

SWELLEN DAM MUNICIPALITY



REVISED DISASTER MANAGEMENT PLAN

A. TABLE OF CONTENT

NUMBERING	CONTENT	PAGE
A	Table of content	1
B	Definitions	2
C	Acronyms	11
1	Introduction	12
2	Scope	12
3	Purpose	33
4	Background	33
5	Legal & Legislative Mandate	34
6	Linkage to DM Framework	35
7	Institutional arrangements	35
8	Risk Mitigation Project Teams (RMPT)	38
9	Risk Assessment	47
10	Plan Maintenance, Revision, Testing And Internal Procedures	52
11	Internal Procedures	52
12	Disaster Management Protocol	53
13	Evaluation and Risk Analysis	54
14	Establishment of JOC	55
15	Recovery and Rehabilitation	56
16	Disaster Management Continuum	56
17	Pre Disaster Management Phase	57
18	Post Disaster Recovery Phase	58
19	Disaster response	59
20	Recovery	61
21	Swellendam Disaster Management Plan	61
22	Analysis of Risk	63
23	Emergency and Disaster / Role Players	64

B. DEFINITIONS AND RELEVANT TERMS

ALERT

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

CAPACITY

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

CONTROL AREA

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

CO-ORDINATION

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

DANGER ZONE (HOT ZONE)

The cordoned off area immediately around the incident site where emergency operations take place.

DISASTER

A progressive or sudden, widespread or localized, natural phenomena or human-caused occurrence which:

(a) causes or threatens to cause

- death, injury or disease;
- damage to property, infrastructure or the environment; or
- disruption of a community; and

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

DISASTER MITIGATION

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

DISASTER OPERATIONS CENTRE (DOC)

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

DISASTER RECOVERY

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

Disaster recovery includes:

- rehabilitation of the affected areas, communities and households
- reconstruction of damaged and destroyed infrastructure
- recovery of losses sustained during the disaster event, combined with the development of increased resistance to future similar occurrences.

DISASTER RISK (or RISKS)

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

DISASTER RISK ASSESSMENT

Assessment of the threat posed by any identified hazard with a disaster potential.

DISASTER (RISK) MANAGEMENT

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

DISASTER RISK MANAGEMENT CENTRE

A Centre specializing in Disaster (Risk) Management established in a Municipality, Provincial or at National level in terms of the Disaster Management Act, No. 57 of 2002.

DISASTER (RISK) MANAGEMENT PLAN

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

DISASTER RISK REDUCTION

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

DROUGHT

A prolonged, abnormally dry period when there is insufficient water for users' normal needs or a condition which occurs over a period of time when rainfall is so low (or unreliable) that natural vegetation and/or farming activities are severely damaged or destroyed. Agriculture suffers first and eventually everyone feels the impact. No definition of drought is all-inclusive.

In addition, there are various types of drought:

- Seasonal drought
- Periodic drought
- Disaster drought
- False drought
- Premature drought
- Prolonged drought
- Financial drought

EMERGENCY

A local event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization or community or which requires the co-ordination of a number of significant emergency management activities.

EMERGENCY EXIT

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

EMERGENCY RESPONSE PLAN

The section of a Disaster Risk Management Plan developed to deal specifically with the organizational structure, its roles and responsibilities, concept of operation, means and principles for intervention during an incident or emergency occurring at a specific venue or event.

EMERGENCY PROCEDURES

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

EVACUATION

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

EVACUATION CONTROL PROCEDURES

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

EVACUEES, SPONTANEOUS

Persons who might leave an area in periods of intense crisis in response to a real or feared threat, whether or not they are advised to do so.

EVENT

Entertainment (including live acts and exhibitions), recreational, educational, cultural, religious, business (including marketing, public relations and promotional), charitable, conferential, organizational and similar activities hosted at a stadium or a venue or along a route or its precinct.

EXERCISE

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

FINAL EXIT

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

FORWARD COMMAND POST (FCP) or INCIDENT COMMAND POST (ICP)

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

HAZARD

A potentially damaging physical event including human injury or death, social and economic disruption or environmental degradation or some combination of these.

HAZARD AREA

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

HAZARD MITIGATION

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

HAZARDOUS MATERIAL

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

HELIPORT

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

HELISPOT

A pre-determined helicopter landing area for refilling or loading helicopters spread throughout the area.

HOT ZONE refer to **DANGER ZONE**

INCIDENT

An emergency which impacts upon a localized community or geographical area, but not requiring the co-ordination and significant multiagency emergency management activities at a District or State level.

INCIDENT COMMANDER

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

INCIDENT MANAGEMENT TEAM (IMT)

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

INFRASTRUCTURE

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

INNER PERIMETER (RESTRICTED ZONE)

A cordoned off area around the DANGER ZONE where restricted access is allowed. Only authorized persons will be allowed in this area.

JOINT MEDIA CENTRE

A Centre established to receive first hand and updated information on the situation with input from all the stakeholders and to co-ordinate all liaison with the media.

JOINT OPERATIONS CENTRE (JOC)

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

LANDING ZONE (LZ)

An area demarcated at a scene for landing helicopters for the primary objective of evacuating emergency patients.

MAJOR INCIDENT

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

MASS CARE CENTRE

A Centre established to provide shelter and other basic needs of a person affected by an emergency or disaster who has another place of refuge.

MITIGATION (refer also to DISASTER MITIGATION)

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

NATURAL PHENOMENA

Natural phenomena are extreme weather, water or geological (earth) processes that do not pose a threat to people or properties. When they occur in a deserted place, they are merely natural phenomena and

nothing else. However, once they affect human beings, due to location or poor planning by the human beings, they are a potential hazard and could become a disaster.

OCCUPANT CAPACITY

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

ON-SITE JOINT OPERATIONS CENTRE (ON-SITE JOC) –

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

OUTER PERIMETER (SAFE ZONE)

The area outside of the Restricted Zone / Inner Perimeter, still with limited public access, to act as a safety(buffer) zone from the public.

PLACE OF SAFETY

Place away / outside of danger.

PREPAREDNESS

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

PREVENTION

Actions taken to avoid an incident or intervention to stop an incident from occurring.

PROTECTION

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

RESILIENCY

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

RESPONSE (DISASTER RESPONSE)

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

RISK (or DISASTER RISK)

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

RISK ANALYSIS

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

RISK ASSESSMENT

Assessment of the threat posed by any identified hazard

SAFETY

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

SAFE ZONE – refer to **OUTER PERIMETER**

SERVICE COMMAND POST (SCP)

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

STANDARD OPERATING PROCEDURES (SOP's)

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standard procedure without loss of effectiveness.

TEMPORARY STRUCTURE

Structures usually found at events, which includes but is not limited to stages, sets, barriers, fencing, tents and marquees, seating, lighting and special effect towers, platforms and masts, video screens, TV platforms and crane jibs, dance platforms, loudspeaker stacks, signage and advertising hoardings which are erected for the event and do not form part of the permanent structure of the venue.

THE ACT means the Disaster Management Act, 75 of 2002.

THREAT

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

TRAFFIC CONTROL POINTS

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

TRIAGE

Medical sorting of casualties into treatment priority.

UNIFIED COMMAND

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

VEHICLE STAGING AREA(S)

An area demarcated for all primary emergency vehicles of the responding Services' to assemble and deploy their vehicles on an organized basis.

VENUE

Any area or place where an event is to be hosted, which may consist of seating for spectators, attendees and/or an audience and a field of play and/or a permanent or temporary podium or other recreational area, which has a safe seated and/or standing spectator, audience or event attendee capacity of at least 2 000 persons at any one time, as certified by a local authority;

VENUE OPERATIONS CENTRE (VOC)

The designated structure equipped with the necessary facilities, located in a suitable position at particular venue and established pro-actively to enable all relevant role-players / disciplines to jointly manage all safety & security-related aspects of any Event, using the **UNIFIED COMMAND** system. During the Response Phase of any major incident at an Event the **VOC** may be supplemented by a FCP (or On-Site JOC / ICP) if the situation so warrants.

VULNERABILITY

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

WATCH

An advisory issued by the SA Weather service for possible abnormal/adverse weather conditions

WEATHER WARNING

When the watch has been confirmed it is issued as a warning. Warnings are disseminated to municipalities.

