players.

The following information will be conveyed;

- 1. Date and time of event**
- 2. Location**
- 3. Number of people affected**

4. **Organizations / departments who responded**
5. **Immediate needs**
6. **Other relevant information**

Annexure: Reporting format for districts and local municipalities.

**Disaster Centres will reflect receipt of notification of all Role-players.
Follow up call will be made to parties from the relevant centre to ensure receipt of information.**

Declaration of District State Disaster

In terms of section 55 of the Act, the Council of the District Municipality will declare a disaster.

In order to do this

- **the District Council must consult with Local Municipalities**
- **after consultation declare the disaster**

The following systems must be considered

- **current legislation**
- **contingency arrangement**
- **ability / capacity to deal with the disaster**
- **special circumstances that warrant declaration**

After the declaration of a District Disasters, regulations or direction must be issue with regard to:

- **mobilizing of available resources**
- **evacuation of temporary shelters**
- **regulation of traffic and movement of goods**
- **communication systems**
- **information management**
- **facilitation of response and post - disaster recovery**

The above powers are exercised in order to protect property, lives of people, prevention of destruction, and minimize the effects of the disaster.

The disaster state of lapses three months after it has bon declared. The District council has the powers to terminate or extend the period of the disaster.

Contingency Planning

A contingency is a situation that is likely to occur, but may not. Contingency planning is the preparatory process of identification of and planning for these situations. A contingency plan may never need to be activated. However, if the anticipated situation does not arise, the plan will provide a basis for rapid and appropriate action.

Contingency planning - a process and a plan.

Contingency planning is a process in which individuals within an organization and from different organizations work together to establish shared perspectives of potential crisis scenarios and likely humanitarian needs, agree upon common objectives, define how they would work together, and how they would make decisions in the event of a crisis.

The plan is a record of what has been envisaged and agreed upon at a particular moment, it is not an end in itself. The understandings and relationships developed during the contingency planning process are as important as the plan itself. A written plan is also essential to preserving the thinking and decisions over time and over staff changes. The plan must be updated as needed, by those who would be responsible for responding in the event of a crisis.

Contingency planning may also be described as

- a) analyzing potential hazards and anticipating - foreseeing - the nature and scale of crises that could seriously affect peoples access to food and require a response for the programme; and
- b) defining the kind of response that could be required and how District Municipality, in collaboration with collaborates, would organize such a response.

Purpose of Contingency Planning.

The aim of District Municipality contingency planning is to help to ensure that, if and when a crisis occurs, response will be rapid, appropriate and effective. The District Municipality ensures this by establishing and advance understanding of, the kind of response(s) that might be needed, including the roles and responsibilities of other parties.

The process of contingency planning should identify operational and other difficulties that could be encountered in responding to potential crises, and enable District Municipality and partners to think ahead and find ways in which such problems can be avoided or overcome before a crisis actually occurs.

Contingency planning should be undertaken both:

- In all sectors not presently experiencing an disaster, in anticipation of

- foreseeable crises; and
- In an ongoing emergency or disaster relief and recovery operation in anticipation of significant changes that could occur in the situation.

Contingency planning is a vital element of the district preparedness, other complementary elements include:

- up-to-date baseline data on the areas and population desegregated by gender, age, ethnicity and other relevant variables likely to be affected, and on logistic and other resources, capacities and constraints;
- links with relevant early warning systems at provincial district and local levels;
- clear policies, procedures and guidelines for action in response to early warnings;
- clear definitions of responsibilities and authorities for action to meet emergency needs;
- clear policies and procedures, agreed upon with potential partners, for provision and distribution of emergency assistance;
- arrangements and capacity to undertake rapid assessments of the food security situation and possible food needs, and update logistic capacity assessments, when a crisis occurs;
- access to and/or mechanisms to rapidly mobilize and deliver the relieved other material and human resources.
- appropriately trained staff in all functions and ideally, joint training among staff from different agencies and government entities who will be required to work to together on an event of an emergency.

Contingency planning provides a basis for assessing the adequacy of these other aspects of preparedness in relation to specific, potential disaster response requirements. Measures can then be taken to strengthen particular preparedness capacities, as needed The identification of these preparedness measures is an integral part of the contingency planning process.

Contact details

SAPS - 054 833 9300 + 10111
Kheis Municipality - 054 833 9500
EMS - 10177

The above is the immediate rapid response parties and they will contact and coordinate other roleplayers in order to set up a joc etc.

- **A LIST OF ALL APPLICABLE ROLEPLAYERS WITH REGARDS TO IMMEDIATE AND RAPID RESPONSE AS WELL AS LOCAL SUPPORT IN TERMS OF ACCOMMODATION,FOODSUPPLIES,BLANKETS ECT SHOULD BE ATTACHED HERETO**
- **NB: DISASTER MANAGEMENT READINESS EXERCISES SHOULD BE DONE AT LEAST ONCE A YEAR OR AS OFTEN AS POSSIBLE!**

COMPILED BY:
MR C.S VAN ECK MANAGER COMMUNITY SERVICES
MR P REIGERT DISASTER MANAGEMENT OFFICER