

**AGENDA of the
Portfolio Committee : Protection Services
19 October 2021
(Also the agenda for the Mayoral Committee Meeting : 28 October 2021)**

**2.
REVIEW OF THE OVERSTRAND MUNICIPALITY DISASTER MANAGEMENT PLAN**

2/B

NJ Michaels

Director: Protection Services

27 September 2021

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1. Executive Summary

The purpose of this report is to present to council a Disaster Management Plan aimed to identify, reduce or prevent disasters from happening and mitigate or minimise the impacts of disasters which are inevitable.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Protection Services
Fire & Emergency Services, Disaster Management and Security Services

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment

4. Delegated Authority

None

5. Legal Requirements

The Constitution of the Republic of South Africa, 1996
Disaster Management Act, No 57 of 2002
Fire Brigade Services Act, No 99 of 1987
Local Government: Municipal Systems Act, No 32 of 2000
Local Government: Municipal Structures Act, No 117 of 1998
Community Fire Safety By-law, P.N. 6454/2007
Service Delivery and Budget Implementation Plan (SDBIP) 2021/2022
By-laws of the Overstrand Municipality

6. Background/Discussion/Evaluation/Conclusion

Background

In accordance with the provision of the Constitution of the Republic of South Africa, 1996, the Overstrand Municipality is responsible to promote a safe and

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healthy environment for all communities, investors and visitors within its boundaries.

Discussion

Disaster Management forms an integral part of the Overstrand's integrated development planning, however, Section 53 of the Disaster Management Act stipulates that each municipality must prepare a disaster management plan for its area, based on the prevailing circumstances.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Overstrand Disaster Management Plan

RECOMMENDATION TO THE COUNCIL:

that the Overstrand Municipality Disaster Management Plan be, **be adopted.**

RESPONSIBLE OFFICIAL :

**NJ MICHAELS
L SMITH**

TARGET DATE FOR IMPLEMENTATION :

1 NOVEMBER 2021



**OVERSTRAND
DISASTER MANAGEMENT PLAN**

2021 / 2022

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- Annexure K : Emergency Resource Telephone List: Kleinmond**
- Annexure L : Covid-19 Contingency Plan**

1. LEGAL FRAMEWORK AND DISTRIBUTION

1.1. In terms of the Disaster Management Act, section 53:

Each Municipality must prepare a Disaster Management Plan/Framework for its area according to the circumstances prevailing in the area, after consulting with the District Municipality and other Local Municipalities within the area of the District Municipality

Section 25, 38, 52 and 53 specify that those organs of state, must each prepare a disaster management plan setting out, amongst others, its roles and responsibilities regarding emergency response, post disaster recovery and rehabilitation, as well as an outline of the capacity to fulfil these roles and responsibilities and contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

1.2. The formulation and implementation of a Disaster Management Plan forms part of the IDP (Integrated Development Plan) process for the Overstrand Municipality. The purpose of this Disaster Plan is to ensure that there is disaster management coordination and response at all times, enhancing the Overstrand Municipality's ability to prevent and to deal with disasters and to avoid development that is considered high risk in terms of the potential for disasters.

1.3. Overstrand Disaster Management Plan:

- a. Forms an integral part of the Municipality's Integrated Development Plan;**
- b. Anticipate the type of disasters and its possible affects that are likely to occur in the municipal area.**

1.4. The Plan places emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households.

1.5. The plan seeks to develop a system of incentives that will promote disaster management in the Overstrand:

- a. Identify the areas, communities and households that are at risk;**
- b. Take into account indigenous knowledge relating to disaster management;**
- c. Promote disaster management research;**
- d. Identify and address weaknesses in the capacity to deal with possible disasters;**
- e. Provide for approximate prevention and mitigation strategies;**
- f. Facilitate maximum emergency preparedness; and**
- g. Contain contingency plans and emergency procedures in the event of disasters, providing for:**

- i. The allocation of responsibilities to the various role-players and co-ordination in the execution of those responsibilities.
 - ii. Prompt disaster response and relief.
 - iii. Procurement of essential goods, equipment and services.
 - iv. Establishment of strategic communication links; and
 - v. Dissemination of information.
- 1.6. The Overstrand Municipality must establish and implement a policy framework for Disaster Management in the municipality which is aimed at:
- a. Risk identification
 - b. Risk assessment
 - c. Risk response
 - d. Risk response development
- 1.7. The Overstrand Disaster Management Plan is consistent with –
- a. The provision of the Disaster Management Act 2002.
 - b. The Disaster Management Policy Framework of the Overberg District, Provincial Government and National Government.
- 1.8. Disaster management plans are compiled based on a generic plan including standard operating procedures and best practice, and then expanded with risk-specific plans that address disaster management for special circumstances where the generic plan needs to be adapted.
- 1.9. The risk-specific plan is produced by Overstrand Disaster Management as part of its responsibility in terms of the Disaster Management Act, 2002

2. INTRODUCTION

- 2.1. The Disaster Management Act, 2002 is a legal instrument that provides coherent and transparent information with an aim of reducing, minimizing, and preventing disaster through risk assessment and mitigation strategies. This can be achieved by excellent communication and expertise of different services, access of funds and access to sufficient resources.
- 2.2. Priority will be given to development measures that reduce the vulnerability of disaster-prone areas, communities, agriculture and infrastructure within each line function
- 2.3. Disaster Management is also responsible to promote disaster management training and community awareness to reduce vulnerability to communities most at risk.

3. PURPOSE

- 3.1. To establish a disaster management strategy guiding the disaster management plans of the various departments and role-players. It is critical that an efficient and effective disaster response can be mobilized. Response is a collective responsibility. In a major emergency or disaster, people need to know what to do, who will do it and how it will be done.**
- 3.2. The ability to respond quickly and effectively will depend on good preparation.**
- 3.3. An Emergency Preparedness Plan is designed to establish the framework for implementation of the provisions of the future.**
- 3.4. The purpose of the Emergency Preparedness Plan is to outline procedures for both the pro-active disaster prevention and the reactive disaster response and mitigation phases of Disaster Management.**
- 3.5. The intent of the Emergency Preparedness Plan is to facilitate multi-agency and multi-jurisdictional co-ordination in both proactive and reactive programs.**

4. ROLE OF DISASTER MANAGEMENT UNIT

- 4.1. To compile and adopt a disaster management policy**
- 4.2. Compile and maintain disaster management plans/framework**
- 4.3. Establish disaster management committee**
- 4.4. Establish community partnerships that combine the access and attributes of everyone with a stake in disaster resistance.**

5. DISASTER RISK REGISTER

Please see Annexure "D"

6. RISK REDUCTION

- 6.1. Risk awareness programs**
- 6.2. Risk prevention programs**
- 6.3. Formal and informal training about emergency services and disaster relief**

6.4. Research in formal and informal settlements about location, growth and development

6.5. Upgrading of vehicles, equipment, and protective clothing

7. GEOGRAPHICAL OVERVIEW PROFILE

7.1. The Municipality covers a land area of approximately 1 708 km², with a population density of 55 people per square kilometre (based on a population of 93 407, 2016 Community Survey, Stats SA) and covers the areas of Hangklip/Kleinmond, Greater Hermanus, Stanford and Greater Gansbaai. The municipal area has a coastline of approximately 230 km, stretching from Rooi Els in the West to Quinn Point in the East.

8. DEMOGRAPHIC PROFILE

8.1. The municipality's estimated population for 2019/20 is **104 748 – 104 985** (own calculation based on the average annual growth rate from 2001 to 2011 census figures)

8.2. During festivals and festive seasons, the influx of visitors can increase the population of Overstrand with up to 50%.

8.3. These growth rates are, however, faster than the Overberg District Municipality's average of 1.8%. Consequently, it is expected that the Overstrand will become the most densely populated municipality within the Overberg in due course.

8.4. The total number of households within the municipal area has increased from 34 782 in the 2018/2019 financial year to a total of 35 739 in the 2019/2020 financial year. This indicates an increase of 3.1% in the total number of households within the municipal area over the financial years.

HOUSEHOLDS	2014/15	2015/16	2016/17	2017/18	2018/19	2019/2020
Number of households in municipal area	32 251	32 294	33 240	33 692	34 782	35 739
Number of indigent households in municipal area	6 923	7 512	7 418	7 385	7 630	7860
Source : Overstrand financial system						

8.5. As per the table above, the total number of indigent households increased from 7 385 households in the 2018/19 financial year. This indicates an increase of 4% in the total

number of indigent households within the municipal area over the two financial years.

9. OVERSTRAND POPULATION PROFILE

9.1. The Municipality's population increased by 56 721 people over a period of 20 years from 1996 to 2016

9.2. According to the Department of Social Development's 2019 projections, the Overstrand municipal area currently has an estimated population of **104 985 individuals**, rendering it the second most populated local municipal area in the Western Cape. It is expected to increase to **117 290 by 2023**, equating to average annual growth rate of 2.8%. **This is the highest population growth in the entire Western Cape across the period 2019 – 2023.**

Overstrand Municipality Population trends and projections 1996 – 2020							
1996	2001	2011	2016	2017	2018	2019	2020
36 686	55 012	80 432	93 407	96 116	98 903	101 771	104 723

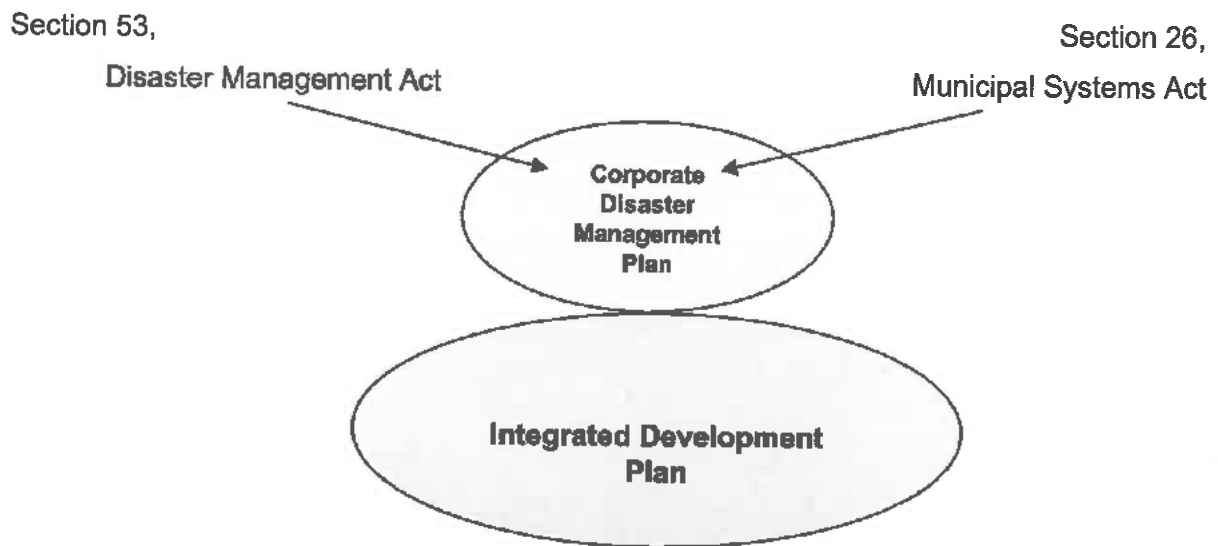
9.3. As per table above, Overstrand's population has increased steadily from **80 432** in 2011 to **93 407** in 2016. Between 2011 and 2016 the population growth in Overstrand was 16.1% (Source: Stats SA Census, Community Survey & municipality own projections). From 2016 onwards projections are based on a 2.90% average annual growth rate.

9.4. The projected figures from 2017 onwards show an annual increase in population growth.

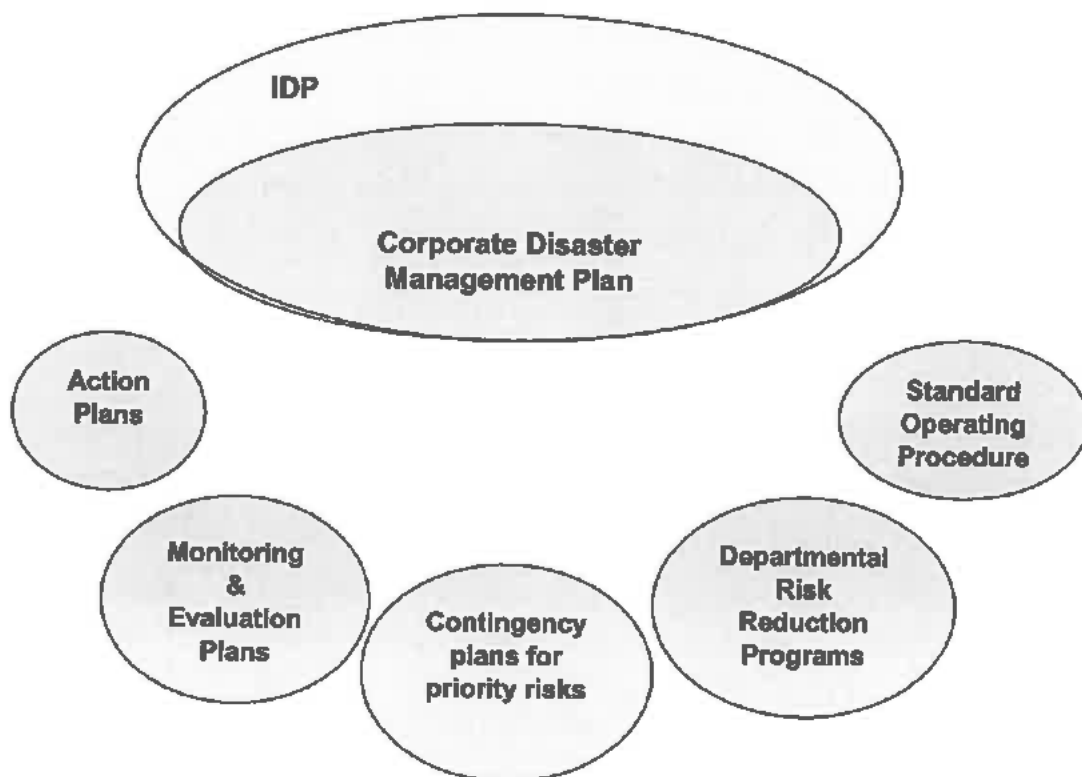
9.5. Overstrand is the fastest growing municipality in the Overberg District.

10. INTEGRATED DEVELOPMENT PLANNING

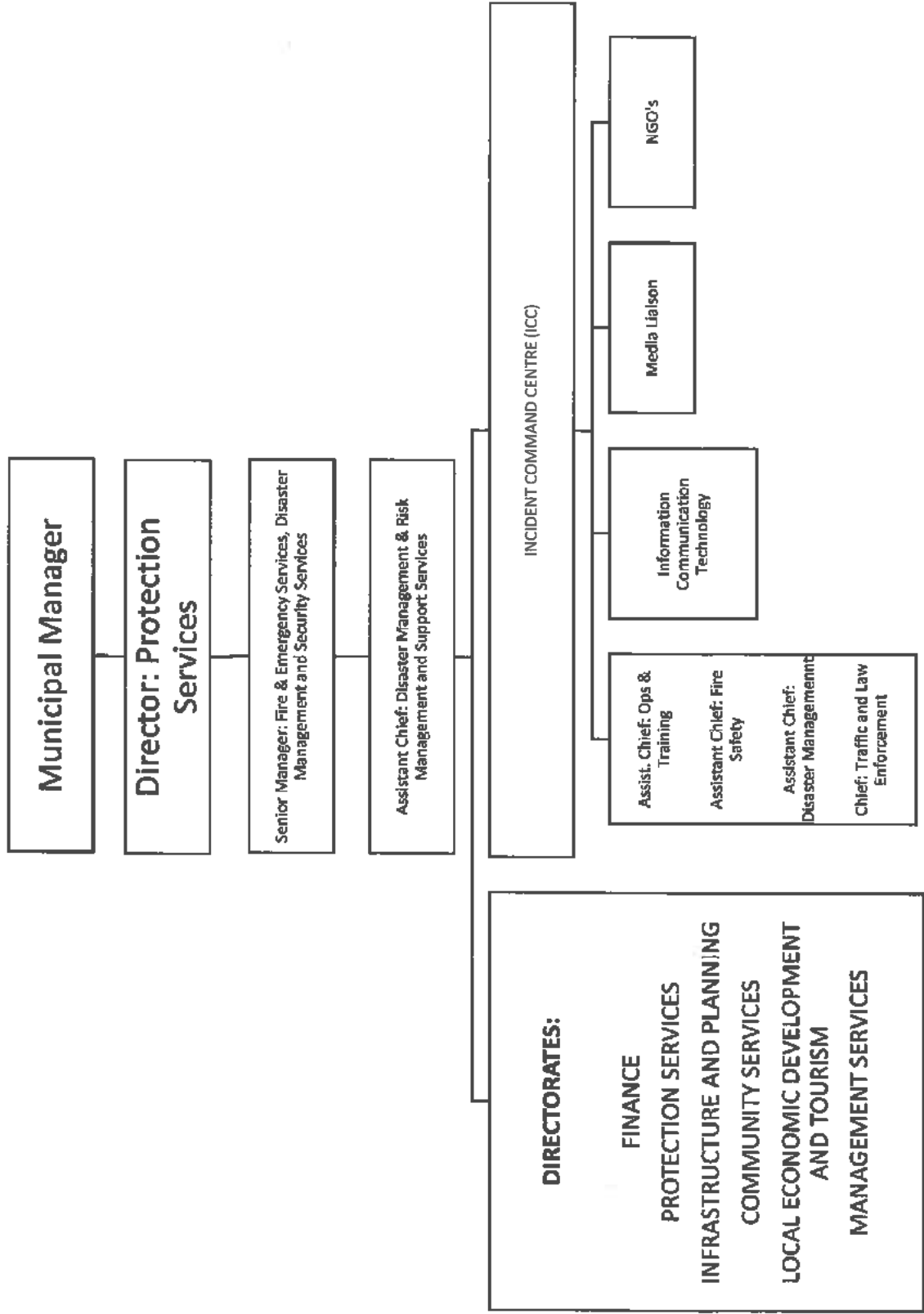
- 10.1. An active public participation process was followed during the finalization of the Disaster Management Plan
- 10.2. The two diagrams below illustrate how the Corporate Disaster Plan and the IDP interact