C. ACRONYMS

DOC	Disaster Operations Centre (of the Overberg DRMC)
DRM	Disaster Risk Management
DRMC	Disaster Risk Management Centre (Overberg DM)
DRMP	Disaster Risk Management Plan
DVI	Disaster Victim Identification
EMS	Emergency Medical Services (PG: WC) – also known as METRO-EMS
ECC	Emergency Control Centre
F&RS	Fire and Rescue Service (Overberg)
FCP	Forward Command Post (at Incident Site)
GIS	Geographical Information System
GPS	Global Positioning System
HRAVA	Hazard, Risk and Vulnerability Assessment
IMT	Incident Management Team (On-site)
JMC	Joint Media Centre
JOC	Joint Operations Centre (usually located off-site)
MPD	Municipal Police Department (CAM)
NGO	Non-Governmental Organisation
NIA	National Intelligence Agency
NSRI	National Sea Rescue Institute
ODM	Overberg District Municipality
PDMC	Disaster Management Centre (PG: WC)
PG: WC	Provincial Government of the Western Cape
Prov JOC	Safety & Security Joint Operations Committee at Provincial level
RVP	Rendezvous Point
SANDF	South African National Defence Force
SAPS	South African Police Service
SMGC	Swellendam Municipality Governing Committee
SCP	Service Command Post (at the Incident Site)
SMGC	Swellendam Municipality Governing Committee
SOP	Standard Operating Procedure
RMPT	Risk Mitigation Project Team

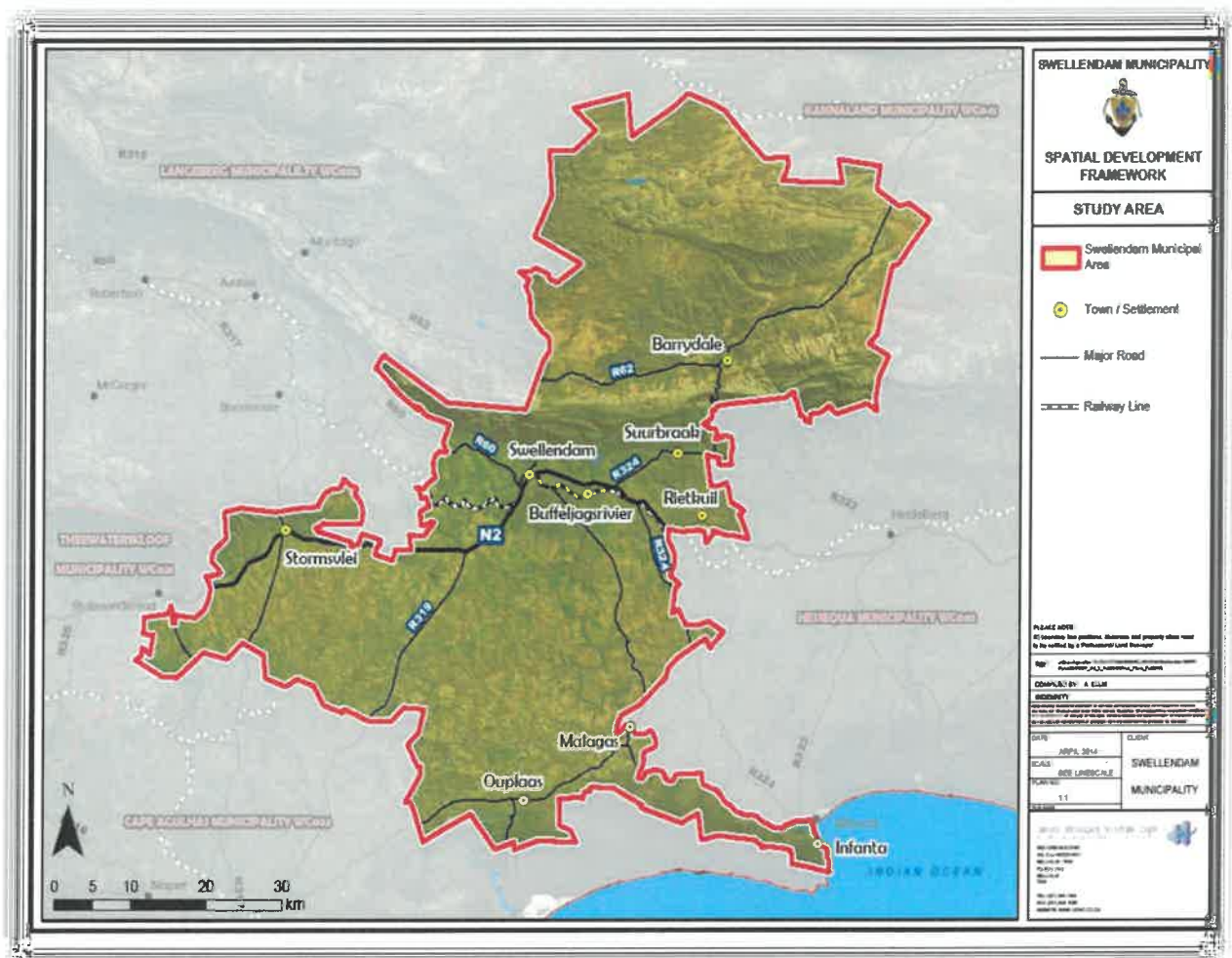
1. INTRODUCTION

Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society. By their nature, or magnitude these require a coordinated response from a number of role players, both governmental and private, under the direction of the appropriate elected officials they are as distinct from routine operations carried out by role players as normal day to day procedures, e.g. Firefighting, Traffic / Police activities, normal hospital and ambulance routines.

Most peace time natural man-made disaster / emergencies occur in the geographical area of responsibility of the Swellendam Municipality. Those most likely to occur are windstorms, floods, epidemics, transportation accidents, rail crashes, toxics or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable veld fires, mine explosions / collapse, breakdown of essential services / supplies, or any combination thereof

2. SCOPE

[34°2'S20°26'E](#)



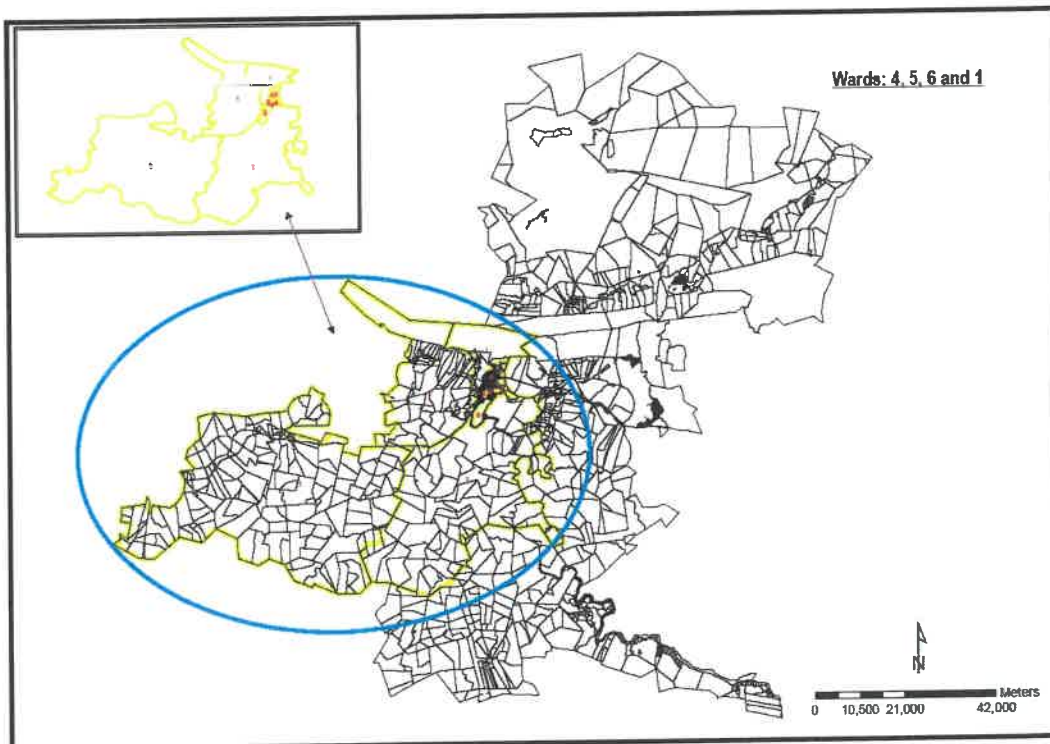
SWELLENDAM

Area: Swellendam and Adjacent Rural Area

Swellendam (Wards 1(Cooper Street) 4, 5, 6)

The Swellendam Local Municipality, 3 835km² is located in the Overberg district in the Western Cape Province. Swellendam Municipal area comprises of the town of Swellendam and the villages of Barrydale, Suurbraak, Malagas, Buffeljagsrivier, Wydgeleë (Ouplaas), Akkerboom (Op de Tradouw), Infanta and Stormsvlei. Swellendam is linked with other urban and rural areas mainly through the N2 National Road. The area is also served with the main railway line, which links Cape Town with the Garden Route. The R324 links Swellendam with Barrydale through the well-known Tradouw Pass. The R62, a road that has now also become a well-known tourist route, links Barrydale with Montagu and Oudtshoorn. The R60 links Swellendam with towns like Ashton, Montagu and Robertson and forms an important link between the N1 and N2 tourism routes. The most significant conservation areas are Bontebok National Park, Marloth Nature Reserve in the Langeberg, and Sanbona Wildlife Reserve.

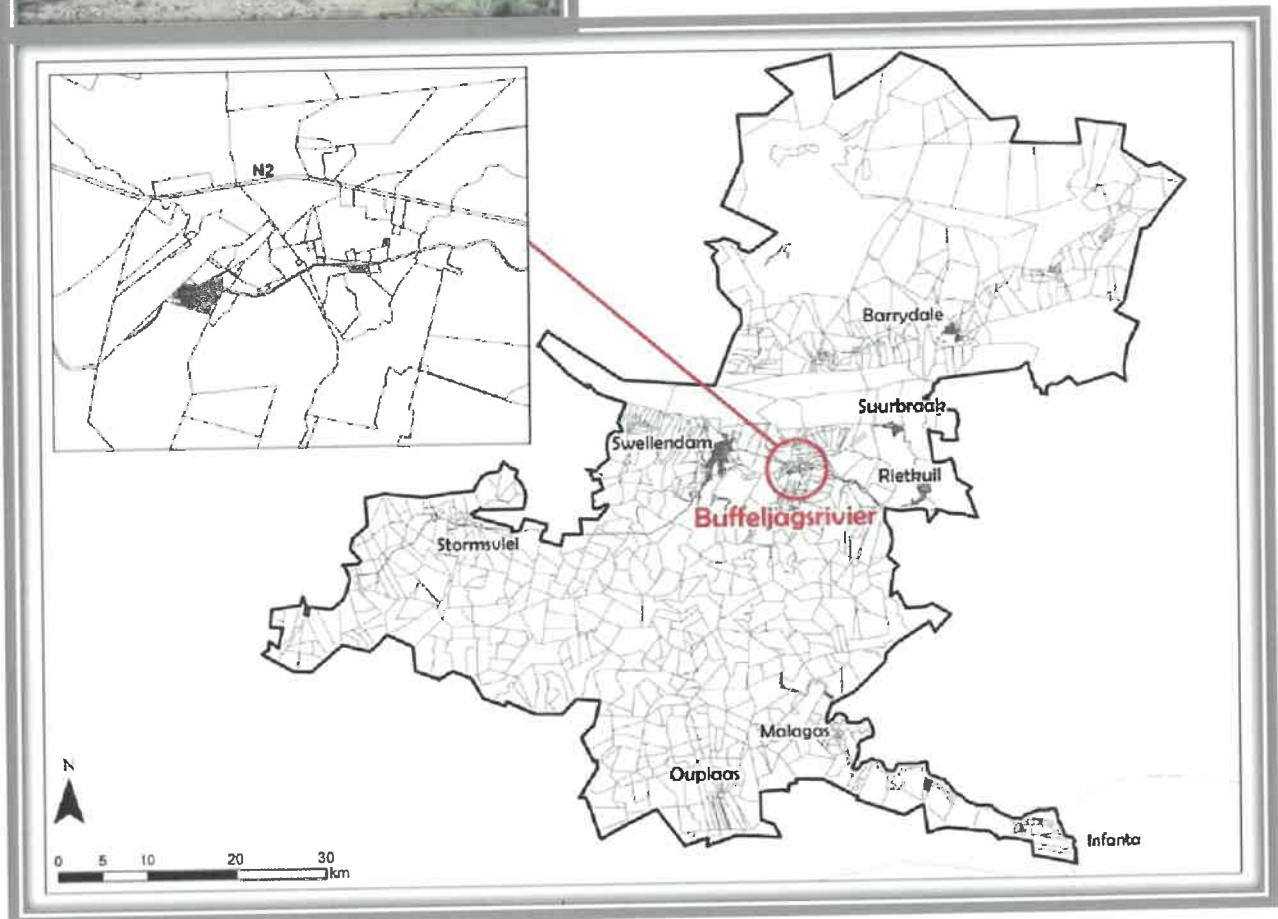
Swellendam is the highest order town within the Swellendam Municipal area and fulfils all the higher order administrative and economic functions within the municipality, which indicates that the continued development of Swellendam is critical to the sustainability of the Municipality and the area's economy as a whole. In this regard, it is important that adequate provision be made in future land use planning for the supply side expansion of the commercial, residential and industrial components of Swellendam town. Swellendam's physical growth is limited to some degree by the surrounding topographical features, these being the hills and mountain towards the north, which includes the Marloth Nature Reserve, as well as the Klippe River towards the west of the town. The Koorndlands River, which dissects the town from east to west, also places further spatial limitations on development within Swellendam. The priority is to extend Railton towards the west, and facilitate access to economic opportunities and to integrate the town and Railton. Upgrading of Cooper Street, which links the two areas, is also well underway.



Buffeljagsrivier (Ward 3 – Rural Node)



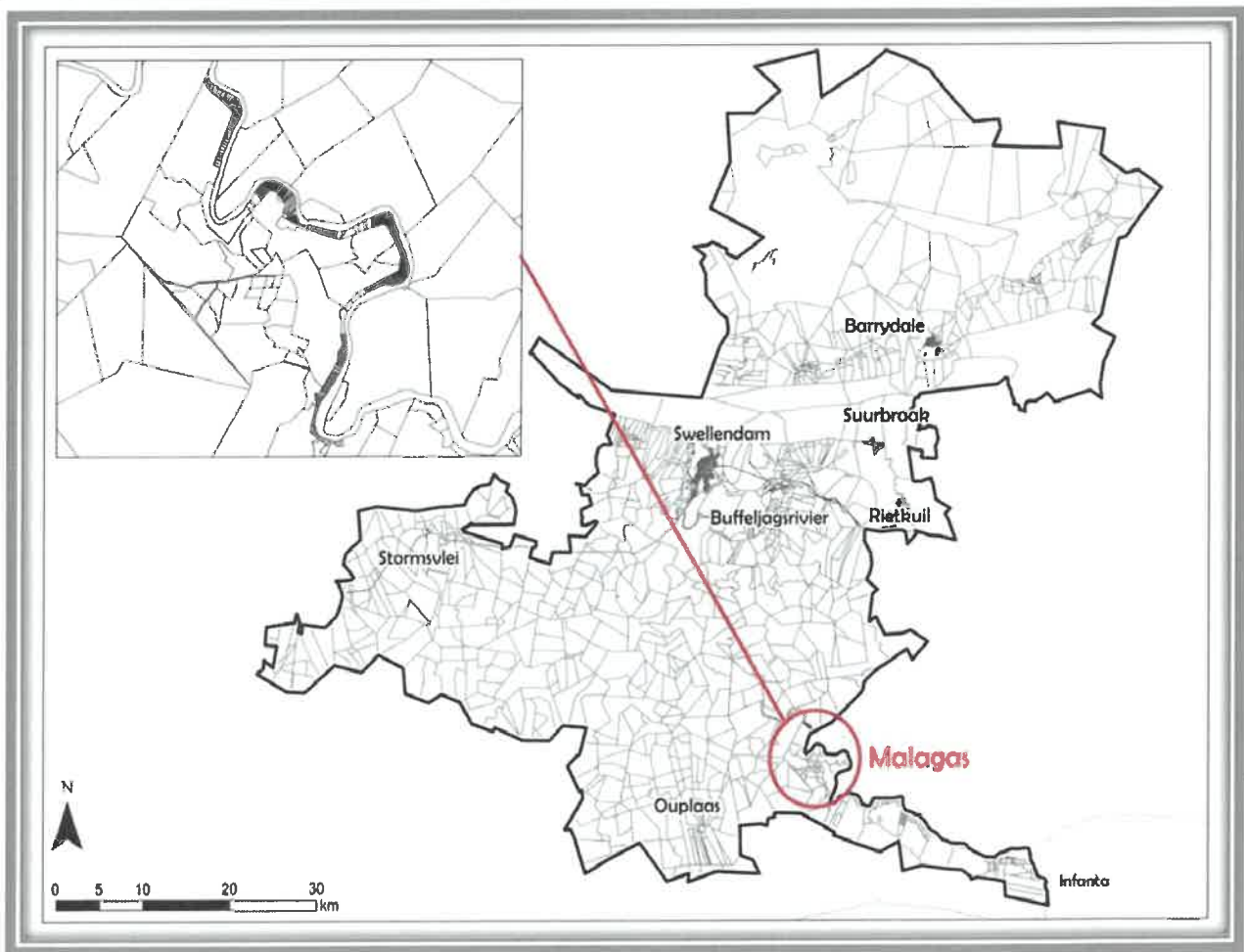
Buffeljagsrivier is a dispersed rural settlement on both sides of the N2 corridor, located towards the east of Swellendam town, which comprises an amalgamation of different uses with a relatively high concentration of agri-industries. The scattered location of these uses necessitates a development framework that seeks to, in the short to medium term; consolidate development in a clearly defined area in order to limit the negative impact of the dispersal of a range of commercial and industrial uses on this rural area.



Malagas (Ward 3 – Rural Node)



Malagas as an historical settlement currently functions as a localized low order service center to the farming community with a store and a rudimentary garage facility. The village is also an important tourist attraction in terms of the pond crossing, the Malagas Church, and other buildings. The Malagas guesthouse with its riverboat hire and other facilities provides a focus for tourists visiting this area. The historical location of Malagas as a river crossing point and settlement within the sub-region although poorly defined currently provides the central focus point to the existing linear residential subdivision pattern.