Interaction of the IDP and the Corporate Disaster Management Plan



1.1. MANAGEMENT STRUCTURE IN EVENT OF DISASTER



A10

DIRECTORATE DIRECTIVES**11.1. Municipal Manager**

- 11.1.1. Gives effect to the Disaster Management Act, 2002 and the regulation there under for the establishment and Disaster Management Operations.
- 11.1.2. Integrated disaster risk management activities into the core mandate of the Overstrand Municipality to ensure that disaster risk reduction does take place.
- 11.1.3. Ensures the effective integration of disaster management within the Overstrand IDP
- 11.1.4. Encourages research in disaster risk management and publication of any internal research findings

11.1.5. Duties

- 11.1.5.1. Responds to Disaster Incidents
- 11.1.5.2. Reports to Incident Command

11.1.6. Procedures

- 11.1.6.1. Receives emergency notifications by Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services through the Incident Command Centre (ICC)
- 11.1.6.2. Instructs the disaster officials to respond to incidents
- 11.1.6.3. Places departmental heads on standby

11.2. Director: Protection Services

- 11.2.1. Identifies specific hazards and vulnerability relating to the core function of the directorate and/or prioritise disaster risks for the directorate.
- 11.2.2. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place.
- 11.2.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.2.4. Compiles both a contingency and business continuity plan for department/s. Ultimately, they are additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- 11.2.5. Ensures that early warnings are linked to contingency plans.
- 11.2.6. Identifies specific target groups for awareness campaigns and coordinate such campaigns with Disaster Management.
- 11.2.7. Motivates allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects.

11.2.8. Duties

- 11.2.8.1. Responds to disaster incidents
- 11.2.8.2. Reports to Incident Commander

11.2.9. Procedures

- 11.2.9.1. Receives emergency reports by Senior Manager Fire & Rescue, Disaster Management or Security Services or Incident Command Centre
- 11.2.9.2. Instructs the disaster officials to respond to incidents
- 11.2.9.3. Activates emergency control room/Centre and staff
- 11.2.9.4. Places departmental heads on standby

11.3. Senior Manager: Fire & Rescue, Disaster Management and Security Services

- 11.3.1. Gives effect to the Disaster Management Act, 2002 and the regulation there under for the establishment and Disaster Management operations.
- 11.3.2. Conducts a (scientific) disaster risk assessment annually.
- 11.3.3. Identifies specific hazards and vulnerability relating to the core function of the municipality.
- 11.3.4. Integrates disaster risk management activities into the core mandate of Overstrand Municipality in order to ensure disaster risk reduction takes place.
- 11.3.5. Ensures the effective integration of the disaster management within the Overstrand IDP.
- 11.3.6. Identifies Municipal projects which will reduce risk in vulnerable communities.
- 11.3.7. Compiles a Disaster Management plan for the Overstrand Municipality.
- 11.3.8. Ensures that early warnings are linked to Disaster Management Plan.
- 11.3.9. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management.
- 11.3.10. Encourages research in disaster risk management and publication of any internal research findings
- 11.3.11. **Duties**
 - 11.3.11.1. Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations
 - 11.3.11.2. Acts as chairperson of coordination committee
 - 11.3.11.3. Takes control of an organization during a disaster or emergency.
 - 11.3.11.4. Any other duties as may assigned
- 11.3.12. **Procedures**
 - 11.3.12.1. Receives emergency reports by radio/telephone or orally
 - 11.3.12.2. From time to time may receive emergency notifications from the Provincial Government or the Overberg District Municipality
 - 11.3.12.3. Activates the Incident Command Centre

- 11.3.12.4. Instructs the disaster officials and emergency services to respond to incidents
 - 11.3.12.5. Activate emergency control room/centre and staff
 - 11.3.12.6. Inform all relevant role-players and stakeholders of the incident
- 11.4. Administrator: Incident Command Centre, Emergency Control & Support Services**
- 11.4.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place
 - 11.4.2. Identifies directorate projects which will reduce risk in vulnerable communities
 - 11.4.3. Ensures that early warnings are linked to contingency plan
- 11.4.4. Duties**
- 11.4.4.1. Readiness of the ICC
 - 11.4.4.2. Respond to disaster incidents
 - 11.4.4.3. Reports to the Incident Commander
 - 11.4.4.4. Coordinate all activities within the ICC
 - 11.4.4.5. Any other duties as may assigned
- 11.4.5. Procedures**
- 11.4.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager Fire & Rescue, Disaster Management and Security Services
 - 11.4.5.2. Activates the ICC
 - 11.4.5.3. Instructs the disaster officials to respond to incidents
 - 11.4.5.4. Places department heads and other role players on alert
- 11.5. Assistant Chief: Disaster Management & Risk Management and Support Services**
- 11.5.1. Gives effect to the Disaster Management Act and the regulation there under for the establishment and Disaster Management operations.
 - 11.5.2. Conducts a (scientific) disaster risk assessment annually.
 - 11.5.3. Identifies specific hazards and vulnerability relating to the core function of the municipality.
 - 11.5.4. Integrates disaster risk management activities into the core mandate of the Municipality to ensure disaster risk reduction takes place.
 - 11.5.5. Ensures the effective integration of the disaster management within the Overstrand Municipality's IDP.
 - 11.5.6. Identifies municipal projects which will reduce risk in vulnerable communities.
 - 11.5.7. Compiles a Disaster Management Plan for the Overstrand Municipality.
 - 11.5.8. Ensures that early warnings are linked to Disaster Management Plan.
 - 11.5.9. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management

- 11.5.10. Encourages research in disaster risk management and publication of any internal research findings.
- 11.5.11. **Duties**
- 11.5.11.1. Perform the duties of the Senior Manager: Fire & Rescue, Disaster Management and Security Services in his absence
 - 11.5.11.2. Any other duties that the Senior Manager: Fire & Rescue, Disaster Management and Security Services may request
- 11.5.12. **Procedures**
- 11.5.12.1. Receives emergency reports by radio/telephone or orally, Senior Manager Fire & Rescue, Disaster Management and Security Services or Incident Command Centre
 - 11.5.12.2. Instructs the disaster officials to respond to incidents
 - 11.5.12.3. Activates emergency control room/centre and staff
 - 11.5.12.4. Place department heads on standby
- 11.6. **Assistant Chief: Operations and Training**
- 11.6.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place
 - 11.6.2. Identifies directorate projects which will reduce risk in vulnerable communities
 - 11.6.3. Ensure that early warnings are linked to contingency plan
- 11.6.4. **Duties**
- 11.6.4.1. Respond to disaster incidents
 - 11.6.4.2. Reports to Incident Command
 - 11.6.4.3. Any other duties as may be assigned
- 11.6.5. **Procedures**
- 11.6.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services
 - 11.6.5.2. Instructs officials to respond to incidents
 - 11.6.5.3. Inform all relevant role-players and stakeholders of the incident
- 11.7. **Assistant Chief: Fire Safety and Health & Safety**
- 11.7.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place
 - 11.7.2. Identifies directorate projects which will reduce risk in vulnerable communities
 - 11.7.3. Ensure that early warnings are linked to contingency plan
- 11.7.4. **Duties**
- 11.7.4.1. Respond to disaster incidents

- 11.7.4.2. Reports to Incident Command
- 11.7.4.3. Any other duties as may be assigned

11.7.5. Procedures

- 11.7.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services
- 11.7.5.2. Instructs officials to respond to incidents
- 11.7.5.3. Inform all relevant role-players and stakeholders of the incident

11.8. Assistant Chief: Safety and Security & CCTV

- 11.8.1. Integrates disaster risk management activities into the core mandate of the directorate to ensure disaster risk reduction takes place
- 11.8.2. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.8.3. Ensure that early warnings are linked to contingency plan

11.8.4. Duties

- 11.8.4.1. Respond to disaster incidents
- 11.8.4.2. Reports to Incident Command
- 11.8.4.3. Any other duties as may be assigned

11.8.5. Procedures

- 11.8.5.1. Receives emergency reports by radio/telephone or orally, Senior Manager: Fire & Rescue, Disaster Management and Security Services
- 11.8.5.2. Instructs officials to respond to incidents
- 11.8.5.3. Inform all relevant role-players and stakeholders of the incident

11.9. Director: Community Services

- 11.9.1. Identifies specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risk for the directorate
- 11.9.2. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place
- 11.9.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.9.4. Compiles a contingency and business continuity plan for the department/s. Such plans are ultimately additions to the basic plan as development by the Disaster management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002
- 11.9.5. Ensures that early warnings are linked to the contingency plan
- 11.9.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with Disaster Management
- 11.9.7. Motivate the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects

11.9.8. Duties

- 11.9.8.1. Responds to disaster incidents
- 11.9.8.2. Reports to Incident Command

11.9.9. Procedures

- 11.9.9.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.9.9.2. Instructs the disaster officials to respond to incidents
- 11.9.9.3. Places department heads on standby

11.10. Director: Management Services

- 11.10.1. Identifies specific vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate
- 11.10.2. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place
- 11.10.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.10.4. Compiles a contingency and business continuity plan for the department/s. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002
- 11.10.5. Ensures that early warnings are linked to contingency plan
- 11.10.6. Motivate the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects
- 11.10.7. **Duties**
 - 11.10.7.1. Respond to disaster incidents
 - 11.10.7.2. Reports to Incident Command
- 11.10.8. **Procedures**
 - 11.10.8.1. Receives emergency reports by radio/telephone or orally Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.10.8.2. Instructs the disaster officials to respond to incidents
 - 11.10.8.3. Places department heads on standby

11.11. Director: Finance

- 11.11.1. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place.
- 11.11.2. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.11.3. Compile a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002
- 11.11.4. **Duties**
 - 11.11.4.1. Responds to disaster incidents
 - 11.11.4.2. Reports to Incident Command
 - 11.11.4.3. Facilitates efforts to make funds available for disaster management in the municipal area
 - 11.11.4.4. Facilitates emergency procurement through Supply Chain Management
 - 11.11.4.5. Receives documents and information for potential municipal insurance claims
- 11.11.5. **Procedures**
 - 11.11.5.1. Receives emergency reports by radio/telephone or orally Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.11.5.2. Instructs the disaster officials to respond to incidents
 - 11.11.5.3. Places department heads on standby

11.12. Director: Infrastructure and Development

- 11.12.1. Identifies specific hazards and vulnerability relating to the core function of the directorate and/or priority disaster risks for the directorate
- 11.12.2. Integrates disaster risk management activities into the core mandate of the directorate in order to ensure disaster risk reduction takes place
- 11.12.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.12.4. Compiles a contingency and business continuity plan for the department/s. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisations of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.

- 11.12.5. Ensures that early warnings are linked to contingency plan.
- 11.12.6. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management
- 11.12.7. Motivates the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects within the Directorate: Infrastructure and Planning

11.12.8. Duties

- 11.12.8.1. Responds to disaster incidents
- 11.12.8.2. Reports to Incident Command

11.12.9. Procedures

- 11.12.9.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.12.9.2. Instructs the disaster officials to respond to incidents
- 11.12.9.3. Places department heads on standby

11.13. Director: Local Economic Development & Tourism

- 11.13.1. Identifies specific socio-economic vulnerability or risks relating to the core function of the directorate
- 11.13.2. Integrates disaster risk management activities (Social and Economic) into the directorate in order to ensure disaster risk reduction takes place.
- 11.13.3. Identifies directorate projects which will reduce risk in vulnerable communities
- 11.13.4. Identifies specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management
- 11.13.5. Motivates the allocation of a percentage of the annual budget (CAPEX and OPEX) to implement Disaster Risk Management projects.

11.13.6. Duties

- 11.13.6.1. Responds to disaster incidents
- 11.13.6.2. Reports to Incident Command

11.13.7. Procedures

- 11.13.7.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.13.7.2. Instructs the disaster officials to respond to incidents
- 11.13.7.3. Places department heads on standby

11.14. Senior Manager: Traffic and Law Enforcement

- 11.14.1. Identifies specific hazards and vulnerability relating to the core function of the department and/or priority disaster risk for the department.
- 11.14.2. Integrates disaster risk management activities into the core mandate of the department in order to ensure disaster risk reduction takes place
- 11.14.3. Identifies department projects which will reduce risk in vulnerable communities
- 11.14.4. Compiles a contingency and business continuity plan for the department. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act 2002.
- 11.14.5. Ensures that early warnings are linked to contingency plan.
- 11.14.6. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.
- 11.14.7. **Duties**
 - 11.14.7.1. Responds to disaster incidents
 - 11.14.7.2. Reports to Incident Command
 - 11.14.7.3. Arranges volunteers to be trained primary traffic control tasks to fulfil at point service
 - 11.14.7.4. Ensures that vehicles involved in managing the disaster is unrestricted to move to and from the disaster area.
- 11.14.8. **Procedures**
 - 11.14.8.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
 - 11.14.8.2. Instructs the disaster officials to respond to incidents.

11.15. South African Police Services (SAPS)

- 11.15.1. Coordinates integrated disaster management activities with Overstrand Municipality to ensure disaster risk reduction takes place
- 11.15.2. Ensures all contingency and business continuity plans for the department are coordinated with Overstrand Disaster Management. Such plans are ultimately additions to the basic plan as developed by the District Municipality that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act.

- 11.15.3. Ensures that early warnings are linked to contingency plan.
- 11.15.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

11.15.5. Duties

- 11.15.5.1. Responds to disaster incidents
- 11.15.5.2. Reports to Incident Command

11.15.6. Procedures

- 11.15.6.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.15.6.2. Instructs the disaster officials to respond to incidents

11.16. Western Cape Emergency Medical Services (WCEMS)

- 11.16.1. Coordinates integrated disaster risk management activities with Overstrand Municipality to ensure disaster risk reduction takes place.
- 11.16.2. Ensures all contingency and business continuity plans for the Western Cape Emergency Medical Services are coordinated with Overstrand Disaster Management. Such plans are ultimately additions to the basic plan as developed by the Disaster Management that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the act.
- 11.16.3. Ensures that early warnings are linked to contingency plan
- 11.16.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management.

11.16.5. Duties

- 11.16.5.1. Respond to disaster incidents
- 11.16.5.2. Reports to Incident Command
- 11.16.5.3. Establishing staging area
- 11.16.5.4. Informs closed hospitals of additional patients
- 11.16.5.5. Treats patients
- 11.16.5.6. Keeps record of all patients treated
- 11.16.5.7. Requests additions resources

11.16.6. Procedures

- 11.16.6.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC
- 11.16.6.2. Instructs the METRO officials to respond to incidents

11.17. Media Liaison

- 11.18. Coordinated integrate and disaster risk management activities with Overstrand Municipality to ensure disaster risk reduction takes place
- 11.19. Ensure that early warnings are linked to contingency plan
- 11.20. Identify specific target groups for awareness campaigns and coordinate such campaigns with the Disaster Management

11.20.1. Duties

- 11.20.1.1. Respond to disaster incidents
- 11.20.1.2. Reports to Incident Command
- 11.20.1.3. Municipal spokesperson
- 11.20.1.4. Interviews and statements
- 11.20.1.5. Development of a plan on how to keep public (internal and external) up to date on current situation
- 11.20.1.6. Decides on the appropriate methods to release information or statements (e-mail, fax, social media, news conference etc)
- 11.20.1.7. Verifying all facts with the Incident Information Officer
- 11.20.1.8. Consults Incident Information Officer on any fatalities or injuries

11.20.2. Procedures

- 11.20.2.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC

11.21. Non – Government Organizations

- 11.21.1. Coordinates integrated disaster management activities with Overstrand Municipality to ensure disaster risk reduction takes place.
- 11.21.2. Ensures that all contingency and business continuity plans are coordinated with Overstrand Disaster Management. Such plans are ultimately additions to the basic plan as developed by the District Municipality that provides for the coordinated utilisation of resources. Thus, every line function structure must have a formal contingency plan for a disaster as defined by the Disaster Management Act.
- 11.21.3. Ensure that early warnings are linked to contingency plan
- 11.21.4. Identifies specific target groups for awareness campaigns and coordinates such campaigns with the Disaster Management
- 11.21.5. **Duties**
 - 11.21.5.1. Respond to disaster incidents
 - 11.21.5.2. Reports to Incident Command
 - 11.21.5.3. Any other duties as may be assigned

11.21.6. Procedures

- 11.21.6.1. Receives emergency reports by radio/telephone or orally, Director: Protection Services, Senior Manager Fire & Rescue, Disaster Management and Security Services or ICC

12. RISK MITIGATION

- 12.1. Joint Operations Centre (JOC) can be convened to address specific risk-mitigation issues during the post-disaster recovery and rehabilitation phase or the pre-disaster risk reduction and preparedness phase.
- 12.2. Disaster Management will ensure that the JOC is convened and maintained to address risk-specific disaster management plans, such as plans for aircraft emergencies, flooding, large fires, transport disasters, hazardous materials incidents or mass events. Policies plans and procedures that address efficient incident-management and inter-disciplinary cooperation during incidents are included in this category of plans. The input of specialist advisers in the various fields must be obtained on an ongoing basis.
- 12.3. In the recovery and rehabilitation phase, the head of disaster management and disaster management coordinator will take over the responsibility once the JOC is demobilized and / or in cases where recovery and rehabilitation take place over extended periods.
- 12.4. The disaster management coordinator under a line function can be convened to take responsibility for activities that address the casual factors of a disaster / incident.