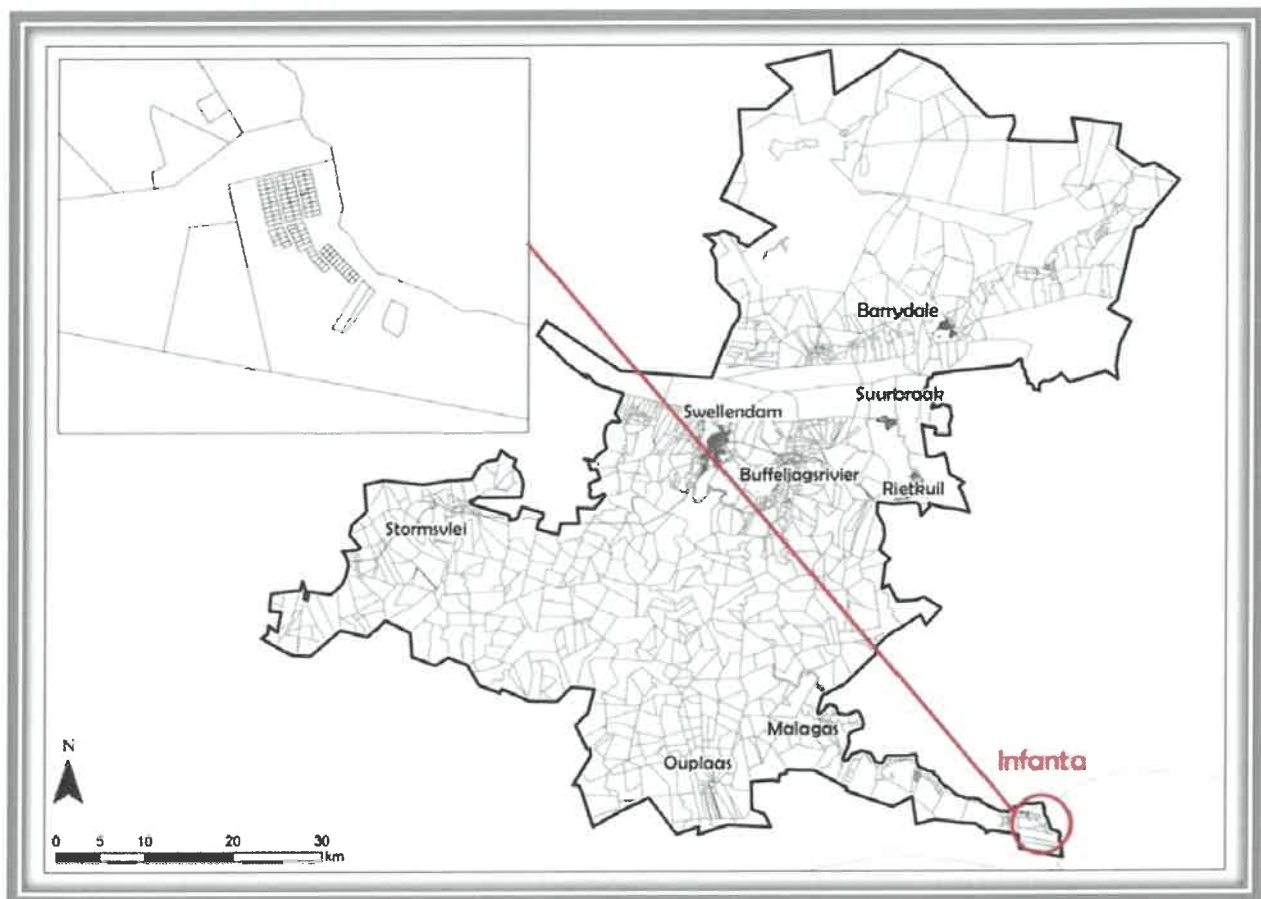


Infanta ((Ward 3 – Rural Node)



It is believed that the settlement of Infanta began with the need for a 'pilot' to help ensure safe passage and to regulate shipping traffic through the treacherous mouth of the Breede River in the 1820's. This 'pilot' was stationed on the beach at Infanta with his residence being on the farm Rietfontein. After the loss of the Kadie in 1865, the Rietfontein farm was utilised for subsistence farming. The original Infanta Allotment area was surveyed in the early 1920's for the subdivision of a few "4000 and 8000 square feet plots" for the purposes of erecting beach houses for a small number of the prominent families in Swellendam.

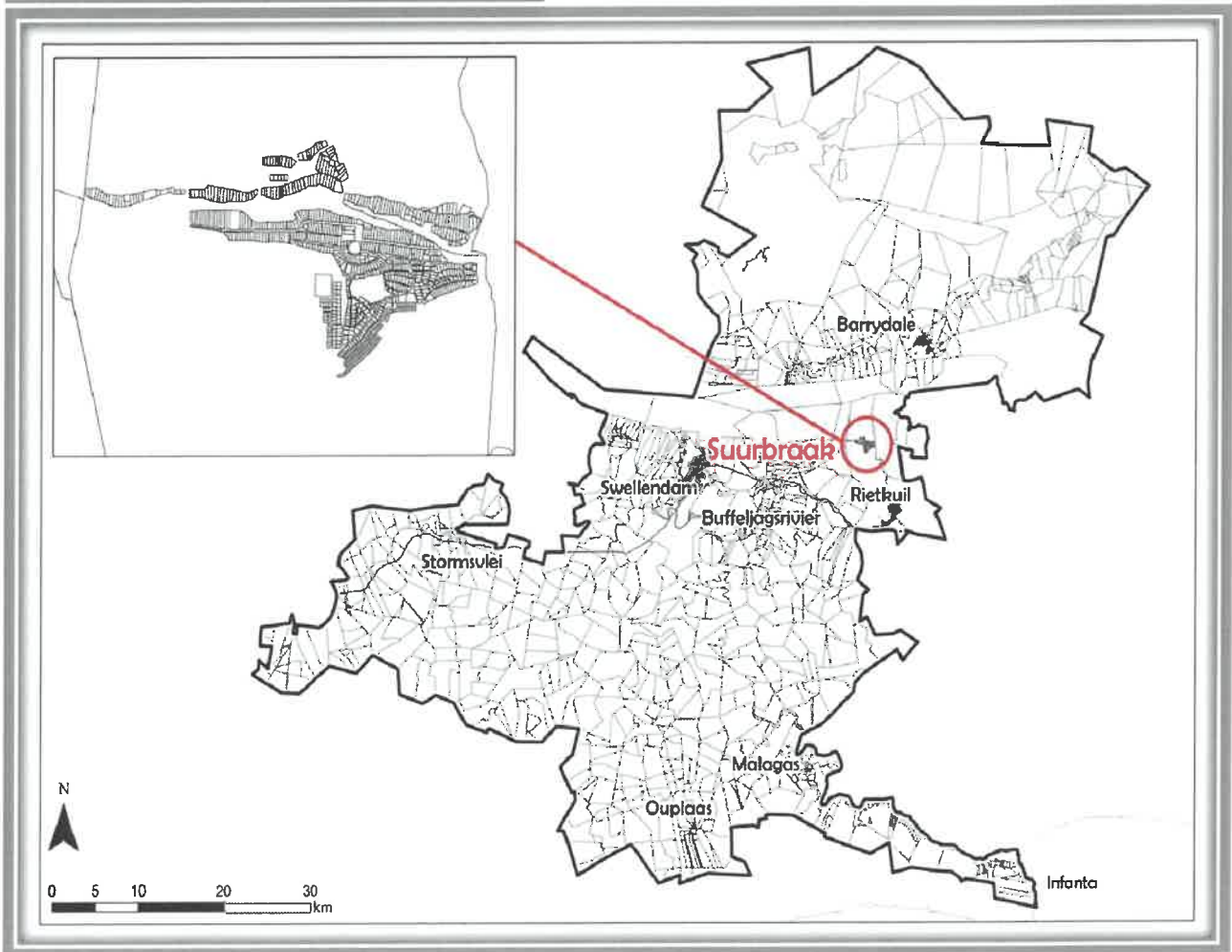
Further subdivisions in the area occurred in the 1940's to create the settlement of Kontiki along the banks of the river northeast of the original settlement of Infanta. It is clear from the available aerial photography that much of growth in the Infanta and environs areas occurred before 1967. The total number of structures has increased to 145 by the year 2000, with growth being focused mainly around Infanta Park (established in the late 1980's as a Resort zoning), with minor infill development taking place in Infanta. The spatial settlement pattern of this area can be described as dislocated with development having taken place in three compact yet separate clusters; Infanta, Kontiki and Infanta Park.



Suurbraak (Ward 3 – Rural Node)



Suurbraak is a picturesque rural town with origins as a historical mission station established by the London Missionary Society in 1812. The development of the town's tourism potential, based on its landscape setting and built heritage assets as well as its potential to accommodate small farmer development should take precedence in terms of promoting local economic growth. The town and the surrounding area is currently subject to a land reform process in terms of the Transformation of Certain Rural Areas Act, 1998 (Act 94 of 1998). This process will determine ownership rights and distribute valuable agricultural land to local residents.



Rietkuil (Ward 3 – Rural Node)



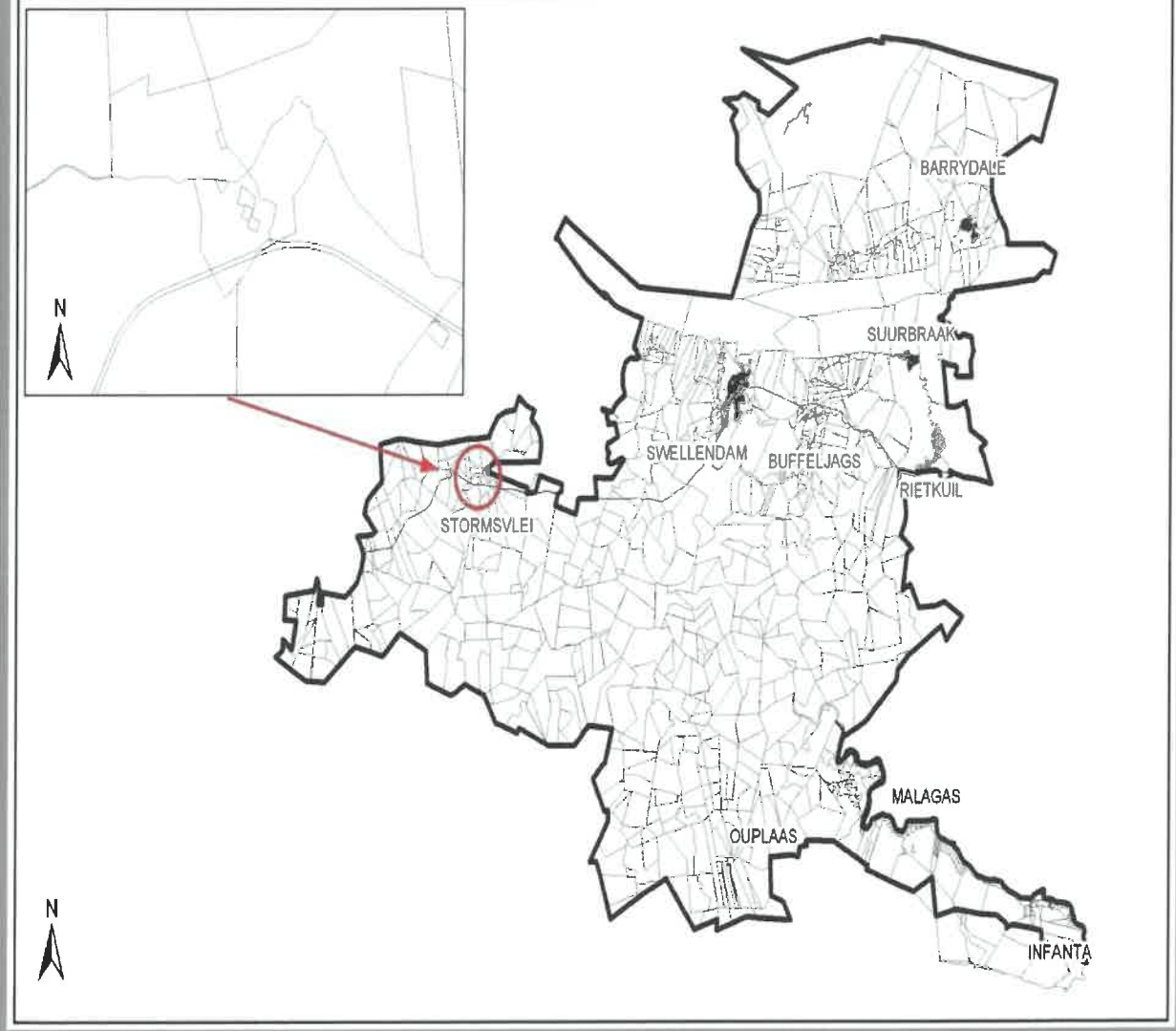
Rietkuil is located on the N2, approximately 20km east of Swellendam and 6km directly south of Suurbraak. Rietkuil consists of approximately 150 erven or smallholdings with a typical size ranging between 1,5ha and 3ha. Rietkuil could be considered a suburb of Suurbraak, as the erven originally formed part of the same parent farm. A rural edge has been demarcated for the settlement, which includes the subdivided erven. No further subdivisions should be allowed beyond this edge.



Stormsvlei (Ward 1)



Stormsvlei is located approximately 25km west of Swellendam, next to the N2 and is located on the former important crossing of the roads between Cape Agulhas, Langeberg, Port-Elizabeth and Cape Town. Currently the settlement consists of the old hotel, which is currently under construction, for the development of a possible, restaurant, farmstall, a butcher, a dried flower shop and a wine shop for surrounding wine producers, and a few dwellings.



Barrydale (Ward 2)



Barrydale is the second-largest town within the Swellendam Municipality, but has limited economic development potential due to its relatively remote location. The town does however play an important role in the tourism of the region, due to its location on the R62 tourist route. The sustainable growth of this resource will however require co-ordinated planning and co-operation between all the role-players. The social and economic integration of the Barrydale and Smitsville communities is regarded as a priority and will have to be carefully addressed on an on-going basis. The challenge forward, is to provide for an integrated, sustainable urban settlement, which respects the existing historical and social development patterns and the biophysical constraints of the area, in order to promote the town as an attractive tourist destination.



Rheenendal (Ward 1)

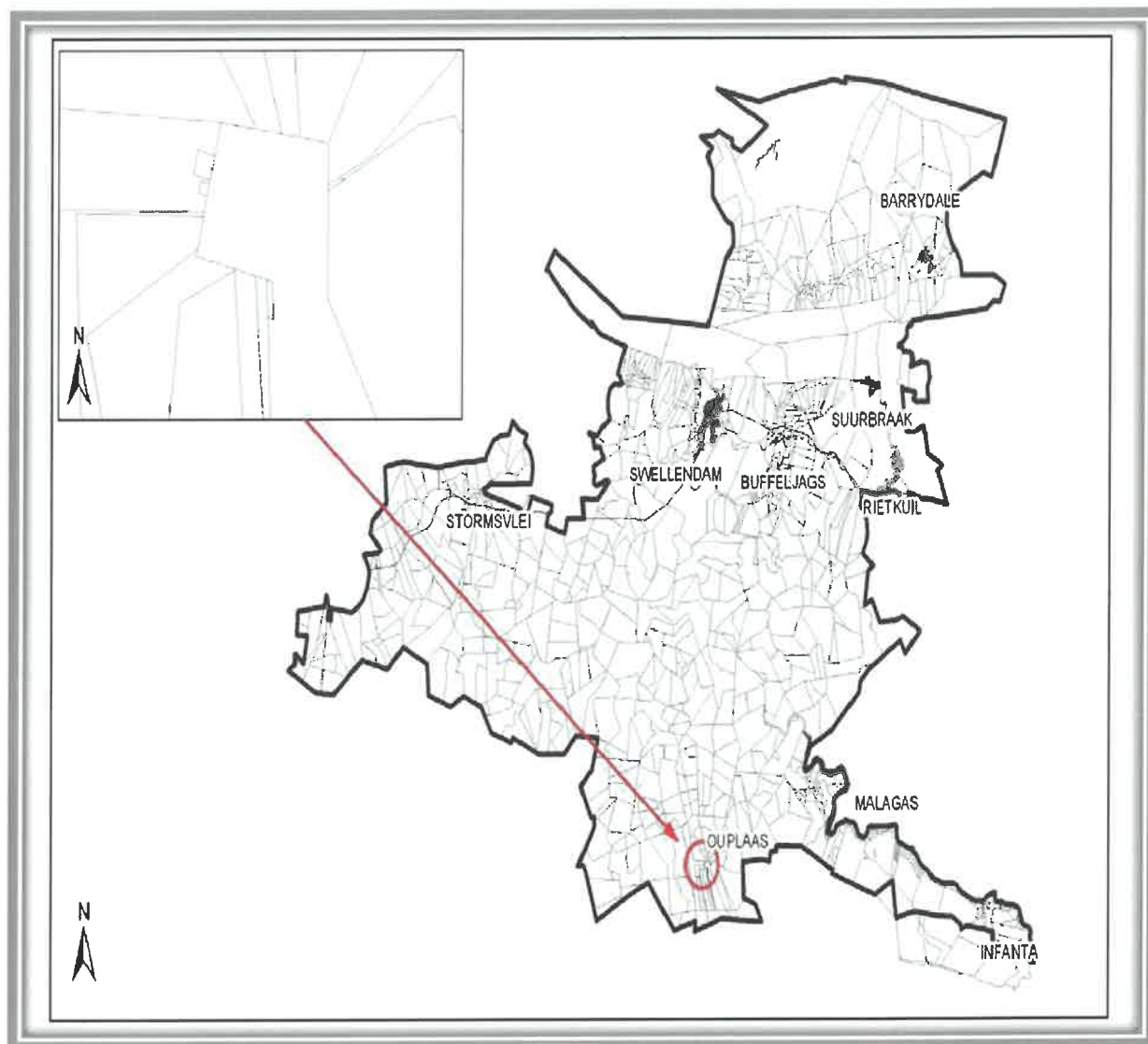


The Rheenendal water mill does not technically qualify as a settlement, but it is included in this section as it is a well-known historical landmark and restaurant on the R60 Ashton road, located in a rural area. Future development could be considered near the mill, subject to a detailed investigation and management guidelines. Frederick Jacobus van Eeden planned the Rheenendal water mill in 1864. In the same year, it was granted water rights and building commenced in 1870. Parts for the mill had to be brought from Europe and the mill started its water-powered grain-milling operation in 1880. The mill continued to produce flour until 1937. Between 1937 and 1969, the mill served as a sub-station for generating electricity, a home for farm labourers and even a fodder store. In 1969, an earthquake caused structural damage, but most of the original parts survived and can still be seen today. The Rheenendal mill was declared a monument on the 19th of August 1977.