13. DEFINITIONS, TERMINOLOGY AND ABBREVIATIONS**13.1. Abbreviations**

13.1.1.	CAPEX	Capital Expenditure
13.1.2.	ICC	Incident Command Centre
13.1.3.	IDP	Integrated Development Plan
13.1.4.	JOC	Joint Operations Centre
13.1.5.	NGO	Non-government Organization
13.1.6.	OPEX	Operational Expenditure
13.1.7.	SAPS	South African Police Services
13.1.8.	WCEMS	Western Cape Emergency Medical Services
13.1.9.	ICS	Incident Command System
13.1.10.	IC	Incident Commander
13.1.11.	UC	Unified Command

13.2. Definitions

- 13.2.1. **Disaster:** A progressive or sudden, widespread or localized, natural or human-caused occurrence which causes or threatens to cause death, injury or disease, damage to property, Infrastructure or the environment; or disruption of a community; and is of a magnitude that exceeds the ability of those affected to cope using only own resources.
- 13.2.2. **Disaster risk management:** The systematic process of using administrative decisions, organization, operational skill and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental technological disasters. This comprises of all forms of activities, including structural and non-structural measures to avoid (prevention) and to limit (mitigation and preparedness) adverse effects of hazards.
- 13.2.3. **Hazard:** A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterised by its location, intensity, frequency, and probability.
- 13.2.4. **Incident Command System (ICS):** The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A key principle of the Incident Command System (ICS) is its flexibility. The Incident Command System (ICS) organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.
- 13.2.5. **Incident Command Post (ICP)/ Incident Command Centre:** The Incident Command Post is the primary location for on-scene incident command and management. Staffing at the ICP typically includes the Incident Commander, Command Staff and General Staff, while, some roles may be assigned at other posts if necessary, to make best use of available staff resources. Typically, the ICP is located at or near the incident site and is the centre for management of on-scene and tactical operations. Planning and communications could also be coordinated from this location. Although a less desirable option, incident

command can also be located off-site if there are not enough personnel at the site level to fill all necessary roles.

13.2.6. Incident Commander: The incident commander has overall responsibility at the incident or event irrespective of its size or nature. The incident commander determines objectives and establishes priorities based on the nature of the incident, available resources, and organisation policy. The role of the incident commander is usually filled by the first responder to arrive at the scene, who is relieved of this duty when a more senior responder or a designated incident commander arrives. Incident Command is a strategy of what actions is required where at an emergency incident.

13.2.7. Unified Command (UC): is an important element in multi-jurisdictional or multi-agency domestic incident management. The Unified Command is a structure that brings together the Incident Commanders of the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

13.2.8. Risk: The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damage) resulting from interactions between natural or human-induced hazards and vulnerable conditions

13.2.9. Vulnerability: The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards

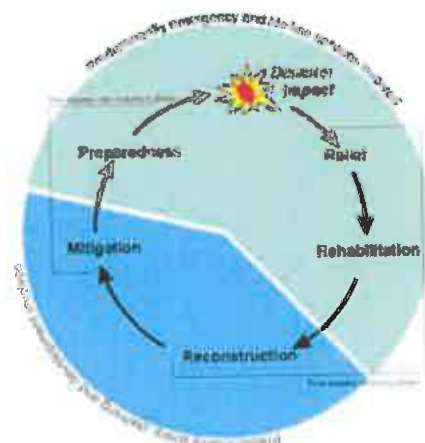


Figure 1: Disaster Management Continuum

14. AMENDMENTS/UPDATES

- 14.1. New amendments or updates will be added to the Amendments and Updates Listing below, and it is the responsibility of the individual to regularly check the currency of their Disaster Management Plan.
- 14.2. Proposals for amendment or additions to the text of this Plan should be forwarded to: -

Senior Manager: Fire & Rescue, Disaster Management & Security Services
 CFO L. Smith
 Telephone: (028) 313 5041
 Fax: (028) 313 1493
 E-mail: lestersmith@overstrand.gov.za

DATE OF REVIEW	DETAILS OF PAGE(S) AMENDED OR REPLACED
22 March 2013	Par 5: Top 10 risks; Par 9: Population Profile Par 15: Post vacant
7 April 2014	Annexure H, K and L was removed, Appendix I was replaced by strategic risk register
9 April 2015	Par 1.8 Taken out Par 1.9 Taken out Par 3.4 Amended Par 4.3 Amended Par 5 Amended
20 April 2016	Par 8.1 Amended Par 9 Amended Par 10 The Corporate Disaster Management Plan in Context taken out Par 12 Roles and responsibilities replaced with Directorate Directives
2017	Emergency Contact numbers amended
2018	Emergency Contact numbers amended
2019	Rename of Annexures Additional contact persons for Annexure I, J & K
2020	Par 7 updated to figures published in IDP (27 May 2020) Par 8 updated to figures published in IDP (27 May 2020) Par 9 updated to figures published in IDP (27 May 2020) Par 11 updated, to include Incident Command Centre, Councillors and NGO's Annexure L: new addition Emergency Contact numbers amended
2021	

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Veld Fire Management Plan

Read in conjunction with Overstrand Fire Management Plan

INTRODUCTION

The purpose of this plan is to minimize the fire risks for Overstrand Area.

This operational manual was set up using known best practices to help Overstrand Municipality and private property owners/managers and lessee's of property to best manage their property within the laws regulating fire on properties (non-structural fires), set norms and standards for the management of fires and fire prevention in the best interest of biodiversity management and public safety.

What we have tried to do is to simplify the subject so that persons that are not normally acquainted with the subject, or who do not perform this function as part of their normal work function, would be able to initiate and complete a Fire management program.

BACKGROUND

In order to ensure that both the fire-dependent vegetation and private property are managed correctly during a fire, it is imperative to have a Veld Fire Management Plan from which the property owner, manager or the lessee of the property can gain the required information to manage their property.

It is the objective of this guideline document to provide a brief, yet essential, user-friendly information for the site manager to put in place preventative measures in the event of a fire on their property.

FIRE DEPENDENT ECOSYSTEMS

A great deal has been written about the vegetation of the Western Cape and the extraordinarily rich variety of plant species that occur there, many of them being found nowhere else.

Ecological principles of fynbos management using fire

The application of fire is the major management practice in fynbos ecosystems.

- Fynbos requires fire to maintain its diversity, to maintain ecosystem processes and to maintain its plant and animal communities in a healthy condition.
- If fynbos is left unburnt for too long, typically 25 or more years, it will become moribund. There is a tendency to believe that there is an "ideal" time to burn, and that all fires should occur at this time, but this is not so.



"ANNEXURE A"

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- Fynbos ecosystems require variation between successive fires in order to maintain the diversity of species because different fires favor different species.
- These species have survived and coexisted because they are adapted to a particular fire regime.

Key components of a fire regime involve at least the following:

- Fire frequency – a probability distribution of the intervals between successive fires.
- Fire season – a probability distribution of fires in each month of the year; and
- Fire intensity – a range of fire intensities.

If the natural fire regime in an area is well understood, then management actions that mimic this regime are highly likely to result in the maintenance of the biodiversity of plant communities.



FIRE RISK ASSESSMENT PLAN

RISK: FUEL LOAD

PURPOSE

The purpose of this plan is to ensure that the municipality can prevent any disaster, destroyed by fires and to ensure that the maintenance of this risk, is to prevent that this will lead to minimize the loss of life and/or injury to any disaster.

The high-risk sites have been identified by role-players within the department. The understanding of this risk is to eliminate or to reduce the risk, which is not always possible, but if we as role-players can work together to reduce this fuel load, the possibility is there that when we commit ourselves to good planning, to mitigate and effectively implement our action plan, we can ensure that the impossible is possible.

We already started with interacting with numerous role players, Cape Nature, WOF, Conservancy goFPA and our internal departments.

DESCRIPTION OF THE AREAS

Invasive alien plants (IAPs) are a serious problem and they have spread rapidly in the Overstrand, impacting resident species diversity and ecosystem processes.

Without natural enemies, these plants reproduce and spread quickly, taking valuable water and space from our indigenous plants.

Many alien plants consume more water than local plants, depleting our valuable water resources.

Thick alien vegetation can also provide fuel for veldfires.

There are 559 alien species listed as weeds and invaders and another 560 species are listed as prohibited and may not be introduced into South Africa.

WARDS INCLUDED

Refer to map

MAP OF THE AREAS IDENTIFIED

BETTY'S BAY

KLEINMOND

AFDAKSRIVIER

FISHERHAVEN

MEERENSEE

HAWSTON (NEW EXTENTION)



"ANNEXURE A"

MUNICIPAL FARM

PREEKSTOEL

FERNKOOF

DE KOP

Lê BOS

VIOLA

KLIPGAT 1

SPATIAL MAP✓ **LAYOUT OF THE RESIDENTIAL AREAS,****PROCESSES**

AREAS	WARDS	ADDRESS	ACTIVITY	RESULTS
BETTY'S BAY		BEHIND SEAFARM	Meeting to be schedule (A.APLON)	Process
KLEINMOND		ARABELLA	Meeting to be schedule (Y.SCHOLTZ)	Process
HERMANUS		AFDAKSRIEVER	BUSY WITH CLEANING. Needs to apply for burn permit goFPA	Process
HERMANUS		FISHERHAVEN	Fire safety busy with plot clearing process E.SOLOMONS	Process
HERMANUS		MEERENSEE	Fire safety busy plot clearing process E.SOLOMONS	Process
HERMANUS		HAWSTON EXT	Need to clear the foot of the mountain, behind the houses. (Complaint must be forward to Area Manager) Y. SCHOLTZ	Forward to Area Manager
HERMANUS		MUNICIPAL FARM	Ensure proper fire breaks with WOF.	Awaiting on prescribed burn



				application.
HERMANUS		PREEKSTOEL	Area around the infrastructure of the OSM office has been cleaned by WOF. A. APLON	In order.
HERMANUS		FERNKLOOF	Ensure proper firebreaks around the municipal infrastructure. Reduce the fuel load. A. APLON/SCHOLTZ	Waiting for the appropriate weather conditions to be burn.
STANDFORD		DE KOP	Cape Nature, WOF & Fire dept, busy with public awareness. A. APLON	Process
STANDFORD		L& BOS	goFPA busy with negotiation with landowners goFPA	Awaiting of feedback.
KK/HERM/GB		VIOLA	WOF will assist by clearing around the water purifications network/systems A. APLON/WOF	Process
GANSBAAI		KLIPGAT 1	Meeting to be schedule. A. APLON	Process

CHALLENGES

GIS System

- ✓ Staff are not sure how to search for information about the GIS system.
- ✓ Training plays an important role in how to work on the GIS system.
- ✓ GIS person from goFPA needs access on the OSM GIS program to assist us with the capturing of data on the system.

Weather conditions

- ✓ The current weather conditions do not allow the identified areas on the premises to start burning.

Residents

- ✓ Most of the residents are not local it is a challenge to do public awareness program because not all residents are reached.



"ANNEXURE A"

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A veld-fire is any fire that occurs outside the boundaries of urban built areas and poses the potential of running out of control. About 90% of veld fires are started by humans; the other 10% are started by natural occurrences.





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Brandweer & Reddingsdienste & Rampbestuur & Sekuriteitsdienste/ Fire & Rescue & Disaster Management & Security Services
Overstrand Munisipaliteit / Municipality, Posbus / P O Box 20, Hermanus, 7200; 1041/5042
lestersmith@overstrand.gov.za



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Flood Contingency Plan

Read in conjunction with Overstrand Disaster Management Plan

EMERGENCY FLOOD PLAN

Flood plans can enable a flexible response to problems caused by flooding. Although barriers may protect potential flood areas from predictable tidal or storm surges, flooding can occur at any time due to:

- Prolonged or intensive rainfall
- Abnormally high river levels
- Major storms, tidal waves or tsunami

FLOOD WARNINGS

Overstrand Head of Fire- & Disaster Management is kept informed by District Municipality Head of Disaster Management as well as City Cape Town Head of Disaster Management. A typical flood warning time is around 30 to 60 minutes. Overstrand Head of Fire- & Disaster Management has the capability to issue flood warnings via sms, radio or public address systems.

Sample flood warning messages are:

- Flood Alert – Flooding is possible
- Flood Warning – Flooding of homes, businesses and main roads is expected
- Severe Flood Warning – Severe flooding may cause Imminent danger
- All Clear – No Flood Alerts or Warnings are in force

ROLES AND RESPONSIBILITIES

When a flood warning message is received, Overstrand Disaster Management will alert relevant agencies/ departments. Depending upon the scale of potential flooding, the main difficulties may include:

- Care of evacuated, hurt or homeless people
- Protection of utilities
- Availability of transport
- Flood alleviation e.g. clearing blocked culverts and drains
- Providing emergency health advice
- Providing road barriers and signs
- Coordinating emergency support



"ANNEXURE B"**LOCAL AUTHORITIES (SAPS, LAW ENFORCEMENT AND TRAFFIC)**

Primary responsibilities:

- Assist evacuation
- Provisionally identify deceased victims (SAPS)
- Restore normality

FIRE & RESCUE SERVICES

Primary fire service responsibilities:

- Rescue trapped casualties
- Control fires, released chemicals and other hazards
- Assess hazards concerning evacuation
- Ensure safety of rescue personnel
- Minimize environmental dangers
- Recover dead in conjunction with the SAPS
- Stand by during recovery Deploy sandbags for flood defense

AMBULANCE SERVICES

Primary ambulance service responsibilities:

- Save lives in conjunction with other emergency services
- Extricate, assist and stabilize injured people
- Provide ambulances, medical staff, equipment and resources
- Establish effective triage points and systems
- Provide a central point for medical resources
- Alert receiving hospitals
- Provide transport for medical teams and their equipment
- Arrange transport for injured people
- Maintain emergency cover

DISASTER MANAGEMENT

Primary Disaster Management responsibilities:

- Coordinate local resources and use of equipment
- Liaison with relevant emergency services
- Provide communication facilities
- Advise residents of flood prone areas to obtain sandbags
- Advise on weather, water flow, warnings and evacuation
- Issuing warning messages to local authorities
- A single point of contact for information
- Issue media statements and situation updates

ADVICE FOR PUBLIC

- FLOOD WARNING: 'GO IN, STAY IN, TUNE IN'
- Stay calm
- Ensure that neighbors know of the warning, and be prepared to help them



"ANNEXURE B"

- Keep a list of useful telephone numbers
- Monitor local radio stations
- Make a flood kit: medications, warm clothing, sealed food, blankets, matches, candles, flashlights, portable radio, spare batteries, rubber gloves, water purification tablets, personal documents etc.