Ouplaas / Wydgeleë (Ward 3 – Rural Node)

Ouplaas is situated between Bredasdorp and Swellendam, bordering on both the De Hoop Nature Reserve and the Potberg Environmental Centre. The settlement serves the surrounding farming community in which many are also involved in nature conservation and tourism. The settlement consists of two schools, a church, a shop and a number of nearby dwellings. A specific rural edge has not been defined for the settlement, but future development should be placed in close proximity to the existing uses.



2.1. DEMOGRAPHIC PROFILE

The demographics presented by data from Statistics South Africa Census 2011, the recent economic performance on social conditions of households within Overberg District (OBD) / Swellendam, are the latest results from Statistics South Africa's Community Survey 2016 and the 2016 Non-Financial Census of Municipalities. Additional data from Quantec and administrative data from government sector departments is also used in the analysis. The most recent socio-economic indicators including the Human Development Index (HDI), GDP per capita and the Gini coefficient are used to show the current living standards of communities within the OBD.

Swellendam Demographic Profile	2016	2011
Population	40 211	35 916
Age Structure		
Population under 15	27.8%	26.1%
Population 15 to 64	65.8%	66.6%
Population over 65	6.4%	7.3%
Dependency Ratio		
Per 100 (15-64)	52.0	50.2
Sex Ratio		
Males per 100 females	100.3	99.3
Population Growth		
Per annum	2.57%	n/a
Labour Market		
Unemployment rate (official)	n/a	11.4%
Youth unemployment rate (official) 15-34	n/a	15.0%
Education (aged 20 +)		
No schooling	3.7%	5.4%
Matric	32.0%	20.7%
Higher education	7.1%	10.0%
Household Dynamics		
Households	11 678	10 139
Average household size	3.4	3.4
Female headed households	28.3%	29.2%
Formal dwellings	96.0%	88.3%
Housing owned	65.9%	56.9%
Household Services		
Flush toilet connected to sewerage	93.9%	77.2%
Weekly refuse removal	86.5%	74.2%
Piped water inside dwelling	86.3%	78.9%
Electricity for lighting	96.9%	94.0%

Table 5: Municipal Development Profile





**CBRA Hazard
Map of
Barndydale**

Legend

SLM Hazards

- Blocked drains
- Criminal Activity
- Defunct Houses
- Faulty Fire Hydrants
- Faulty waterpipes
- Hazardous Installation
- Heavy Vehicles
- Lack of basic services
- Overflowing Canals
- Pollution
- Railway Accident
- Red dust
- River Flood
- Road Accident
- Sewage Spills
- Storm surge
- Stormwater Flooding
- Structural fires
- Unstable area
- Ved fire