PERSONAL FLOOD PLANS

- Discuss a plan with family members, friends and neighbors
- Know how to disconnect gas, electricity and water supplies
- Know where to move vehicles in an emergency.
- Store valuable property in a raised secure location
- Fill containers with clean water (Avoid using flood waters or local water)
- Care for the needs of pets and domestic animals

REMEMBER

If you live in a flood risk area, have:

- Sufficient sandbags or other devices to block doors, ventilators and openings
- Appropriate insurance cover
- Essential sealed foods, as food supplies may become limited

If evacuated, you may not be able to return to your property for some time

IF FLOODING IS IMMINENT

- Turn off electricity and gas
- Move family members, pets and supplies upstairs

SANDBAGS

- Fill sandbags not more than $\frac{3}{4}$ full
- Lay them in layers with each row tight to each other, end to end
- Stamp them down before laying another row on top
- If a wall is more than two sandbags high, place a double line of bottom sandbags, followed by a second double line, then a single line on top.
- Make sandbags with compost bags, carrier bags or pillowcases filled with sand or earth
- Put a plastic sheet down first to act as an extra seal
- Protect all water entry points including air bricks, air vents and utility openings
- If gas vents are sealed, disconnect any gas supply
- Seals around doors and windows should be made watertight
- It can take 60 sandbags to correctly seal an external door

GENERAL HEALTH AND SAFETY

- Do not walk, drive or swim through floods
- Be aware of hidden dips in a road
- Floods often contain sewage
- Avoid food that may have been contaminated by floodwater
- Avoid wet electrical equipment
- Ventilate your property as much as possible, while maintaining security



“ANNEXURE B”

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- If evacuation is necessary, follow police advice from Law Enforcement and Security Services.



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Public Violence Contingency Plan

Read in conjunction with Overstrand Disaster Management Plan

PURPOSE

The objective of the plan is as follows:

- To regulate the Disaster Response to the benefit of all Communities and Visitors
- To respond effectively to the requirements of individuals towards the protection of life and property.
- To establish those most vulnerable and at risk.
- To provide temporary shelter accommodation, clothing and feeding arrangements for persons evacuated or temporarily made homeless.
- To restore normality to the affected community within a reasonable timescale, dependent on the seriousness of the incident.

RESPONSE AND RELIEF ACTIVITIES

Action Steps

- Activate JOC
- Establish needs
- Monitor safety (establish are of impact)
- Ensure communication (Liaison Officer)
- Establish safe location pro-active identification
- Activate relevant role players
- Plan for feeding
- Admin System (Record keeping)
- Security (Mobilization of Law Enforcement)
- Storage facilities
- Request SAPS support
- Implement access Control – Support at site
- Activate responsible services

Take Note

- Ensure correct info
- Ensure health standards
- Ensure adequate ablution facilities
- Identify social problems
- Avoid over crowding



"ANNEXURE C"

- Observe special population (religion) groups
- Control public donation

First Responders

- * SAPS - Illegal or violent action
- * Municipal Disaster management
- * Overberg District Municipality Disaster Management
- * Municipal Law Enforcement
- * National Intelligence Agency
- * Social Development
- * Dept Community Safety
- * Municipal Solid Waste
- * Media
- * Municipal Engineering
- * Municipal Water
- * Emergency Medical Services

Supporting Role Players

- Red Cross
- Municipal Fire Services
- SANDF
- Private Companies
- Provincial Social Security Agency
- Provincial Dept of Safety & Security
- World Food Bank

'DISPLACED PERSONS' TEMPORARY PLACE OF SAFETY

1. Hermanus (Auditorium)
2. Thusong Centre
3. Zwelihle Community Hall
4. Mount Pleasant (Moffat Hall)
5. Sandbaai Hall
6. Onrus (De Wet Hall)
7. Femkloof Hall
8. Gansbaai (Buffeljachts Hall)
9. Gansbaai (Eluxolweni Hall)
10. Gansbaai (Masakhane Hall)
11. Gansbaai (Blompark Hall)
12. Gansbaai (Baardskeerdersbos Hall)
13. Stanford (Community Hall)
14. Kleinmond (Town Hall)
15. Kleinmond (Proteadorp Hall)
16. Kleinmond (Overhills Hall)
17. Betty's Bay (Mooiuitsig Hall)
18. Betty's Bay (Crassula Hall)
19. Pringle Bay (Community Hall)

Displaced Persons' Temporary Place of Safety : Inspection Guidelines

"ANNEXURE C"**Important because**

- Prevent disease
- Ensures a safe well run camp and reduces the risk of problems
- Identify problems
- Opportunity to chat and meet displaced people, answer questions and provide information

Who should do the inspection – Senior Personnel?

- Municipality
- Red Cross
- Health Inspectors
- Church groups/other groups

What to inspect

- Water
- Toilets/drains/portals
- Rubbish
- Fires/cooking fires
- Security
- Too crowded
- Cold children, mothers
- First Aid kits available
- Kitchen condition, enough food
- Clinic services
- Sick people/children
- Personal security (guards)
- Special diet needs i.e. Halaal, etc

SAFETY MANAGEMENT PLAN: REQUIREMENTS

- Venue
- Structures
- Capacity, Duration
- Food
- Toilets
- Fire precautions
- Emergency Medical Care
- Access and exits

PUBLIC VIOLENCE SPECIFIC CONTACT NUMBERS:

Designation	Name	Telephone	Cell
Senior Manager: Fire & Rescue, Disaster Management and Security Services	L. Smith	028 313 5041	082 978 9493
Assistant Chief Fire Officer: Disaster Management & Risk Management & Support	YM. Scholtz	028 313 8109	082 675 7219



Services			
Disaster Management Co-ordinator	J. Pillay	028 313 8980	081 788 4337
Administrator: Incident Command, Emergency and Support Services.	M. Carelse	028 313 8941	0614 266 564
Chief Clerk: Disaster Risk Management Logistical Support	S. Coert	028 313 5052	081 839 0154
Housing/Emergency Shelter	F. Frans	028 313 8111	073 227 8166
SAPS Hermanus	Brigadier Heilbron	0283135300	082 856 1687
SAPS Kleinmond	Lt Col May	028 271 8200	082 778 6793
SAPS Stanford	W.O. Booysen	028 341 0601	082 778 6842
SAPS Gansbaai	Lt Col Coetzee	0283840201	082 778 7085



DISASTER RISK REGISTER

ANNEXURE "D"

HAZARD	HAZARD			Vulnerability					CAPACITY						Relative Risk Rating	Relative Risk Priority			
	Probability	Frequency	Severity	Hazard Rating	Political	Economic	Social	Technological	Environment	Vulnerability Rating	Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competences			Management Capacity	Institutional capacity	Capacity Rating
SCORE																			
Drought	3	3	4	10	3	4	4	3	4	16	2	3	1	1	1	1	11	10,545	
Wildland fire	4	4	4	12	3	3	3	2	2	11	2	2	2	2	2	2	16	9,429	
Social conflict	3	4	3	10	4	4	4	2	2	12	2	2	1	2	1	1	11	9,291	
Surfscum	3	1	3	7	3	4	3	3	3	14	2	2	2	2	2	2	11	8,909	
Structural fire	4	4	3	11	2	2	2	2	2	9	2	2	2	2	2	2	13	7,676	
Coastal erosion	3	4	2	9	3	3	3	2	2	10	2	2	2	2	2	2	12	7,500	
HAZMAT: ocean spill	2	2	4	8	2	2	2	2	4	10	2	2	2	2	2	2	11	7,173	
Pest infestation	3	4	2	9	3	3	3	3	3	11	3	2	2	2	2	2	15	6,979	
Nuclear event	1	1	4	6	3	3	3	3	4	13	3	2	2	2	2	2	12	6,540	
Indemnism	3	4	2	9	3	3	3	3	3	11	3	2	2	2	2	2	16	6,183	
Water supply disruption	3	4	2	9	3	3	3	2	2	10	2	2	2	2	2	2	15	6,000	
HAZMAT: road	3	2	2	7	2	2	2	2	2	10	2	2	2	2	2	2	12	5,833	
Disruption of electricity	4	4	2	10	2	2	2	2	3	8	2	2	2	2	2	2	15	5,333	
Floods	4	3	3	10	2	2	2	2	3	8	2	2	2	2	2	2	16	5,333	
Flipping incident	2	2	3	7	2	2	2	2	2	9	2	2	2	2	2	2	12	5,290	
Sea level rise	3	1	2	6	2	2	2	2	2	10	2	2	2	2	2	2	12	5,000	
Storm surge	3	3	2	8	2	2	2	2	2	9	2	2	2	2	2	2	15	4,800	
Human diseases	4	4	3	11	2	2	2	2	2	7	2	2	2	2	2	2	18	4,276	
Severe weather	3	4	1	8	2	2	2	2	2	8	2	2	2	2	2	2	15	4,267	
Worst incident	2	2	2	6	2	2	2	2	2	9	2	2	2	2	2	2	16	3,375	
Load incident	4	4	1	9	2	2	2	2	2	6	2	2	2	2	2	2	17	3,176	

Source by WCDM

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General Description of the Area:	
Area: Approximately 4430 ha	
Topographical Characteristics:	Uilenskraalsrivier Duinefontein Mountains situated to the north-north-east. Wolfhuiskop north-east of Pearly Beach
Vegetation: Fynbos	
Connectivity Routes: R43 (Connect Stanford with Pearly Beach) (Connect Stanford with Hermanus) R326 (Connect Stanford with Riviersonderend)	
Infrastructures	
Population:	29 246 for Gansbaai & Stanford area's (based on 2019 projections)
Hospital:	none
Clinics:	Gansbaai Clinic; Eluxoweni Clinic
Schools:	3 (Refer to Emergency Resource Telephone List – Gansbaai / Stanford)
Community Halls:	8 (Refer to Emergency Resource Telephone List – Gansbaai / Stanford)
Bridges:	Concrete construction
Roads:	Tar and gravel roads.
Power Station:	Substation.
Power Lines:	Present in area
Sewage Pipelines:	Present in area.
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.

Action		Disaster Management			
1. Establishment of a JOC (Joint Operations Centre)					
Resources					
Role Players	Name	Telephone	Cellular Telephone	E-mail	
Director: Protection Services	N. Michaels	028 313 8054	071 584 9214	nmichaels@overstrand.gov.za	
Senior Manager	L. Smith	028 313 5041	082 978 9493	lestersmith@overstrand.gov.za	
Assistant Chief: Operations & Training	A. Aplon	028 313 8978	079 507 7297	aaplon@overstrand.gov.za	
Assistant Chief: Fire Safety & Health and Safety	E. Solomons	028 313 8979	076 011 5052	esolomons@overstrand.gov.za	
Assistant Chief: Disaster Management & Risk Management & Support Services	YM. Scholtz	028 313 8109	082 675 7219	yscholtz@overstrand.gov.za	
Coordinator: Disaster Management	J. Pillay	028 313 8970	081 788 4337	jpillay@overstrand.gov.za	
Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941	0614 266 564	mcarelse@overstrand.gov.za	
Disaster Risk Management Officer	S. Coert	028 313 5052	081 839 0154	scoert@overstrand.gov.za	
Area Manager: Gansbaai	F. Myburgh	028 384 8365	082 654 8336	fmyburgh@overstrand.gov.za	
Transport	T. Lobb	028 313 8096	071 637 8763	tlobb@overstrand.gov.za	
Essential Services	T. Steenberg	082 384 8982	072 402 1019	tsteenberga@overstrand.gov.za	
Housing	A.Gootyelwa	028 381 8300	078 453 1625	agootyelwa@overstrand.gov.za	

Western Cape Emergency Medical Services	Ivan Naidoo	023 346 6023	071 018 3890	ivan.naidoo@westerncape.gov.za
Western Cape Emergency Medical Services	Heike Esterhuizen	028 284 1900	079 920 2808	Heike.estherhuizen@westerncape.gov.za
Senior Firefighter	G. Badenhorst	028 384 8373	072 142 4488	gbadenhorst@overstrand.gov.za
Assistant Chief: Safety and Security & CCTV	D. Esau	028 313 5017	072 575 3965	desau@overstrand.gov.za
Media Liaison	R. Steenekamp	028 313 8043	079 495 2876	rsteenekamp@overstrand.gov.za
Assistant Chief: Traffic Operations, Admin, Logistic & Fines	X. Titus	082 313 5033	082 596 6270	xtitus@overstrand.gov.za
Assistant Chief: Law Enforcement & Task Team	J. du Toit		076 970 5481	johandutoit@overstrand.gov.za
Communication Department	N. Zweni	028 313 8911	083 552 5192	tzweni@overstrand.gov.za
Police	Lt Col Coetzee	028 341 0601	082 778 6842	
Red Cross	A. Heslop	028 312 1663	072 609 8655	aheslop@hermanus.co.za
Eskom	Control Room	08600 37566		
Cape Nature: Walker Bay Complex	Andrae Marais		087 087 3852	andrae@capenature.co.za
Municipal control room		028 313 8111		
Councillor Ward 1	X. Msweli		083 284 3144	xmsweli@overstrand.gov.za bennert@gmail.com
Councillor Ward 2	Riana de Coning	028 313 8191	083 597 2781	rdeconing@overstrand.gov.za rianadec122@gmail.com
Franskraal Buurtweg (Neighbourhood watch)	Willem van der Merwe	083 791 8497		franskraalbuurtweg@gmail.com
Fire Protection Association (FPA)	Louise Wessels	083 327 0477		manager@overbergfpa.co.za
ODM Councillor	Steven Fourie	072 346 3245		blomrug@gmail.com
SLV	Deon Joubert	082 581 1207		kokshvier@twk.co.za
SLV	Gerhard de Wet	082 658 6303		Gerhard@orcawireless.co.za

MANAGER: DISASTER MANAGEMENT

FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Protection Services (reports incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports incident to role players as per schedule.
 - e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its particular discipline, to determine within its own line function.
 - i. damage to infra structure (eg water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. life and property threatening situations
 - iii. immediate mitigation operations
 - iv. Auxiliary resources need (e.g. Private contractors, specialist equipment, other external institutions/organizations, including NGO's)
 - v. projected short and long term Implications of the incident
 - vi. the impact the incident has on road and access for emergency transport and teams to Incident
 - vii. any other aspect that needs immediate response for rapid service delivery continuation

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- viii. give a regular situation report to the Head of disaster management in order for him to be informed of the total picture

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

- 2. a. Coordinates operations according to priorities for
 - i. early warning of potentially afflicted areas
 - ii. the saving of lives
 - iii. emergency housing
 - iv. emergency rations
 - v. other disaster management mitigation strategies
- b. Coordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
- c. Debrief at JOC.

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General Description of the Area	
Area:	Approximately 3960m ²
Topographical Characteristics: Klein River flows through the area with the Klein River Mountain situated to the north.	
Vegetation: Fynbos	
Connectivity Routes:	R43 (Connect Stanford with Hermanus) (Connect Stanford with Gansbaai) R326 (Connect Stanford with Riviersonderend)
Infrastructures	
Population:	29 246 for Gansbaai & Stanford area's (based on 2019 projections)
Hospital:	none
Clinics:	none
Schools:	3 (Refer to Emergency Resource Telephone List – Gansbaai / Stanford)
Community Halls:	1
Bridges:	Concrete construction
Roads:	Tar and gravel roads.
Power Station:	Substation.
Power Lines:	Present in area
Sewage Pipelines:	Present in area.
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.

**DISASTER MANAGEMENT PREPAREDNESS PLAN
 STANFORD AREA**

Action		Disaster Management			
1. Establishment of a JOC (Joint Operations Centre)					
Resources					
Role Players	Name	Telephone	Cellular Telephone	E-mail	
Director: Protection Services	N. Michaels	028 313 8054	071 584 9214	nmichaels@overstrand.gov.za	
Senior Manager	L. Smith	028 313 5041	082 978 9493	lestersmith@overstrand.gov.za	
Assistant Chief: Operations & Training	A. Aplon	028 313 8978	079 507 7297	aaplon@overstrand.gov.za	
Assistant Chief: Fire Safety & Health and Safety	E. Solomons	028 313 8979	076 011 5052	esolomons@overstrand.gov.za	
Assistant Chief: Disaster Management & Risk Management & Support Services	YM. Scholtz	028 313 8109	082 675 7219	yscholtz@overstrand.gov.za	
Coordinator: Disaster Management	J. Pillay	028 313 8980	081 788 4337	jpillay@overstrand.gov.za	
Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941	0614 266 564	mcarelse@overstrand.gov.za	
Disaster Risk Management Officer	S. Coert	028 313 5052	081 839 0154	scoert@overstrand.gov.za	
Area Manager: Stanford	F. Myburgh	028 384 8365	082 654 8336	fmyburgh@overstrand.gov.za	
Transport	T. Lobb	028 313 8096	071 637 8763	tlobb@overstrand.gov.za	
Essential Services	T. Steenberg	028 313 8982	072 402 1019	tsteenbergt@overstrand.gov.za	

Housing	A. Gcotyelwa	028 381 8300	078 453 1625	agcotyelwa@overstrand.gov.za
Western Cape Emergency Medical Services	Ivan Naidoo	023 346 6023	071 018 3890	ivan.naidoo@westerncape.gov.za
Western Cape Emergency Medical Services	Heike Esterhuizen	028 284 1900	079 920 2808	Heike.estherhuizen@westerncape.gov.za
Senior Firefighter	G. Badenhorst	028 384 8373	072 142 4488	gbadenhorst@overstrand.gov.za
Assistant Chief: Safety and Security & CCTV	D. Esau	028 313 5017	072 575 3965	desau@overstrand.gov.za
Media Liaison	R. Steenekamp	028 313 8043	079 495 2876	rsteenekamp@overstrand.gov.za
Assistant Chief: Traffic Operations, Admin, Logistic & Fines	X. Titus	082 313 5033	082 596 6270	xtitus@overstrand.gov.za
Assistant Chief: Law Enforcement & Task Team	J. du Toit		076 970 5481	johandutoit@overstrand.gov.za
Communication Department	N Zweni	028 313 8911	083 552 5192	tzweni@overstrand.gov.za
Police	Lt Col. Coetzee	028 384 0201	082 778 7085	Gansbaaisaps@gov.za
Red Cross	Angela Heslop	028 312 1663	072 609 8655	aheslop@hermanus.co.za
Eskom	Control Room	08600 37566		
Cape Nature: Walker Bay Complex	Andrae Marais		087 087 3852	andrae@capenature.co.za
Fire & Rescue control room		028 312 2400	081 455 1373	firecontrol@overstrand.gov.za
Municipal control room		028 313 8111		
Councillor Ward 11	Ald. Dudley Coetzee	028 313 8058	082 574 4404	mayor@overstrand.gov.za

MANAGER: DISASTER MANAGEMENT

FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL DISASTER:

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Protection Services (reports incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be establish
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports incident to role players as per schedule.
 - e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its particular discipline, to determine within it's own line function.
 - i. damage to infra structure (eg water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. life and property threatening situations
 - iii. immediate mitigation operations
 - iv. Auxiliary resources need (eg. Private contractors, specialist equipment, other external institutions/organizations, including NGO's)
 - v. projected short and long term implications of the incident
 - vi. the impact the incident has on road and access for emergency transport and teams to incident
 - vii. any other aspect that needs immediate response for rapid service delivery continuation
 - viii. give a regular situation report to the Head of disaster management in order for him to be informed of the total picture

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

2. a. Coordinates operations according to priorities for
 - i. early warning of potentially afflicted areas
 - ii. the saving of lives
 - iii. emergency housing
 - iv. emergency rations
 - v. other disaster management mitigation strategies
- b. Coordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
- c. Debrief at JOC.

**DISASTER MANAGEMENT PREPAREDNESS PLAN
HERMANUS AREA**

General Description of the Area:	
Area: Approximately 5660 ha	
Topographical Characteristics: Mossel-, Onrus- and Bot Rivers flows through the area with the Klein River Mountain situated to the north.	
Vegetation: Fynbos	
Connectivity Routes: R43 (Connect Gansbaai, Onrus, Hawston, Fisherhaven & Kleinmond with Hermanus)	
Infrastructures	
Population:	63 882 (based on 2019 projections)
Hospital:	Hermanus Provincial Hospital
Clinics:	Hermanus Mediclinic; Zweilhe; Onrus; Hawston
Schools:	12 (Refer to Emergency Telephone List HERMANUS)
Community Halls:	5 (Refer to Emergency Telephone List HERMANUS)
Bridges:	Concrete construction
Roads:	Tar and gravel roads.
Power Station:	Substation.
Power Lines:	Present in area
Sewage Pipelines:	Present in area.
Tele Communications:	Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.

**DISASTER MANAGEMENT PREPAREDNESS
PLAN HERMANUS AREA**

Action		Disaster Management			
1. Establishment of a JOC (Joint Operations Centre)					
Resources					
Role Players	Name	Telephone Office / Home	Cellular Telephone	E-mail	
Director: Protection Services	N. Michaelis	028 313 8054	071 584 9214	nmichaelis@overstrand.gov.za	
Senior Manager	L. Smith	028 313 5041	082 978 9493	lestersmith@overstrand.gov.za	
Assistant Chief: Operations & Training	A. Aplon	028 313 8978	079 507 7297	aaaplon@overstrand.gov.za	
Assistant Chief: Fire Safety & Health and Safety	E. Solomons	028 313 8979	076 011 5052	esolomons@overstrand.gov.za	
Assistant Chief: Disaster Management & Risk Management & Support Services	YM. Scholtz	028 313 8109	082 675 7219	yscholtz@overstrand.gov.za	
Coordinator: Disaster Management	J. Pillay	028 313 8970	081 788 4337	jpillay@overstrand.gov.za	
Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941	0614 266 564	mcarelse@overstrand.gov.za	
Disaster Risk Management Officer	S. Coert	028 313 5052	081 839 0154	scoert@overstrand.gov.za	
Area Manager: Hermanus	A. Wyngaard	028 313 8921	079 521 2983	awyngaard@overstrand.gov.za	
Transport	T. Lobb	082 384 8906	071 637 8763	tlobb@overstrand.gov.za	
Essential Services	J. de Villiers	028 313 8092	073 77 4560	jdevilliers@overstrand.gov.za	
Housing	A. Gcoetyelwa	028 381 8300	078 453 1625	agcoetyelwa@overstrand.gov.za	

Western Cape Emergency Medical Services	Ivan Naidoo	023 346 6023	071 018 3890	ivan.naidoo@westerncape.gov.za
Western Cape Emergency Medical Services	Heike Esterhuizen	028 284 1900	079 920 2808	Heike.esthuizen@westerncape.gov.za
Senior Firefighter	E. Isaacs	028 313 8980	079 139 3867	elisaacs@overstrand.gov.za
Assistant Chief: Safety and Security & CCTV	D. Esau	028 313 5017	072 575 3965	desau@overstrand.gov.za
Media Liaison	R. Steenekamp	028 313 8043	079 495 2876	rsteenekamp@overstrand.gov.za
Assistant Chief: Traffic Operations, Admin, Logistic & Fines	X. Titus	082 313 5033	082 596 6270	xtitus@overstrand.gov.za
Assistant Chief: Law Enforcement & Task Team	J. du Toit		076 970 5481	johandutoit@overstrand.gov.za
Communication Department	N Zweni	082 313 8911	083 552 5192	tzweni@overstrand.gov.za
Police	Supt Chityana	028 313 5300		
Red Cross	Angela Heslop	028 312 1663	072 609 8655	aheslop@hermanus.co.za
Eskom	Control Room	08600 37566		
Cape Nature: Walker Bay Complex	Andrae Marais		087 087 3852	andrae@capenature.co.za
Fire & Rescue control room		028 312 2400		firecontrol@overstrand.gov.za
Municipal control room		028 313 8111		
Councillor Ward 3	Kari Brice	028 312 1785 (H)	083 650 4206	kbrice@overstrand.gov.za kbrice@hermanus.co.za
Councillor Ward 4	Ald. Anton Coetsee	028 316 4454	083 283 5237	antoncoetsee@hermanus.co.za acoetsee@overstrand.gov.za
Councillor Ward 5	Valerie Pungupungu		073 093 7288 (call) 078 983 4200 (WhatsApp)	vpungupungu@overstrand.gov.za
Councillor Ward 6	Ald. Michelle Sapepa		072 580 5157 061 502 9349 (WhatsApp)	msapepa@overstrand.gov.za msapepa1971@gmail.com
Councillor Ward 7	David Botha		079 491 6218	david@route2.co.za
Councillor Ward 8	Elnora Gillion	028 313 8016	073 177 3299 060 652 0214	egillion@overstrand.gov.za elnora.gillion@gmail.com

Councillor Ward 12	Michael Mhana	073 738 4719	Overstrandward12@landpartysa.co.za
Councillor Ward 13	Jean Orban	072 955 2986	jorban@overstrand.gov.za

MANAGER: DISASTER MANAGEMENT FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL

1. a. The incident is reported to a responsible discipline or control room.
- b. The responsible Discipline head informs the Manager: Disaster Management
- c. The Manager: Disaster Management reports incident to:
 - i. Director Protection Services (reports incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
- d. Disaster Management Coordinator reports incident to role players as per schedule.
- e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its particular discipline, to determine within its own line function.
 - i. damage to infra structure (eg water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. life and property threatening situations
 - iii. immediate mitigation operations
 - iv. Auxiliary resources need (e.g. Private contractors, specialist equipment, other external institutions/organizations, including NGO's)
 - v. projected short and long term implications of the incident
 - vi. the impact the Incident has on road and access for emergency transport and teams to incident
 - vii. any other aspect that needs immediate response for rapid service delivery continuation
 - viii. give a regular situation report to the Head of disaster management in order for him to be informed of the total picture

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THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

2. a. Co-ordinates operations according to priorities for
 - i. early warning of potentially afflicted areas
 - ii. the saving of lives
 - iii. emergency housing
 - iv. emergency rations
 - v. other disaster management mitigation strategies
- b. Co-ordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
- c. Debrief at JOC.

**DISASTER MANAGEMENT PREPAREDNESS PLAN
 HANGKLIP / KLEINMOND AREA**

General Description of the Area:	
Area: Approximately 5560 ha	
Topographical Characteristics:	Bot-, Palmiet- and Rooiels River flows through the area with the Kogel Mountain situated to the north.
Vegetation:	Fynbos & Alien Vegetation
Connectivity Routes:	R43 (Connect Stanford with Hermanus) R44 (Connect Betty's Bay, Pringle Bay, and Gordon's Bay)
Infrastructures :	<p>Population: 11 857 (Based on 2019 Projections)</p> <p>Hospital: none</p> <p>Clinics: 1 in Proteadorp</p> <p>Schools: (Refer to Emergency Telephone List – Kleinmond)</p> <p>Community Halls: 6 (Refer to Emergency Telephone List – Kleinmond)</p> <p>Bridges: Concrete construction (Palmiet; Herold Porter; Rooi Els)</p> <p>Roads: Tar and gravel roads.</p> <p>Power Station: 1 x Substation</p> <p>Power Lines: 40 x Mini Substations 1 x Medium Voltage 20 x Low Voltage</p> <p>Sewage Pipelines: Present in area</p> <p>Tele Communications: Are provided via Telkom under and above ground lines. Three (3) Cellular networks have coverage. Internal communications i.e. telephones, facsimile, cell phone services and radio communications.</p>

Action	Disaster Management			
	Resources			
Role Players	Name	Telephone	Cellular Telephone	E-mail
1. Establishment of a JOC (Joint Operations Centre)				
Director: Protection Services	N. Michaelis	028 313 8054	071 584 9214	nmichaels@overstrand.gov.za
Senior Manager	L. Smith	028 313 5041	082 978 9493	lestersmith@overstrand.gov.za
Assistant Chief: Operations & Training	A. Aplon	028 313 8978	079 507 7297	aaplon@overstrand.gov.za
Assistant Chief: Fire Safety & Health and Safety	E. Solomons	028 313 8979	076 011 5052	esolomons@overstrand.gov.za
Assistant Chief: Disaster Management & Risk Management & Support Services	YM. Scholtz	028 313 8109	082 675 7219	yscholtz@overstrand.gov.za
Coordinator: Disaster Management	J. Pillay	028 313 8970	081 788 4337	jpillay@overstrand.gov.za
Administrator: Incident Command Centre, Emergency Control and Support Services.	M. Carelse	028 313 8941	0614 266 564	mcarelse@overstrand.gov.za
Disaster Risk Management Officer	S. Coert	028 313 5052	081 839 0154	scoert@overstrand.gov.za
Area Manager: Kleinmond	D. Lakey	028 271 8413	082 456 8026	dlakey@overstrand.gov.za
Essential Services	D. van Rhodie	028 271 8432	082 820 8005	dvanrhodie@overstrand.gov.za
Housing	J. Smith	028 271 8424	082 635 4095	jsmith@overstrand.gov.za
Western Cape Emergency Medical Services	A Gcothelwa	028 381 8300	078 453 1625	agcothelwa@overstrand.gov.za
	Ivan Naidoo	023 346 6023	071 018 3890	ivan.naidoo@westerncape.gov.za

Western Cape Emergency Medical Services	Heike Esterhuizen	028 284 1900	079 920 2808	Heike.esterhuizen@westerncape.gov.za
Senior Firefighter	A. Mars	028 271 8489	071 021 6217	amars@overstrand.gov.za
Assistant Chief: Safety and Security & CCTV	D. Esau	028 313 5017	072 575 3965	desau@overstrand.gov.za
Assistant Chief: Traffic Operations, Admin, Logistic & Fines	X. Titus	082 313 5033	082 596 6270	xtitus@overstrand.gov.za
Assistant Chief: Law Enforcement & Task Team	J. du Toit		076 970 5481	johandutoit@overstrand.gov.za
Communication Department	N. Zweni	082 313 9211	083 552 5192	tzweni@overstrand.gov.za
Police	Lt Col May	028 271 8200	082 778 6793	kleinmondSAPS@saps.org.za
Red Cross	Angela Heslop	028 312 1663	072 609 8655	aheslop@hermanus.co.za
Eskom	Control Room	08600 37566		
Cape Nature: Walker Bay Complex	Andrae Marais		087 087 3852	andrae@capenature.co.za
Fire & Rescue control room		028 312 2400	081 455 1373	firecontrol@overstrand.gov.za
Municipal control room		028 313 8111		
Councillor Ward 9	Grant Cohen		072 436 9068	gcohen@overstrand.gov.za grantcohen25@gmail.com
Councillor Ward 10	Fanie Krige	028 272 9533	082 773 7749	fkrige@overstrand.gov.za sdkrige@gmail.com
Pringle Bay Volunteer Firefighters	Clayton Francis		072 128 9788	rockvct@telkomsa.net
Betty's Bay Volunteer Firefighters	Liz Buncker (Cartwright)		074 141 7600	liz@purpleangles.co.za
Betty's Bay Volunteer Firefighters	Jorika Rabie		072 616 8414	jorika@purpleangles.co.za

MANAGER: DISASTER MANAGEMENT


FUNCTIONS DURING ANY SERIOUS INCIDENT / POTENTIAL

1.
 - a. The incident is reported to a responsible discipline or control room.
 - b. The responsible Discipline head informs the Manager: Disaster Management
 - c. The Manager: Disaster Management reports incident to:
 - i. Director Protection Services (reports incident to Municipal Manager)
 - ii. Disaster Management Coordinator
 - iii. Takes the decision if a JOC should be established
 - iv. If, Where? Identify hot or cold sites before the time in order to prepare the site if you have to work from there.
 - d. Disaster Management Coordinator reports incident to role players as per schedule.
 - e. All discipline heads arrange for immediate size-up of the incident regarding the impact it has on its particular discipline, to determine within its own line function.
 - i. damage to infra structure (eg water delivery, sewage, electricity, roads/bridges, roadways, housing, and commercial/industrial institutions)
 - ii. life and property threatening situations
 - iii. immediate mitigation operations
 - iv. Auxiliary resources need (e.g. Private contractors, specialist equipment, other external institutions/organizations, including NGO's)
 - v. projected short and long term implications of the incident
 - vi. the impact the incident has on road and access for emergency transport and teams to incident
 - vii. any other aspect that needs immediate response for rapid service delivery continuation

viii. give a regular situation report to the Head of disaster management in order for him to be informed of the total picture

THE JOC PERFORMS THE FOLLOWING FUNCTIONS:

2. a. Coordinates operations according to priorities for
 - i. early warning of potentially afflicted areas
 - ii. the saving of lives
 - iii. emergency housing
 - iv. emergency rations
 - v. Other disaster management mitigation strategies.
- b. Coordinate recovery:
 - i. The line function is responsible for maintaining the service; it is also responsible for the recovery of that service/infrastructure.
 - c. Debrief at JOC.