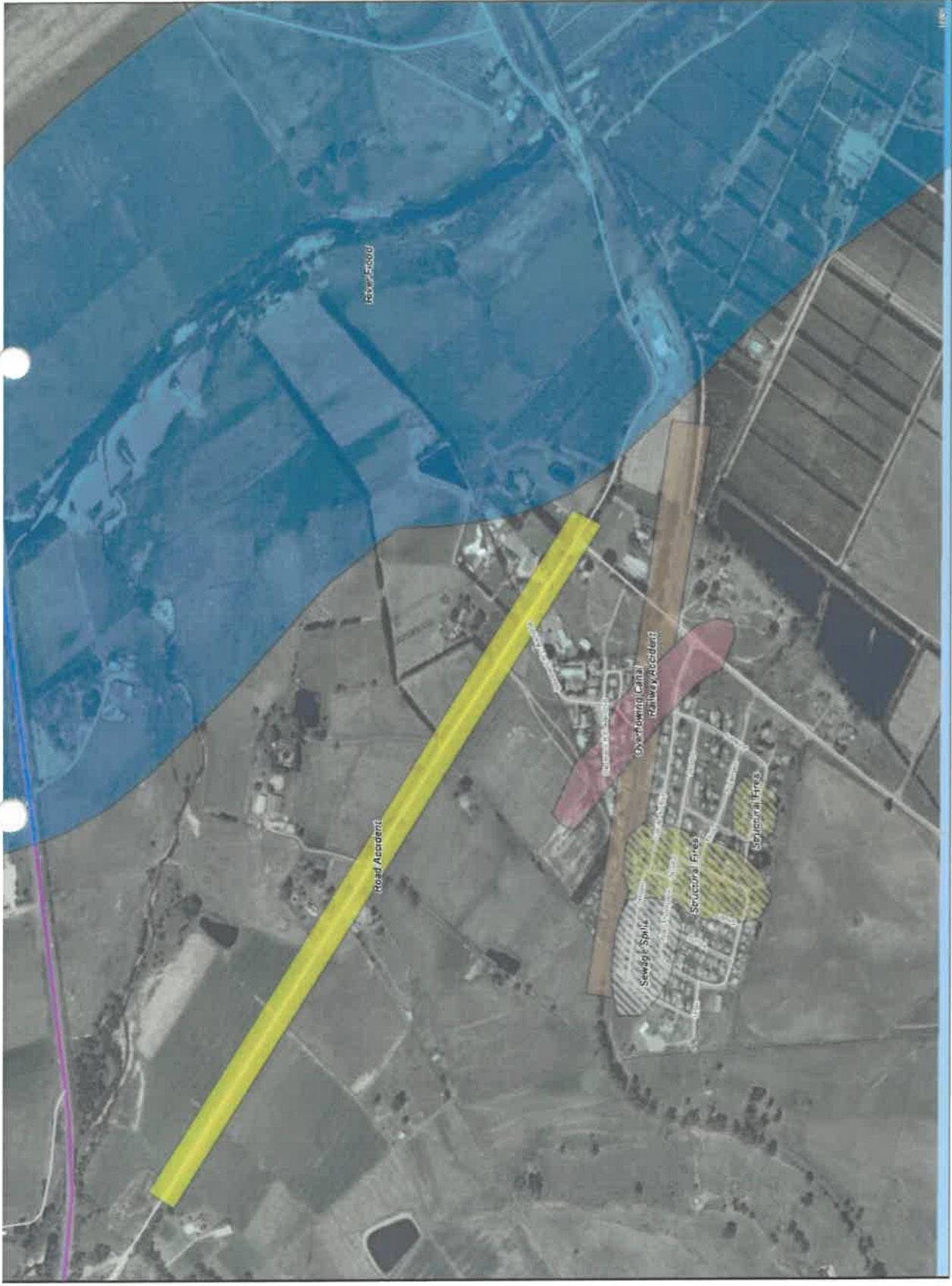
Roads

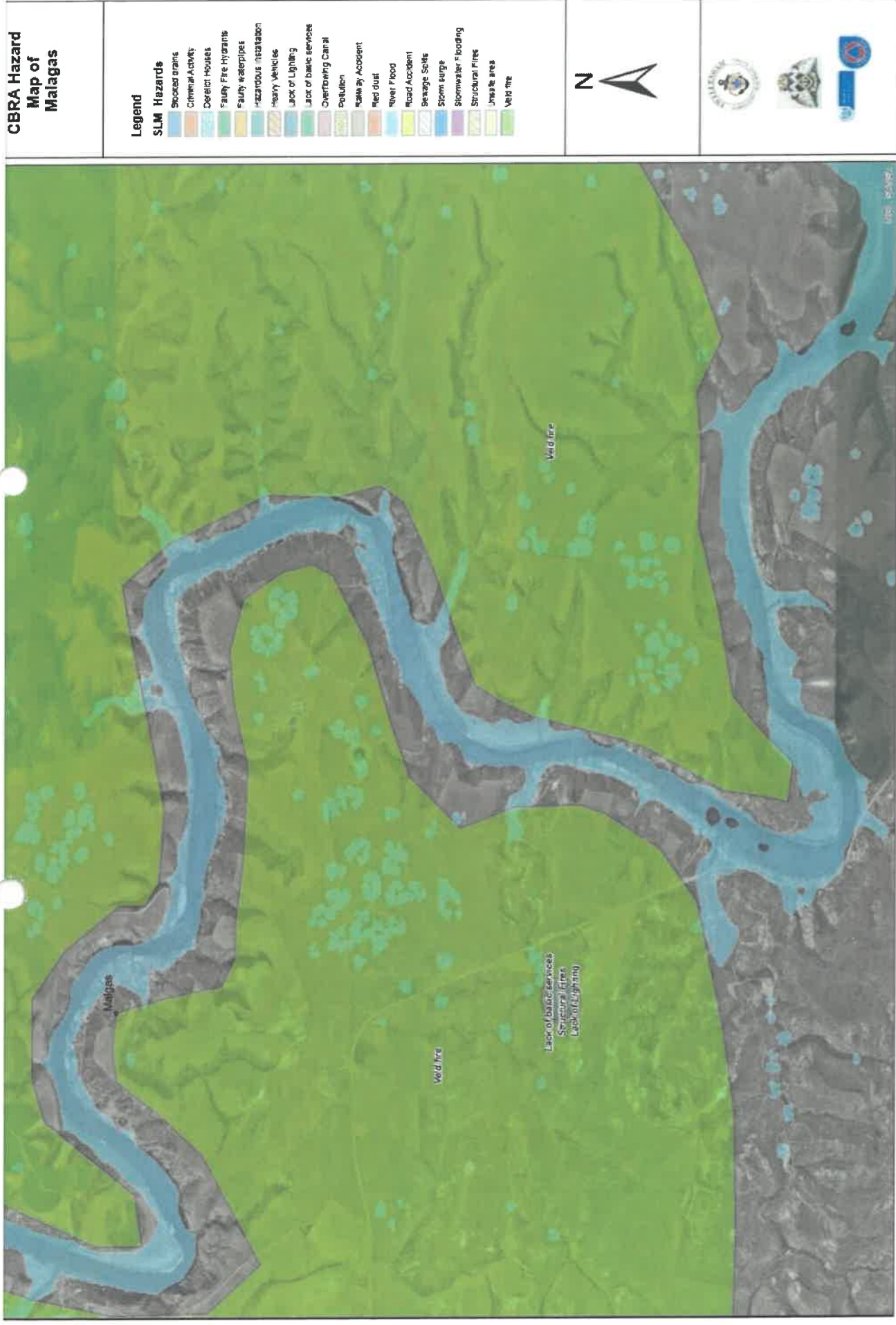
- Main
- Major
- Other
- Roads

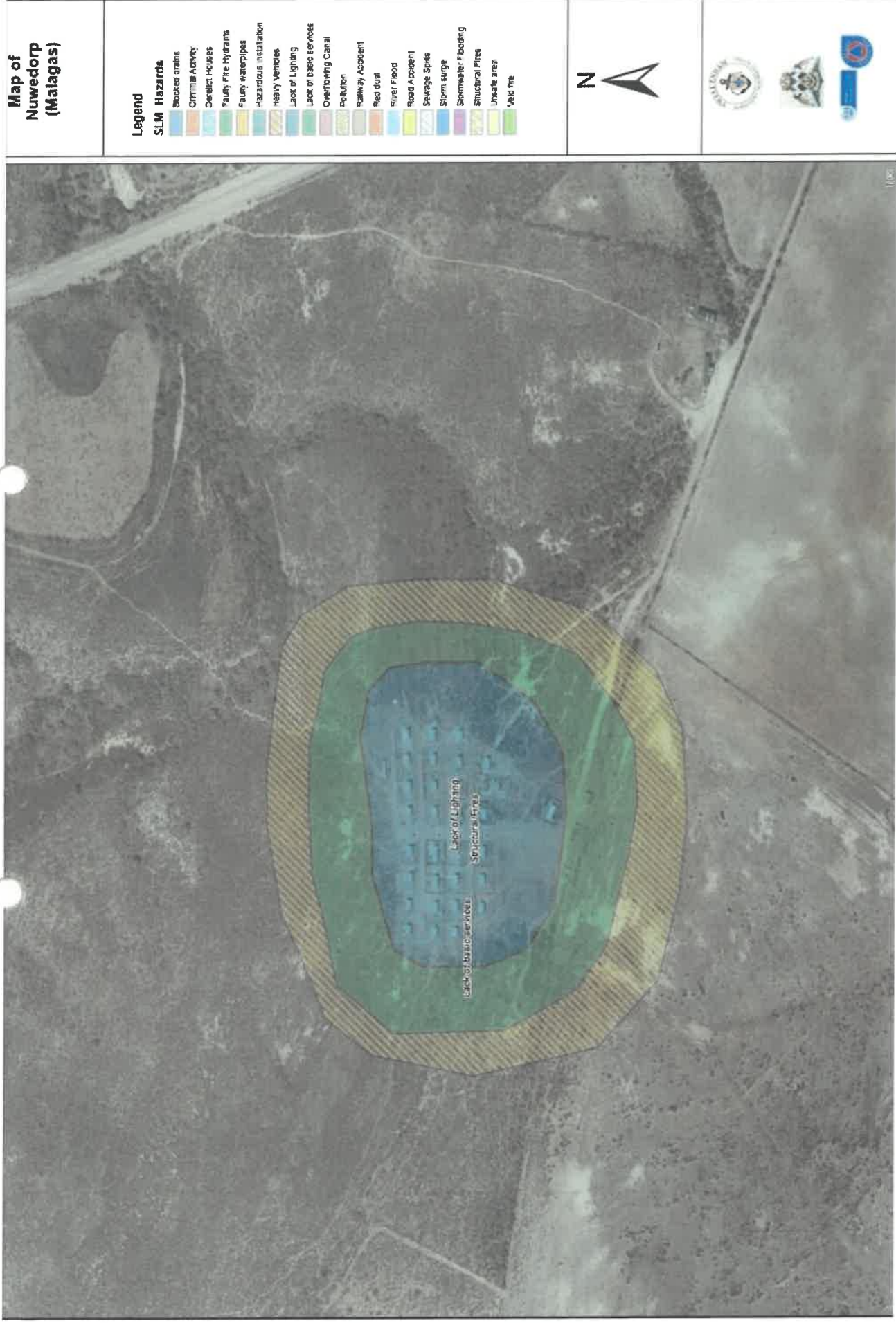


CBRA Hazard
Map of
Buffelsgrivier

- Legend**
- SLM Hazards**
- Blocked drains
 - Crucial Activity
 - De-ice Housels
 - Facility waterlines
 - Hazardous materials
 - Heavy Vehicles
 - Lack of basic services
 - Overflowing Canal
 - Post office
 - Railway Accident
 - Road dust
 - River Flood
 - Road Accident
 - Refrigerate Belts
 - Storm surge
 - Stormwater Flooded
 - Structure fires
 - Unbank area
 - Wild fire
- Roads**
- Main
 - Major
 - Other
 - Road







Town	Services and Backlogs					
	Sewerage	Water	Storm Water	Electricity	Streets	Sanitation
SWELLENDAM	The new Klippervlei Waste Water Treatment Works (WWTW) has been completed and only final finishes are currently done. Adequate capacity available up to 2033.	- Obsolete infrastructure, pipe breakages, leaking (water loss). Additional conservancy dam is to be constructed to accommodate future growth demands (Grootkloof no.4) - Phase 1 of the Water Treatment Works (WWTW) is currently in the completion stage. Adequate capacity available up to 2017. Phase 2 must be implemented during 2017 to ensure adequate capacity is available for future.	- No formal piped storm water drainage system in certain areas - Some channels are unlined causing erosion/maintenance problems. - Poorly developed infrastructure, regular flooding in certain areas	- System at 90% capacity. Any mayor future development would require an upgrade in the bulk electricity supply—ESKOM - The master plan has been finalized and electrical load required to accommodate the future growth of Swellendam has been identified	- Backlog in resealing programme - Deterioration of road infrastructure - Updating/implementation of pavement management system - Upgrading of gravel roads	All urban House Holds is serviced with sanitation facilities at least a minimum basic level of service All rural households are serviced with suction tanker
BARRYDALE	Water Borne Sewage is under capacity - The majority of dwellings in Barrydale have waterborne sewerage facilities. The capacity of the rising main is inadequate and upgrading is required. - Barrydale town (proper) is on suction tank system	- Obsolete infrastructure, pipe breakages, leaking (water loss) - Poorly developed network - Shortage of potable water remains a serious problem: Investigation into other possible water sources. - Improved water planning and management including waste water and irrigation channels - The existing potable water source is deemed sufficient to provide for current and future demands. - The current treatment plant has recently been upgraded	- No formal piped storm water drainage system in certain areas - Many channels are unlined causing erosion and maintenance problems - Poorly developed infrastructure, regular flooding in certain areas - No formal piped storm water drainage system in certain areas - Many channels are unlined causing erosion /maintenance problems - Poorly developed infrastructure, regular flooding in certain areas	- The new 66kV main bulk power supply was commissioned - Eskom has granted additional bulk power supply capacity which has alleviated the current overload situation.	- Backlog in resealing programme - Deterioration of road infrastructure - Updating/implementation of pavement management system - Upgrading of gravel roads - Many roads are not constructed with curbstones and formal sidewalks - Deterioration of road infrastructure - Upgrading of gravel roads - Many roads are not constructed with curbstones and formal Sidewalks	All urban House Holds is serviced with sanitation facilities at least a minimum basic level of service All rural households are serviced with suction tanker