	<p>OFFICE of THE CHIEF FIRE OFFICER PO BOX 20 HERMANUS 7200 Tel: 028 313 5041/2 Fax: 028 313 1493 Email: lestersmith@overstrand.gov.za</p>	
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Emergency Resource Telephone List - HERMANUS
Read in conjunction with Overstrand Disaster Management Plan

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE
Andre Coetzee	28 Main Road, Hermanus	028 312 1170 082 446 0146
GP Care, Hermanus Doc: M Barnard Doc: Elize Stoop Doc: Shelly Loots	20 Arundel, Hermanus	028 007 0274
G F Enslin; J C Boshoff (locum)	36 Molteno Street, Onrus	028 316 1414 082 448 7780
A Greeff	17 Arundel, Westcliff	028 312 2846
Dr Muller & Abel	7 Myrtle Street, Hermanus	028 313 1190

CLINICS		
NAME	ADDRESS	TELEPHONE
Hermanus	Swarddam Road	028 313 5700
Hawston	25 George Viljoen Street	028 315 2063
Onrus Clinic	Onrus Trading Post	028 316 1717

HOSPITALS		
NAME	ADDRESS	TELEPHONE
Medi-Clinic	Hospital Street	028 313 0168
Provincial	Hospital Street	028 312 1166
Hermanus Day Hospital	44 Church Street	028 312 2722

PRIVATE AMBULANCE SERVICES			
NAME	ADDRESS	MANAGER	TELEPHONE
EMR	83 Main Road, Sandbaai	Anna Brand	076 585 0899 info@emrambulance.co.za
CMC (Critical Medical Care)	4 Jimmy Street, Sandbaai	Christo Prinsloo	066 222 7219 operations@cmcmmedical.co.za

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Huis Lettie Theron	De Goede Street	Simon van	082 410 7346



		Vuuren Julianne Bacon	076 416 8183 028 312 3721 / 2 hlt@hermanus.co.za
Sofca	1 Hospital Road	Gail Smith	082 836 8975 028 312 3236 sofca@telkomsa.net
Kidbrooke			028 316 1142 (frail care)
Onrus Manor	Chanteclair Ave, Onrus Manor	Karin Lourens Christal Du Plessis	028 316 5001/021 812 2719 028 316 5194
Golden Harvest	Cnr Main & Long Street, Sandbaai	Henk Oostenbrink	028 316 5200 goldenharvest4@gmail.com

MAJOR CONSTRUCTION COMPANIES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
W A Bishop Transport	10 Arum Street	Wiaan Bishop	028 312 2298 072 616 7338 bishoptransport@gmail.com
D J Transport & Excavating	2 Mimosa Street	William Jackson	028 312 3116 083 380 3943 djtransport@hermanus.co.za
Alan Bailey Civil Engineering & Construction	20 Argon Street	Frikkie Rabe	083 252 5908 028 313 2110 abc@imagnet.co.za
Overberg Consulting Engineers	7 Magnolia Street	Ion Williams	083 325 9930 028 313 2600 ion@oceng.co.za

HALLS		
NAME	MANAGER	TELEPHONE
Grobbelaar	Mario Cox	083 762 6426 mariocox58@gmail.com
Sandbaai	Lidia Schmidt	084 515 8205 lidia.steenkamp@gmail.com
Mount Pleasant	Dahlia Street, Mount Pleasant	Hall number 028 313 8148
Thusong	Ronel Salies	028 315 2784 074 893 1573 084 079 2796
De Wet Hall	Roos Street, Onrus River	028 316 2109 Cell: 082 762 2732

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Checkers (Whale Coast Mall)	Whale Coast Mall	Stefan Pretorius	028 313 6400 072 422 7058 082797@shoprite.co.za



Checkers (Hermanus)	Cnr Royal & Lord Roberts Road	Stefan Pretorius	083 412 6076 028 313 7480 058689@shoprite.co.za
Pick n Pay	Main Road	Candice Martin	028 312 1137 060 942 4190 p61man@pnp.co.za
Spar	Eastcliff	Andre Vermaak	028 313 0062 078 155 7365 eastcliff5@retail.spar.co.za
Spar	Gateway	Bern van Niekerk (owner) Bernard (manager)	028 313 0085 eastcliff1@retail.spar.co.za
Food Lovers Market	Whale Coast Mall	Dino Peptim	028 312 4475 adminhermanus@fnv.co.za

TRANSPORT			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Taxi Association	Zwelihle; Hawston; Stanford; Gansbaai; Mt Pleasant	Sharon Telling	072 394 6697 sharon.telling@gmail.com
		Julia Alam	079 802 4241

SCHOOLS			
NAME	ADDRESS	PRINCIPAL	TELEPHONE
Bosko Christian School	Fairways Avenue, Eastcliff	Maureen van Niekerk	028 312 2552 boskoschool@hermanus.co.za
Christian Academy	1823 Bergsig Road, Sandbaai	Dawn Pearmain	028 316 1910 hermacademy@whalemail.co.za
Hawston Primary	402 Church St, Hawston	F. Martin	028 315 1631 hawstonps@gmail.com
Hawston Secondary	Church St, Hawston	N Philander	063 582 0941 hawstonsec@gmail.com
Hermanus High	Moffat St, Hermanus	Francois Hoonenberg (Temporary Acting)	028 312 3760 principal@hhadmin.co.za
Hermanus Primary	Dirkie Uys St, Hermanus	Mr Cilliers	028 312 3670 barry@hermanusprimary.org.za
Lukhanyo	1 Lusiba	Mr Tshabalala	028 312 1552



Primary	St, Zwelihle		Secretary.lukhanyo@gmail.com
Mt Pleasant Primary	Dhalia St, Mt Pleasant	L. Wildschut	028 313 0816 mountpleasantps@gmail.com
Qhayiya Secondary	37 Hlobo St, Zwelihle	Nkosi Lungile	078 616 2197 qhayiyass@gmail.com
Curro	1 Curro Road, Sandbaai	Vermeulen Mcfarlane(secretary)	028 316 1998 028 316 4911 hermanusprimaryschooladmin@curro.co.za
Northcliff House College	36 Berghof Dr, Onrus River, Onrus, 7201	G Coetzee	028 316 4437 (School) 083 310 2340 (Principal) info@northcliffhouse.co.za
Generations	Fairways Ave, Hermanus, 7200	S Du Toit	021 205 5915 hermanus@generationschools.co.za

FILLING STATIONS		
NAME	ADDRESS	TELEPHONE
Total	Corner of Mimosa Street & Main Road	028 313 1212
Shell	40 Main Road	028 312 4993
Quest Fuel	251 Main Road	028 313 2429
Caltex, CEM Motors	30 10 th Avenue , Voëlkop	028 314 1893
Total	16 Main Road , Onrus	028 316 1391
Engen	Comer of Main Road & R43	028 316 2943
BP Garage	Goerge Viljoen Street, Hawston	028 315 1266

NON-GOVERNMENT ORGANISATIONS (NGO's)		
NAME	CONTACT PERSON	TELEPHONE
Relief Life	Pastor Andries Andries.vandermerwe@shofaronline	028 312 2514
Red Cross	Angela Heslop aheslop@hermanus.co.za	072 609 8655
Food for Love	Natalie Munroe nataliemunro@icloud.com	076 970 4175



Hermanus Rotary Club	Ann Wright annwright@telkomsa.net	083 307 0726
Hermanus Staans Saam	Tronel Meintjies tronelmeintjies@gmail.com	082 737 1226



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Emergency Resource Telephone List – GANSBAAI / STANFORD
Read in conjunction with Overstrand Disaster Management Plan

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE
H Barnard	27 Barnard Street	028 384 0411 hcbarnard@itec.co.za
Helena Hendriks	1 Main Road, Gansbaai	028 007 0348

CLINICS		
NAME	ADDRESS	TELEPHONE
Gansbaai	Main Road (behind municipality)	028 384 1917
Unjani Private Clinic	Mandela Road, Masakhane	Caryn Moss 065 834 3335

PRIVATE AMBULANCE SERVICES			
NAME	ADDRESS	MANAGER	TELEPHONE
EMR	13 Buitekant Street Gansbaai	Chantelle Colyn	079 660 6130 Emergency - 0765850899 ops@emrambulance.co.za
OMR	10 Koöperasie Street, Gansbaai	F. Carstens	078 699 6995 overstrandmedics@gmail.com
CMC (Critical Medical Care)	54 Barnard Street, Gansbaai	Christo Prinsloo	066 222 7219 operations@cmcmmedical.co.za

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Herberg-aan-See	10 Kerk Street, Gansbaai	John van Rooyen	028 384 0501
Silwerjare	24 Gousblom Street, Blompark	Koot Europa	064 615 9246
Volvertroue Dienssentrum		Sharleen Volkwyn	028 341 0969

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
OK	45 Main Road	Chris Van Rensburg	028 384 0001



Spar	Main Road	D Van Niekerk	028 384 0269
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TRANSPORT			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
Taxi Association	Zwelihle; Hawston; Stanford; Gansbaai; Mt Pleasant	Sharon Telling	072 394 6697 sharon.telling@gmail.com

HALLS			
NAME	ADDRESS	MANAGER	TELEPHONE
Blompark Masakhane Baardskeerdersbos Eluxolweni Buffeljachts	Overstrand Municipality	Madelein Swart	028 384 8331 mswart@overstrand.gov.za
Pearly Beach Hengelklub	Main Road Fishing Club	Isolde Smith	084 320 8613 drewsolde@gmail.com
Uilenkraalsmond Karavaanpark & Kantore	R43, Gansbaai	Johan Botha	082 499 0219
Tourism	Main Road	Glenda Kitley	028 384 1439
Franskraal Roibalklub	Naude Street	Archibald Chambers	082 468 8765
Gansbaai NG Kerk - Pretoriussaal	20 Main Road	Elsabe Smith	028 384 0510 ngkgansbaai@telkomsa.net
Gansbaai Karavaanpark	Plot 207	Norman Stevens	073 462 5001 gbkaravaan@gmail.com
Kleinbaai Gholfklub	22 Pearly Street, Kleinbaai	Johan Coetzee	028 384 1441 082 878 0534 028 281 9770

SCHOOLS			
NAME	ADDRESS	PRINCIPAL/SEC	TELEPHONE
Academia School	Kampeerweg, Blompark, Gansbaai	Vacant	028 384 2370 028 007 0332 secretary@gansbaai- academia.com
Gansbaai Primary	Ridderspoor Str, Blompark	N Pedro	028 384 0061 073 525 6575 Gansbaaiprimaryschool@gm ail.com
Laerskool	Church Street, Gansbaai	E van der Merwe	028 384 0000 admin@laerskoolgansbaai.co .za
Masakhane	Mandela Road,	Ms Cweba	074 199 8024



	Masakhane		siyabongamikweni@gmail.com
Stanford Okkie Smuts Primary School	17 Church Street, Stanford	J Gerber	028 341 0611 adminokkiesmuts@orchawireless.co.za
Hoopland Akademie	Industrial Park, Stanford		028 341 0053
Butterfly Centre (Disasbled)		Jamie Kassner	071 751 9621
Withoogte St Pauls Primary School	Withoogte farm, Stanford	Amanda Appel	028 341 0222 067 137 8844 stpaulslaer@gamail.com

FILLING STATIONS

NAME	ADDRESS	TELEPHONE
Caltex (Street Talk Trading 111BK)	Martie Du Toit 28 Daneel Street	028 341 0846 076 254 0993 martiedutoit62@yahoo.com
Caltex	21 Main Road, Gansbaai Andriaan Louw	028 384 0300 gansbaaipetrol@telkomsa.net
Gansbaai Motors	23 Church Street , Gansbaai Adriaan Louw	028 384 0301 gansbaaipetrol@telkomsa.net
Shell Burgunhead Motors	31 Main Road, Gansbaai Adriaan louw	028 384 0002 gansbaaipetrol@telkomsa.net
Kleinbaai One-Stop	1 Geelbek Street, Gansbaai Gregg White Mall	028 384 0340
PB Resort Garage	Pearly Beach Jan Koekemoer	028 381 9796 jan.pearly60@gmail.com
Wolvengat Fuel Station	R317, James Leuner	076 981 8572 jeuner@rocketmail.com

NON-GOVERNMENT ORGANISATIONS (NGO's)

NAME	CONTACT PERSON	TELEPHONE
Open Vision Healing Centre (Masakhane)	Past. Sidiki	098 929 NPO
S.H.A.R.E (Blompark)	Past. Zeelie	082 498 6992
Food for Thought (Stanford)	Marianne Ward	083 240 8454
Foundation for Community Work (Stanford)	Jenny October	082 907 2353



	<p>OFFICE of THE CHIEF FIRE OFFICER PO BOX 20 HERMANUS 7200 Tel: 028 313 5041/2 Fax: 028 313 1493 Email: lestersmith@overstrand.gov.za</p>	
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Emergency Resource Telephone List – HANGKLIP / KLEINMOND
 Read in conjunction with Overstrand Disaster Management Plan

SAPS (SOUTH AFRICAN POLICE SERVICES)		
NAME	ADDRESS	TELEPHONE
Kleinmond Lt Col May	16 Main Road, Kleinmond	028 271 8200 / 02 082 778 6793

MUNICIPAL SERVICES		
NAME	ADDRESS	TELEPHONE
Admin / General Inquiries		028 271 8400 / 8411
Burst water pipes		028 271 8496
Water		028 271 8465
Tanker Services / Sewerage		028 271 8435
Solid Waste		028 271 8436
Electrical		028 271 8484
Ward 9 Cllr Grant Cohen	Grantcohen25@gmail.com	072 436 9068
Ward 10 Cllr Fanie Krige	sdkrige@gmail.com	082 773 7749
PR Cllr (Ward 9 & 10) Charmaine Resandt	cresandt@gmail.com	079 885 5022
OVERSTRAND		
24-hour Control Room		028 313 8111
Control Room (General)		028 313 8000
Law Enforcement		028 313 8996
Fire & Rescue		028 312 2400
Drowning/Accidents		028 313 2400

GENERAL MEDICAL PRACTITIONERS		
DOCTOR	ADDRESS	TELEPHONE
F du Plessis; M van Niekerk;	59 Main Road, Kleinmond	028 271 4227 082 653 6355
A. Zietsman	135 Main Road, Kleinmond	087 250 0934 028 271 5321
	441 Peak Road, Pringle Bay	071 687 3825
G. Hudson	2663 Clarence Drive, Betty's Bay	073 816 6763



GENERAL MEDICAL PRACTITIONERS		
NAME	ADDRESS	TELEPHONE
Dr Peter Dave	79 Main Road	028 271 4183 083 440 5191 davefamily@telkomsa.net
KAWS Ingrid – Manager	c/o Main and Protea Roads	028 271 5004 060 393 4259
Human Wildlife Solutions (HWS) Baboon Hotline		072 028 0008

PHARMACIES		
NAME	ADDRESS	TELEPHONE
Albertyn Apteek	Spar Centre, Kleinmond	028 271 4666
Alpha Pharmacy	Main Road, Kleinmond	028 271 3320

CLINICS		
NAME	ADDRESS	TELEPHONE
Kleinmond	1 Cnr Main & Protea Roads	028 271 5807 10177 / 028 271 4951

AMBULANCE SERVICES		
NAME	ADDRESS	TELEPHONE
Provincial		101777
EMR (Private)	38 Main Road, Sandbaai Chantelle Golaine	079 660 6130 ops@emrambulance.co.za
Netcare 911 (Private)		082 911

ELDERLY CARE			
NAME	ADDRESS	MANAGER	TELEPHONE
Gerimed Health	Cnr 15 th Ave & Botriver Road, Kleinmond	Carel Pieterse (Director)	082 079 4173 carel@gerimed.co.za 028 271 3994
		Alet Lloyd	083 285 0812 (office) alet@gerimed.co.za
Fynbos Centre	36 1 st Avenue Kleinmond	Melanie Wiles	028 271 3602 fynbospark@telkomsa.net
		D Van Niekerk	084 582 1992

GENERAL STORES			
NAME	ADDRESS	OWNER / MANAGER	TELEPHONE
OK	53 Main Road	Albertus Smit	028 271 4747 082 333 6755 okmmkleinmond@gmail.com
Spar	Main Road	G J le Roux	082 452 1777 kleinmond2@retail.spar.co.za
		W Coetzer	072 605 9414



		Andrew Martin	Kleinmond1@retail.spar.co.za 028 271 6289
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HALLS			
NAME		MANAGER	TELEPHONE
Kleinmond Town	36 Main Road	Dencil Arendse	028 271 8418 060 921 6570 darendse@overstrand.gov.za
Mooiuitsig	5514 Mooiuitsig, Betty's Bay	Dencil Arendse	028 271 8418 060 921 6570 darendse@overstrand.gov.za
Overhills Community	Overhills Informal Settlement	Dencil Arendse	028 271 8418 060 921 6570 darendse@overstrand.gov.za
Proteadorp Community	Cnr Protea Road & Nemesia Ave	Dencil Arendse	028 271 8418 060 921 6570 darendse@overstrand.gov.za
Crassula	21 Crassula Ave Betty's Bay (erf 2416)	Adrian de Kock	028 272 9998 082 940 4619 adrian25@telkomsa.net
Pringle Bay	3 Susan Road (erf 1772)	Elmarie Strydom	083 460 3694 hangklipstore@gmail.com

SCHOOLS			
NAME	ADDRESS	PRINCIPAL/SEC	TELEPHONE
Laerskool Kleinmond	24 Main Road	Mr Gys Huisamen	028 271 3440 083 380 3974 kleinmondls@gmail.com
Kleinmond Primêr	School Street, Proteadorp	R. Brikkels	028 271 3149 083 736 0225 adm.kleinmondps@gmail.com
Siyabulela Pre-Primary School	Corner of Fynbos and Nimesia Street	Alta van Wyk	028 271 4882
Duisende Voejies	9 th Street 28, Kleinmond	Leatitia Singleton	073 104 9880
Heideland Pre-Primary	Nemesia Street	M Malgas	028 271 4134 082 344 6152 heidelandpreprimaryschool@gmail.com
Pringle House Eco Primary	Farm Hangklip 559/62 Clarence Drive, Pringlebay	H. Miller	073 074 0177/ 074 163 6662
Krappies en Kreefies	Main Road	Handrie Miller	028 271 4312



Kidz Can	Cnr 10 th Ave & 11 th Street	Linda Bruce	028 071 5561 082 378 8003 linda@kidzcan.co.za
Pikkewyntjies	Mooiuitsig	Zaan Cilliers Sandra Taljaard	073 572 8120 penquinkidz@hotmail.com 083 308 6170
Mtimkulu Community Development	102 Main Road; 102 9 th Ave	Debra Ann Hull	028 271 5213
Bambanani Day-Care Creche	Siyoni Street, Kleinmond	Cheroldine Jonas	028 271 5213

FILLING STATIONS		
NAME	ADDRESS	TELEPHONE
Sasol	80 Main Road, Kleinmond	028 271 4459
Atlantic Oil, BP Garage	Main Road, Kleinmond	028 271 4142
Caltex	5140 Clarence Drive, Betty's Bay	028 272 9164

NON-GOVERNMENT ORGANISATIONS (NGO's)		
NAME	CONTACT PERSON	TELEPHONE
Mthimkhulu Village Kitchen	Mariette Swartz	073 830 9113
Overhills Community Kitchen	Khaya Mantshinga	078 747 3576
Grail Centre Kitchen	Helene Sliep	083 533 9303
Kleinmond Laerskool Kitchen	Frans Groenewald	083 448 1727
Betty's Bay Strategic Intent (Mooiuitsig)	Wayne Jackson	082 928 1260
Fynbos	Melanie Wiles	082 886 8161
Hangklip Community Care Centre	George Green	083 283 4454

VOLUNTEER FIREFIGHTERS		
NAME	CONTACT PERSON	TELEPHONE
Purple Angels (Pringle Bay Volunteer Firefighters)	Liz Buncker (Cartwright) liz@purpleangles.co.za	074 141 7600
Purple Angels (Pringle Bay Volunteer)	Jorika Rabie jorika@purpleangels.co.za	072 616 8414



Firefighters)		
Pringle Bay Volunteer Firefighters	Clayton Francis rockyct@telkomsa.net	072 128 9788

POST OFFICE		
NAME	ADDRESS	TELEPHONE
Kleinmond	21, 3 rd Street	027 271 3100
Betty's Bay	5139 Porter Drive	028 272 9363

TAXI ASSOCIATION	
M K winana	073 818 8400 064 697 6028





Western Cape Provincial Disaster Management Centre
 E-mail: Disaster.Management@westerncape.gov.za
 Tel.: +27 937 6330
 Fax: +27 21 931 9031
 Cell: 083 577 1100

IMPLEMENTATION GUIDELINES FOR DEALING WITH STREET PEOPLE IN LINE WITH COVID 19 REGULATIONS

Task	Responsible entities	Comment
PREPARATION PHASE		
Identify responsible person to coordinate the process at the municipality.	Municipal manager	
Identify venue to accommodate the homeless people (e.g. municipal hall, municipal resort etc.)	Municipal Manager (local and District)	Thusong centres, Town Halls, Civic centres, etc <i>Business owners might be able and willing to give guesthouse or lodges or old hotels</i>
Identify staff and volunteers to assist during lockdown period to supervise and assist with duties.	Municipal Managers and Senior managers	Preferably caretaker of venue, EPWP, CWP, etc. and others

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Ensure that funds are allocated for the project and that supply chain procedure is in place.	Executive Mayors and Municipal Manager	Partner with business chambers and NGO's
Do an assessment of total of homeless people in area	Preferably work with stakeholders such as NGO working with the homeless, DSD, SAPS, CDWs].	
Coordinate with DSD to identify existing shelters that have space or that will need space due to decanting	Municipality, DSD and NGOs	
Procure mattresses, blankets, cleaning material (facecloths, soap, toothpaste, toothbrushes) and other cleaning stuff (sanitizer, etc.).	Municipality	
Placement of sleeping spots: 2 – 3m apart)	Municipality	
Identify stakeholders to assist with provision of food (NGO's)	Executive Mayors, Municipal Managers Business, Churches, NGO's, DSD	
Ensure that venues are cleaned and sanitized before homeless people enter.	Municipality	
Develop register and capturing forms to be completed daily	Municipality and DSD	
IMPLEMENTATION		
Develop plan on how the homeless people will be transported to the identified areas.	Municipality and SAPS	Municipal law enforcement officers to assist
Sanitize when entering the building	Preferably caretaker of venue, EPWP, CWP, etc. and others	

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Screening (gathering of personal information)	Dept. of health and Municipal health workers	
in case of children, contact DSD to assist to place in places of safety	DSD to allocate Social Worker	
Provision of black plastic bags	Preferably caretaker of venue, EPWP, CWP, etc. and others	
Daily headcounts	Preferably caretaker of venue, EPWP, CWP, etc. and others	To be mobilized by Executive Mayors, Municipal Managers Business, Churches, NGO's, DSD
Daily food distribution - 3 times per day	Preferably done NGO and or volunteers	
Daily personal hygiene	Preferably caretaker of venue, EPWP, CWP, etc. and others	
Regular cleaning of sleeping spots of street people	Municipality	
OTHER IMPORTANT ISSUES		
<ul style="list-style-type: none"> • Keep homeless people busy/occupied (get old magazines from local library, play films/movies, play music). • Have an information session with them to understand the situation as lot of them do not have access to phone or tv and might not be aware of the situation and how serious it is. • Be aware of the health of homeless people as they might experience withdrawal symptoms because of substance abuse (Have plan in place in case this happens. Might need medical help). 		

ISSUED BY: COVID 19 SOCIAL CLUSTER

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COVID-19 CONTINGENCY PLAN



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OVERVIEW

The COVID 19 Contingency Plan will be read in conjunction with the Overstrand Disaster Management Plan.

The WHO (World Health Organization) declared Public Health Emergency of International Concern on 30 January 2020, this following a pneumonia of unknown cause detected in Wuhan, China on 31 December 2019.

The Corona virus, later renamed COVID 19, is a respiratory illness similar to flu (cough, fever, fatigue & aching body / muscles). More commonly than flu, it can become severe cause viral pneumonia (difficulty breathing). The virus is spread through touching an infected surface or object and can enter via the nose, mouth and eyes.

The first case of the Corona virus was reported on 9 March 2020 in the Kwa-Zulu Natal region, and the numbers have increased dramatically, tipping the 1000 mark on 27 March 2020.

The President of South Africa therefore declared a nation-wide lock down in South Africa on Monday 23 March 2020. *The nation-wide lock down will be enacted in terms of the Disaster Management Act and will entail the following:*

- *From midnight on Thursday 26 March until midnight on Thursday 16 April, all South Africans will have to stay at home*
- *The categories of people who will be exempted from this lockdown are the following: health workers in the public and private sectors, emergency personnel, those in security services – such as the police, traffic officers, military medical personnel, soldiers – and other persons necessary for our response to the pandemic.*

On 23 April 2020, the President of South Africa introduced five levels to avoid a rushed re-opening of the economy:

Level 5 means that drastic measures are required to contain the spread of the virus to save lives

Level 4 means that some activity can be allowed to resume subject to extreme precautions required to limit community transmission and outbreaks

Level 3 involves the easing of some restrictions, including on work and social activities, to address a high risk of transmission

Level 2 involves the further easing of restrictions, but the maintenance of physical distancing and restrictions on some leisure and social activities to prevent a resurgence of the virus.

Level 1 means that most normal activity can resume, with precautions and health



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guidelines followed at all times.

To ensure that our response to the pandemic can be as precise and targeted as possible, there will be a national level and separate levels for each province, district and metro in the country.

PURPOSE

The objective of the plan is as follows:

- To regulate the Disaster Response to the benefit of all communities and visitors
- To respond effectively to the requirements of the individuals towards the protection of life and property
- To establish those most vulnerable and at risk
- To provide temporary shelter accommodation, clothing and feeding arrangements for persons evacuated or temporarily made homeless
- To restore normality to the affected community within a reasonable timescale, dependent on the seriousness of the incident
- Coordinate response activities to the COVID-19 pandemic

UPDATES

Teleconference calls will be held daily with the Overberg District Municipality as the head coordinator with the District, and other essential Role Players. Important information and concerns are raised during this platform.

RESPONSE AND RELIEF ACTIVITIES

Overstrand Disaster Management will provide a coordinating role and coordinate the following action steps should the need arise:

- Activate the JOC (Joint Operations Centre)
- Establish the needs
- Monitor safety
- Ensure communication (via a Liaison Officer)
- Establish safe location (pro-active identification)
- Activate relevant role players
- Plan for feeding
- Admin System (Record keeping)
- Security (Mobilization of Law Enforcement)
- Storage facilities
- Request SAPS support
- Implement access control – support at site
- Activate responsible services



Disaster officials coordinating the activities must take note of the following: **AS3**

- Ensure that the information recorded are correct and credible
- Ensure that health standards are adhered to
- Ensure there are adequate ablution facilities
- Identify social problems
- Avoid over-crowding
- Observe special population (religious) groups
- Control public donation

Due to the nation-wide lock down, no persons are permitted to leave their residence, unless *for the purpose of performing an essential service, obtaining an essential good or service, collecting a social grant, or seeking emergency, life-saving, or chronic medical attention.* (This arrangement is dependent on the lockdown level.)

Disaster Management realize that not all persons are mobile, and special attention must be given to the elderly or disable persons. Operational Staff (Fire & Rescue, Law Enforcement & Traffic) will assist with the collection and distribution of essential goods. Disaster Management will coordinate the delivery of food and other essential items in conjunction with the area manager and councilors.

Hermanus Area Manager, Anver Wyngaard and respective Councilors, with Assistant Chief Disaster Management, will coordinate the distribution of food for Hermanus area.

Gansbaai Area Manager, Francois Myburgh and Cllr Riana de Coning, with Assistant Chief Disaster Management, will coordinate the distribution of food for Gansbaai area. Assistance will be obtained from Gansbaai Neighbourhood Watches should further assistance be required

Kleinmond Area Manager, Desmond Lakey and Cllr Grant Cohen, with Assistant Chief Disaster Management, will coordinate the distribution of food for Kleinmond area.

Disaster Management will coordinate with the various NGO's for the distribution of food in the Greater Hermanus area.

Refer to annexures for contact details

FIRST RESPONDERS

The First Responders identified to the COVID-19 pandemic include the essential services, as per the State of the Nation Address of President Cyril Ramaphosa. These essential services identified in Overstrand jurisdiction include but are not limited to:

- SAPS
- Overstrand Disaster Management



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- Overstrand Fire & Rescue
- Overstrand Security Services
- Overberg District Municipality Disaster Management
- Overstrand Law Enforcement & Task Team
- Overstrand Traffic Department
- National Intelligence Agency
- DSD (Department of Social Development)
- Department of Community Safety
- Overstrand Solid Waste
- Media
- Overstrand Engineering
- Overstrand Water
- Emergency Medical Services
- SANDF (South African National Defense Force)

The following agencies will provide Supporting Roles:

- Red Cross
- Shofar Church
- Private Companies
- Provincial Social Security Agency
- Provincial Dept. of Safety & Security
- World Food Bank
- Response
- Relief. Life (Disaster Management)
- NOC (Network of Care – various)
- Any other agency as and when identified

TEMPORARY PLACE OF SAFETY

The facilities listed below are situated within the borders of the Overstrand jurisdiction which covers 1709 square meters and stretches from Rooi Els to Quinn Point (Gansbaai). These facilities can accommodate larger volumes of displaced persons:

1. Hermanus (Auditorium)
2. Hawston Thusong Centre
3. Zwelihle Community Hall
4. Mount Pleasant Moffat Hall
5. Sandbaai Hall
6. De Wet Hall, Onrus River
7. Buffeljachts Hall, Gansbaai
8. Eluxolweni Hall, Gansbaai
9. Masakhane Hall, Gansbaai
10. Blompark Hall, Gansbaai
11. Baardskeerdersbos Hall, Gansbaai
12. Stanford Community Hall
13. Kleinmond Town Hall
14. Proteadorp Hall, Kleinmond



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- 15. Overhills Hall, Kleinmond
- 16. Mooiuitsig Hall, Betty's Bay
- 17. Crassula Hall, Betty's Bay
- 18. Pringle Bay Community Hall

Displaced persons temporary shelter: Inspection Guidelines

Important because.

- Prevents the spread of the disease
- Water and hygienic necessities
- Ensure the safety of displaced persons as a well-run camp can reduce risks
- Identify problems and address them
- Opportunity to chat and meet displaced persons, answer questions and provide information
- Coordination, to ensure that all persons are accounted for
- Individuals requiring urgent medical attention

Who should do the inspection – Senior Personnel of the following institutions:

- Overstrand Municipality
- Red Cross
- Health Inspectors
- Church groups
- Other identified groups

What should be inspected?

- Sufficient water
- Ablution / drains / port aloo
- Rubbish
- Fires / cooking fires
- Security
- Over-crowding
- Cold children, mothers with babies
- Availability of first aid kits
- Clinical services
- Sick babies, children, youth, young adults and adults
- Personal security (guards)
- Special diet needs ie Halaal etc

SAFETY MANAGEMENT PLAN: REQUIREMENTS

- Venue
- Structures
- Capacity
- Duration
- Food



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- Toilets
- Fire precautions
- Emergency Medical Care
- Access and exits

EMERGENCY PROCUREMENT

The normal procurement process will apply as per the approved Overstrand Municipality Supply Chain Management Policy.

SCM CONTINGENCY PLAN

The normal procurement process will apply as per the approved Overstrand Municipality Supply Chain Management Policy.

EDUCATION ON COVID 19

The Overstrand Municipality on their official Facebook page post various educational messages related to the Corona virus. In addition, A3 posters are put up across the jurisdiction at strategic points. Disaster Management will continue to print pamphlets and distribute it to the informal settlements and other vulnerable areas. Pamphlets will be distributed via the Network of Care (NOC), Neighbourhood Watches and Area Managers offices.

Through the office of the Communications Manager, Loud Hailing will be scheduled for the vulnerable communities and those most likely at risk. During the Loud Hailing the communities will be educated on Corona virus

CONTROL ROOM PROCEDURES

The Emergency Services Control Room will continue to operate as normal. In the event that an emergency call is received pertaining to COVID 19, the Control Room Operator will use his/her discretion and refer the caller to the following:

National Hotline: 080 0029 999
 Western Cape Provincial Hotline: 021 928 4102
 WhatsApp: "Hi" to 0600 123 456

Or alternatively the Overberg Control Room at 028 212 9111



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OPERATIONAL GRID PLANS

1.1. Senior Officer Standby Roster

All Senior Officers and administrative staff are placed on standby through the department standby roster for the duration of Covid-19

Designation	Name
Senior Manager	Lester Smith
Principle Clerk	Kim Heneke
Assistant Chief: Disaster Management	Yulanda Scholtz
Divisional Commander	Brian Lobb
Disaster Management Officer	Joan Pillay
Administrator: ICC, EC & SS	Meagan Carelse
Disaster Risk Management Officer	Sarolyn Coert
Assistant Chief: Operations	Angelo Aplon
Assistant Chief: Fire Safety	Enrico Solomons
Assistant Chief: Safety and Security & CCTV	Dawie Esau
Regional Inspector	Zingani Tshetu

1.2. Emergency Control Room

The Emergency Control Room will be operational 24/7.

1.3. Security Services

The Security Services roster will be according to the approved roster.

1.4. Traffic

Refer to Overstrand Traffic Services for Operational Grid plan.

1.5. Law Enforcement

Refer to Overstrand Law Enforcement for Operational Grid plan

RESPONSE TO KNOWN COVID 19 CASES

Overstrand Fire and Rescue Operational Staff will assist the Emergency Medical Services when the need arise. Personnel responding to a suspected or known case will be issued with the necessary PPC (Personal Protective Clothing) and PPE (Personal Protective Equipment)

Selected operational members have been identified to respond to such cases; operational members will only respond when issued with the following PPE:

- Gum boots



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- Hazmat Level B suit
- Respiratory protection
- Gloves (Rubber and/or Latex)
- Dedicated vehicle

Operational members and attending vehicles returning from a suspected or known case of COVID 19 will be thoroughly decontaminated. The member will shower and dress in fresh clothes and be screened.

All staff are urged to regularly wash their hands, and shower at work before returning home to their respective families.

ACCREDITATION

All staff members working at Overstrand Fire and Rescue, Disaster Management and Security Services have been issued with accreditation, which can only be used for official work purpose e.g. travelling to and from work and responding to incidents. All staff must at all times wear the prescribed uniform and present their Identification Document or Driver's License with the accreditation.

SPECIFIC CONTACT NUMBERS

Designation	Name	Telephone Number	Cell Number	Short number (Internal)
Director: Protection Services	Neville Michaels	028 313 8054	071 584 9214	6457
Senior Manager: Fire & Rescue, Disaster Management and Security Services	Lester Smith	028 313 5041	082 978 9493	6805
Principle Clerk	Kim Heneke	028 313 5041	082 879 3720	N/A
Assistant Chief: Disaster Management and Risk Management and Support Services	Yulanda Scholtz	028 313 8109	082 675 7219	6344
Disaster Management Coordinator	Joan Pillay	008 313 8970	081 788 4337	6516
Divisional Commander	Brian Lobb	028 313 5063	082 338 0938	6380
Administrator: Incident Command Centre, Emergency and Support Services.	Meagan Carelse	028 313 8941	0614 266 564	6517
Disaster Risk Management Officer	Sarolyn Coert	028 313 5052	081 539 0154	6518
Assistant Chief: Operations and Training	Angelo Aplon	028 313 8978	079 507 7297	6048
Assistant Chief: Fire Safety and Health and Safety	Enrico Solomons	028 313 8979	076 011 5052	6035
Station Commander: Fire Safety	vacants		083 860 5846	6898
Assistant Chief: Safety and Security & CCTV	Dawie Esau	028 313 5017	072 575 3965	6234
Senior Manager: Traffic and Law Enforcement	Rudl Fraser	028 313 8165	082 449 6751	6278
Assistant Chief: Law Enforcement & Task Team	Johan du Toit		076 970 5481	6349
Assistant Chief: Traffic Operations, Admin, Logistics & Fines	Xen Titus	028 313 5033	082 596 6270	6189
Regional Inspector	Zingani Tshetu	028 313 8996	076 334 3395	6304



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WASTE MANAGEMENT

The Directorate: Waste Management issued a directive for Managing COVID 19 General household waste. The Minister of Cooperative Governance and Traditional Affairs declared Waste Management as an essential service, and crucial to the management and containment of the spread of the virus. In terms of the directive, the municipality must stay abreast of the number and locations of households within the Municipality of infected patients through the Metro and District JOC to plan logistically.

NGO's

Contact details of listed NGO's are available in the Emergency Telephone Lists for Hermanus, Hanglip / Kleinmond, Gansbaai and Stanford Disaster Management Plan annexures. The listed NGO's will play a supporting role for all disasters related matters or incidents.



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ANNEXURES

- Annexure A : Implementation Guidelines for Dealing with Street People in line with COVID 19 Regulations
- Annexure B : Councilors contact details
- Annexure C : Managing COVID 19 General household waste







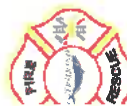
	OFFICE OF THE CHIEF FIRE OFFICER PO BOX 20 HERMANUS 7200 Tel: 028 313 5041/2 Fax: 028 313 1493 Email: lestersmith@overstrand.gov.za				
Councillor		Name	Telephone	Cellular Telephone	E-mail
Ward 1: (Franskraal and Masakhane)		Cllr X. Msweli		083 284 3144	xmsweli@overstrand.gov.za bennertxmsweli@gmail.com
Ward 1: PR		Cllr A. Komani	028 313 8017	073 827 9972	akomani@overstrand.gov.za komanlandrew@gmail.com
Ward 1: PR		Cllr T. Nqinata		079 965 8545	nqinata@overstrand.gov.za







Ward 1: PR		Cllr. B. Molefe		060 718 2807	bmolefe@overstrand.gov.za molefebenet@gmail.com
Ward 1: WHIP		Cllr S. Kalolo		073 828 3678	skalolo@overstrand.gov.za kalolo.siphiwo@gmail.com
Ward 2: (Gansbaai, De Kelders, Kleinbaai and Blompark)		Cllr Riana de Coning	028 313 8191	083 597 2781	rdeconing@overstrand.gov.za rianadec122@gmail.com
Ward 3: (Hermanus and portion of Westcliff)		Cllr Kari Brice	(028) 312 8023	083 650 4206	kbrice@overstrand.gov.za karibrice@hermanus.co.za







Ward 4: (Mount Pleasant, Hemel & arde & Portion of Westcliff)		Ald. Anton Coetsee	(028) 316 4454	083 283 5237	antoncoetsee@hermanus.co.za acoetsee@overstrand.gov.za
Ward 4: PR		Cllr C. May		076 155 9684	cmay@overstrand.gov.za maychristine206@gmail.com
Ward 4: PR		Cllr R. Nutt		079 883 7265	ronalduutt@overstrand.gov.za ronalduutt12@gmail.com
Ward 5: (Zwelihle South)		Cllr V. Pungupungu		060 313 9315 (call) 078 983 4200 (WhatsApp)	vpungupungu@overstrand.gov.za pungupunguvalerie@gmail.com







Ward 5: PR		Cllr L. Ntsabo	081 491 0949	ntsabo@overstrand.gov.za ntsabo@yahoo.com
Ward 6: (Zwelihle North)		Ald. M. Sapepa	072 580 5157 061 502 9349 (WhatsApp)	msapepa@overstrand.gov.za msapepa1971@gmail.com
PR		Cllr S. Tebele	072 886 0245	stebele@overstrand.gov.za simpra10@yahoo.com
Ward 7: WHIP (Sandbaal)		Cllr David Botha	079 491 6218	david@route2.co.za





<p>Ward 8: DEPUTY EXECUTIVE MAYOR (Hawston, Fisherhaven, and Honingklip)</p>		<p>Cllr Elnora Gillion</p>	<p>(028) 313 8016</p>	<p>060 652 0214</p>	<p>egillion@overstrand.gov.za elnora.gillion@gmail.com</p>
<p>Ward 8: PR</p>		<p>Cllr F. Africa</p>	<p>028 313 8018</p>	<p>060 997 1431</p>	<p>fafrica@overstrand.gov.za amiefak@gmail.com</p>
<p>Ward 9: (Kleinmond, Mountain View and Palmiet)</p>		<p>Cllr Grant Cohen</p>		<p>072 436 9068</p>	<p>gcohen@overstrand.gov.za grantcohen25@gmail.com</p>
<p>Ward 10: (Bettys Bay, Pringle Bay, Rooiels Overhills and Proteadorp)</p>		<p>Cllr Fanie Krige</p>	<p>(028) 272 9533</p>	<p>082 773 7749</p>	<p>fkrige@overstrand.gov.za sdkrige@gmail.com</p>



Ward 10: PR		Cllr C. Resandt		079 885 5022	resandt@overstrand.gov.za cresandt@gmail.com
Ward 11: (Stanford, Baardskeerderbos, Pearly Beach, Vijjoenshof, Withoogte, Buffeljagsbaai)		Ald. Dudley Coetzee	(028) 313 8058	082 574 4404	mayor@overstrand.gov.za dudley.coetzee@vodamail.co.za
Ward 12: (Zwelihle North-West)		Cllr Micheal Mbana		073 738 4719	Overstrandward12@landpartysa.co.za o.za
Ward 12: PR		Cllr J. Morgan (Hannie Morgan)		078 649 8262 068 277 3870	Hanimorgan07@gmail.com jmorgan@overstrand.gov.za



<p>Ward 12: PR</p>		<p>Cllr C. Tafu-Nwonkwo</p>		<p>076 120 2715 071 916 7342</p>	<p>clafu-nwonkwo@overstrand.gov.za constancy@yahoo.com</p>
<p>Ward 13: (Onnus and Vermont)</p>		<p>Cllr Jean Orban</p>		<p>072 955 2986</p>	<p>jorban@overstrand.gov.za jeanorban84@gmail.com</p>





BETTER TOGETHER.

Directorate: Waste Management

Reference: 19/2/1/2/3/Covid-19

CIRCULAR: DEA&DP 0006/2020

**To: All Executive Mayors
All Municipal Managers
All Municipal Waste Managers**

AMENDMENT TO DEA&DP PROTOCOL FOR MANAGING GENERAL HOUSEHOLD WASTE DURING THE COVID-19 PANDEMIC

1. The Department of Environmental Affairs and Development Planning's (DEA&DP's) letter issued individually to all Municipalities in the Western Cape Province on 27 March 2020, on the subject of "*Managing Covid-19 General Household Waste*", the text of which is attached hereto as Annexure 1, refers. This letter is referred to as the General Household Waste Protocol ("Protocol").
2. It has come to the Department's attention through enquiries received from Municipalities that Paragraph 1 of the Protocol would be challenging for Municipalities to implement, due to patient confidentiality and its ethical implications, and the possible stigmatization of infected persons. The Protocol states "*The Municipality is to stay abreast of the number and locations of households within the Municipality of the infected patients through the Metro and District JOC to plan logistically*".
3. Due to these operational and confidentiality challenges, and the associated challenge to obtain information at household level, the Department now proposes that emphasis should be placed on communicating to citizens in communities within the jurisdiction of the municipalities on how to manage Covid-19-infected general household waste, as outlined in Paragraph 2 of the Protocol. It is also suggested that this Protocol be adopted for managing any infectious materials from all households.
4. In terms of *Regulation R399 Disaster Management Act (57/2002): Directions made in terms of Section 27(2) by the Minister of Cooperative Governance and Traditional Affairs on 25 March 2020*, Section 6.4.2 states that Municipalities are directed to identify hotspot areas and mitigation measures within their areas of jurisdiction. In line with these Directions, Paragraph 1 of the Protocol is therefore amended (bold text insertion) as follows:

*"The Municipality is therefore requested to stay abreast of **the hotspots** (as defined in Regulation R399) within the Municipality to plan logistically and should be guided by the DEA&DP Protocol as previously issued on 27 March 2020 (Annexure 1)".*

5. Furthermore, Paragraph 4 of the Protocol is amended (bold text insertion) as follows:

"The Municipality needs to provide **all communities** with the required information to appropriately manage the waste generated and to create awareness, **using the most appropriate means of communication under these circumstances**".

6. Annexure 2 is therefore the amended **DEA&DP Protocol for Managing COVID-19 General Household Waste** issued on 2 April 2020 and replaces the letters issued to the Western Cape Municipalities on 27 March 2020.
7. Should any of the information change based on the current situation or you may require any further information, please contact the DEA&DP Directorate Waste Management officials, as listed in Annexure 2.

Yours sincerely



PIET VAN ZYL
Head of Department
Department of Environmental Affairs and Development Planning

Date: 02 April 2020

Copied to:

Heads of Metro and District Disaster Management (DM) Centres:

(1) Gerhard Otto	Head: Garden Route DM	gofro@gardenroute.gov.za	0814699128
(2) Hein Rust	Head: Central Karoo DM	hein@skdm.co.za	0829257953
(3) Shaun Minnies	Head: Cape Winelands DM	shaun@capewinelands.gov.za	0827799823
(4) Franquin Petersen	Head: West Coast DM	fwpetersen@wcdm.co.za	0791734916
(5) Reinhard Geldenhuys	Head: Overberg DM	rgeldenhuys@odm.org.za	0832738234
(6) Greg Pillay	Head: City of Cape DM	Greg.Pillay@capetown.gov.za	0847117723

- (7) Graham Pause, Head of Department: Local Government (Graham.Pause@westerncape.gov.za)
- (8) Colin Deiner, Chief Director: WC Disaster Management Centre (Colin.Deiner@westerncape.gov.za)
- (8) Dr Wayne Smith, Head: Chemical Unit (Medical) Disaster Medicine and Mass Events
Wayne.Smith@westerncape.gov.za)
- (9) Mishelle Govender, Chief Director: Hazardous Waste Management & Licensing, Department of Forestry, Fisheries and Environment (MiGovender@environment.gov.za)

[Text of DEA&DP Circular Letter to all Municipalities on 27 March 2020]

MANAGING COVID-19 GENERAL HOUSEHOLD WASTE

Considering the current Covid-19 pandemic in South Africa, with reference to the Western Cape, urgent and drastic measures to manage the disease is necessary. Firstly, to limit the contact of persons who may be infected with other groups of people. The current circumstances require extra-ordinary measures to curb the spread of infections and therefore we need to take all possible measures to combat and contain the virus.

In line with the Regulation R399 Disaster Management Act (57/2002): Directions made in terms of Section 27(2) by the Minister of Cooperative Governance and Traditional Affairs of 25 March 2020, Waste Management has been declared as an essential service, and is crucial to the management and containment of the spread of the virus, therefore a concern has been raised that waste from the households of infected or quarantined patients could pose a considerable risk if not managed appropriately.

After consultation with the Department of Environment, Forestry and Fisheries (DEFF), the Provincial Department of Environmental Affairs and Development Planning (DEA&DP) proposes that the following measures be put in place:

1. The Municipality is to stay abreast of the number and locations of households within the Municipality of the infected patients through the Metro and District JOC to plan logistically.
2. Waste management officials need to be permitted in terms of Regulation 11B of GN R398 of 25 March 2020 (GN 43148) in the Municipalities to move around freely for the provision of waste management services.
3. The Municipality must ensure: -
 - That all waste items that have been in contact with individuals that are confirmed or suspected cases of COVID-19 (e.g. used tissues, disposable cleaning cloths, gloves, masks, etc.) are disposed of securely within disposable plastic bags.
 - When full, the plastic bag should then be placed in a second bin bag and tied.
 - These bags should be stored separately for five (5) days before being put out for collection by the municipality.
 - Other household waste can be disposed of as normal.
 - Alternative services should be provided to communities where this protocol cannot be practically implemented, such as informal areas. Expended Public Works Programme (EPWP) workers can assist in collecting these bags provided they have the appropriate personal protective equipment (PPE) and are trained to handle this waste.
4. The Municipality needs to provide these households with the required information to appropriately manage the waste generated to create awareness (such as pamphlets).
5. The collection personnel should be made aware of the risks associated with working with Covid-19 waste and should be provided the appropriate personal protection equipment (PPE).

6. Municipalities should ensure synergy between the Environmental Health officials and the Waste Managers.
7. Municipalities are requested to update their status of new cases and the progress of the pandemic on a weekly basis to manage the collection and safe disposal of this waste, and if required by the DEFF, DEA&DP or the Disaster Management Centres.
8. Municipalities must ensure that infectious material must be treated as isolation waste when Covid-19 patients are treated at clinics or hospitals and in accordance with the Western Cape Health Waste Legislation.

DEA&DP PROTOCOL FOR MANAGING COVID-19 GENERAL HOUSEHOLD WASTE (AS REVISED ON 2 APRIL 2020)

Considering the current Covid-19 pandemic in South Africa, with reference to the Western Cape, urgent and drastic measures to manage the disease is necessary. Firstly, to limit the contact of persons who may be infected with other groups of people. The current circumstances require extra-ordinary measures to curb the spread of infections and therefore we need to take all possible measures to combat and contain the virus.

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4. The Municipality needs to provide **all communities** with the required information to appropriately manage the waste generated and to create awareness, **using the most appropriate means of communication under these circumstances.**
5. The collection personnel should be made aware of the risks associated with working with Covid-19 waste and should be provided the appropriate personal protection equipment (PPE).

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7. Municipalities are requested to update their status of new cases and the progress of the pandemic on a weekly basis to manage the collection and safe disposal of this waste, and if required by the DEFF, DEA&DP or the Disaster Management Centres.
8. Municipalities must ensure that infectious material must be treated as isolation waste when Covid-19 patients are treated at clinics or hospitals and in accordance with the Western Cape Health Waste Legislation.
9. Should any of the information change or you require any further information please contact the following officials: -

Eddie Hanekom, Director Waste Management
Telephone: (021) 483 2728 Cellular: 083 797 4742
E-mail: Eddie.Hanekom@westerncape.gov.za

August Hoon, Deputy Director: Waste Management Planning
Telephone: (021) 483 2712 Cellular: 083 566 2762
E-mail: August.Hoon@westerncape.gov.za

Lance McBain-Charles, Deputy Director: Waste Management Licensing
Telephone: (021) 483 2747 Cellular: 073 185 9981
E-mail: Lance.McBain-Charles@westerncape.gov.za

Belinda Langenhoven Deputy-Director: Waste Policy and Minimisation
Telephone: (021) 483 2728 Cellular: 083 384 0514
E-mail: Belinda.Langenhoven@westerncape.gov.za



DIRECTORATE: WASTE MANAGEMENT
 Lance.McBain-Charles@westerncape.gov.za

The Municipal Manager
 Mr Coenie Groenewald
 Overstrand Local Municipality
 PO Box 20
 HERMANUS
 7200

Tel: (028) 316 3724
 Fax: (028) 316 3721
 E-mail: cgroenewald@overstrand.gov.za
 E-mail: cmitchell@overstrand.co.za

Attention: The Waste Manager Mr. Craig Mitchell

Managing Covid-19 General household waste

Considering the current Covid-19 pandemic in South Africa, with reference to the Western Cape, urgent and drastic measures to manage the disease is necessary. Firstly, to limit the contact of persons who may be infected with other groups of people. The current circumstances require extra-ordinary measures to curb the spread of infections and therefore we need to take all possible measures to combat and contain the virus.

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2. Waste management officials need to be permitted in terms of Regulation 11B of GN R398 of 25 March 2020 (GN 43148) in the Municipalities to move around freely for the provision of waste management services.

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- That all waste items that have been in contact with individuals that are confirmed or suspected cases of COVID-19 (e.g. used tissues, disposable cleaning cloths, gloves, masks, etc.) are disposed of securely within disposable plastic bags.
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4. The Municipality needs to provide these households with the required information to appropriately manage the waste generated to create awareness (such as pamphlets).
 5. The collection personnel should be made aware of the risks associated with working with Covid-19 waste and should be provided the appropriate personal protection equipment (PPE).
 6. Municipalities should ensure synergy between the Environmental Health officials and the Waste Managers.
 7. Municipalities are requested to update their status of new cases and the progress of the pandemic on a weekly basis to manage the collection and safe disposal of this waste, and if required by the DEFF, DEA&DP or the Disaster Management Centres.
 8. Municipalities must ensure that infectious material must be treated as isolation waste when Covid-19 patients are treated at clinics or hospitals and in accordance with the Western Cape Health Waste Legislation.

Should any of the information change or you require any further information please contact the following officials: -

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Yours faithfully



Piet van Zyl
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