• The waste water treatment Works (WWTW) is overloaded and do not meet the standards required for treatment. • The capacity of the WWTW is under capacity All houses in the village have waterborne sewerage. The WWTW was upgraded in 2021 and is adequate to service the region.	• The new water storage dams are available. Storage dams must be provided in the medium term. • The reservoir capacity for treated water is insufficient. Planning for additional reservoir storage is currently conducted. • No water is available on the even (smallholdings) north of the river. • The current water supply storage and treatment is sufficient	• No formal piped water drainage system in certain areas • Many channels are unlined causing erosion and maintenance problems • Poorly developed infrastructure, regular flooding in certain areas • No formal piped storm water drainage system in certain areas • Many channels are unlined causing erosion /maintenance problems • Poorly developed infrastructure, regular flooding in certain areas • No formal piped storm water drainage system in certain areas • Many channels are unlined causing erosion /maintenance problems • Poorly developed infrastructure, regular flooding in certain areas	Buffeljagsrivier is an Eskom supply area. Eskom supply electricity directly to the Buffeljagsrivier community. The Strykyster area (26 House Holds) do not have electricity supply but the community will be relocated to a new low cost housing development approximately 1 km West of the area they are currently occupying. The new low cost houses will be provided with electricity. Project stand to be completed by March 2016.	realigning programmer • Deterioration of road infrastructure • Updating/implementation of pavement management system • Upgrading of gravel roads • Many roads are not constructed with curbstones and formal sidewalks	All urban House Holds is serviced with sanitation facilities at least a minimum basic level of service All rural households are serviced with suction tanker
• The new Buffeljagsrivier Waste Water Treatment Works (WWTW) has been completed and only final finishes are currently done. Adequate capacity available up to 2035	• The Project for the upgrading of the Water Treatment Works (WWTW) will be implemented during March 2015 and stand to be completed by June 2016.	• No formal piped storm water drainage system in certain areas • Many channels are unlined causing erosion and maintenance problems • Poorly developed infrastructure, regular flooding in certain areas • No formal piped storm water drainage system in certain areas • Many channels are unlined causing erosion /maintenance problems • Poorly developed infrastructure, regular flooding in certain areas	This area is directly supplied by Eskom and currently the network is over loaded.	No municipal roads or road reserves exist in Malagas and adjacent areas.	All urban House Holds is serviced with sanitation facilities at least a minimum basic level of service All rural households are serviced with suction tanker
• The Malagas area is on a suction tank system	• Some residential properties have access to water supplied by the Water authority (Overberg Water Board). • Most properties have to supply their own water • water is mainly derived from rainwater collection, ground water or	• No formal piped storm water drainage system in certain areas • Many channels are unlined causing erosion /maintenance problems • Poorly developed infrastructure,			

		pumping water from the Breederivier	regular flooding in certain areas				
--	--	--	--------------------------------------	--	--	--	--

Table : Services and Backlog

SWELLENDAM COORDINATES: 34°2'S20°26'E



GENERAL DESCRIPTION AND OVERVIEW (CONT.)

**Railway Lines
Bridges**

Swellendam – 2 Railway crossings – Resiesbaan Street and Produksie Street

Buffeljags – 1 Railway crossing – Du Toit's Rust Olivedale Road

Swellendam – 8 Bridges – Glen Barry Road, Swellengrebel road, Kerk street, Fairbairn Street, Stasie Street, Maynier Street and Rothman Street

Suurbraak – 3 North of Town

Barrydale – 5 – Sprigg Road, Bain Street, Tinley Street, Van Coler Street and Laing Street

More Important causeway and Secondary Bridges

N2 and Stasie Street Bridge

Sewage Pipelines Locality:	Information attached on Appendix – Sewerage Document, page 48 - 52			
Water Pipelines Locality:	Information attached on Appendix – Water Pipelines Document, page 48 – 52			
Electrical Power Supply Location	Information not possible to attached to much information			
Halls: Community and Other	Swellendam Railton Community Hall – can take plus minus 100 mattresses	Suurbraak Community Hall – can take plus minus 300 mattresses	Barrydale Community Hall – can take plus minus 100 mattresses	Buffeljags Community Hall – can take plus minus 23 mattresses
Hospital (Provincial)	Swellendam Hospital: Beds available Doctors and Nursing Staff:		Beds available = 51 Doctors = 5 Nursing Staff = 45	
Swellendam Senior Secondary School Hall – can take plus minus 300 mattresses	Swellendam VGK Church Hall – can take plus minus 100 mattresses		Swellendam NG Church Hall – can take 150 mattresses	
Swellendam Bethel Hall – can take 100 mattresses	Swellendam Laerskool Hall – can take 200 mattresses	VRT Pitt Primary Hall – can take plus minus 300 mattresses	Swellendam Hoër Skool Hall – can take 150 mattresses	
Swellendam Thusong Centre – can take plus minus 300 mattresses	Swellendam Caravan Park – 20 chalets (4 bed room) and 30 Champing sites			
Landing strips		Swellendam – Swellengrebel – Airport for light Aircrafts Barrydale – Landing strip for light Aircrafts		
Slipways/ Jetties (public launch sites)		Malgas pont slipway – Jetty Infanta slipway Moddergat slipway		

3. PURPOSE

The purpose of this plan is to outline policy and procedures for both the proactive disaster prevention and the reactive disaster response and mitigation phases of Disaster Management.

It is intended to facilitate multi sectorial coordination in both pro-active and reactive programs.

The aim of this Plan is to outline a plan of action for the efficient departments, and co-ordination of the Municipal service, role players and personnel to provide the earliest possible response in order to:

- 1) Protect and preserve life and property;
- 2) Exploit print as well as electronic media in educating the public about ways of preventing Disaster through Disaster preparedness;
- 3) Minimize the effects of the emergency or Disaster on the Swellendam Municipality;
- 4) Restore essential services;
- 5) Integrate Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role players within the municipality;
- 6) Integrate Disaster Management Mitigation strategies and projects within the plan;
- 7) Submit the Disaster Management Plan to relevant Governmental structures, eg. Disaster Management Control Centre, District Disaster Management Centre, Western Cape Province and the National Disaster Management Disaster Control Centre; and
- 8) Integrate fast and efficient response to emergencies and disasters by all role-players.

4. BACKGROUND

This plan has been developed in order to provide key officials, role players and departments in Swellendam Municipality an idea of general guidelines for the expected initial response to an emergency and an overview of their responsibilities during an emergency or disaster, as stipulated by **the Act**. This plan also states what our Municipality is doing with regards to prevention.

For this plan to be effective it is important that all concerned parties be made aware of its provisions and that every official, role player and department at personnel be prepared to carry out their assigned functions and responsibilities before, during and after emergency. The following paragraphs provide an overview of the background and some of the highlights of this plan.

This plan serves to confirm the arrangements in the Swellendam Municipality, and Disaster Management approach to effectively prevent disasters from occurring and to lessen the impact of those hazards that cannot be avoided.

Disaster Management is a continuous and integrated multi-sectorial and multi-disciplinary process of planning and implementation of measures aimed at disaster prevention, mitigation, preparedness, response, recovery and rehabilitation.

The preventative elements of this plan must be implemented and maintained on a continuous basis. The emergency or reactive elements of this plan will be implemented in the Swellendam Municipality whenever a major incident or disaster occurs or is threatening in its area of jurisdiction.

The responsibility for the coordination of the overall implementation of the plan is that of the Head of the Disaster Management Centre.

The Disaster Management Act requires the Municipality to take the following actions:

- Prepare a disaster management plan for its area according to circumstances prevailing in the area.
- Co-ordinate and align the implementation of its plan with those of the other organs of state and institutional role players, and
- Regularly review and update its plan.

The Municipality must submit a copy of its disaster management plan, and of any amendment to the plan, to the Provincial Disaster Management Centre and the Disaster Management Centre of Overberg District Municipality and to the National Disaster Management Centre.

THE PLAN MUST:

- Form an integral part of the Local Municipality IDP
- Anticipate the likely types of disaster that might occur in the Municipal area and their possible effects.
- Identify the communities at risk.
- Provide for appropriate prevention and mitigation strategies
- Identify and address weaknesses in capacity to deal with possible disasters.
- Facilitate maximum emergency preparedness/ prevention / mitigation
- Establish the emergency management policy framework and organization that will be utilized to mitigate any significant emergency or disaster affecting the Swellendam Municipality.
- Establish the operational concepts & procedures associated with day to day operational response to emergency by Swellendam Municipal departments.
- Contain contingency plans and emergency procedures in the event of a disaster, providing for-
 - I. The allocation and coordination of responsibilities allocated to the various role players;
 - II. Prompt disaster response and relief;
 - III. Disaster recovery and rehabilitation focused on risk elimination or mitigation;
 - IV. The procurement of essential goods and services;
 - V. The establishment of strategic communication links; and
 - VI. The dissemination of information.

5. LEGAL AND LEGISLATIVE MANDATE

SWELLENDAM MUNICIPALITY DISASTER MANAGEMENT POLICY FRAMEWORK (SECTION 42)

The Swellendam Municipality Disaster Management coordinating committee will establish and implement a policy framework for disaster management in the municipality, aimed at ensuring an integrated and common approach to disaster management in its area in order to promote a better service delivery.

The Overberg District Municipality Disaster Management Policy Framework is:

- a) Consistent with the provisions of **the Act**,
- b) Within the National Disaster Management Framework, and
- c) Consistent with the Disaster Management Policy Framework of the Western Cape Province.

The Swellendam Municipality will be the custodian of the corporate plan for Swellendam Municipal area, Individual departments will be responsible for the compilation and maintenance of their own departmental disaster management plans. Departmental plans will be considered as integral parts of the corporate disaster management plan.

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

6. LINKAGE TO DISASTER MANAGEMENT FRAMEWORK

DISTRICT FRAMEWORK:

The District [ODM] followed the same structure of the Province for the framework to ensure effective coordination. Additionally, the ODM functions at grassroots level and address the local coordination with B municipalities and other organizations and community involvement in applying the theory to community level in an African setting.

APPROACH

The building pillars for this framework and strategy will thus be:

- Community involvement,
- Risk assessment,
- Effective communication
- Cooperation

These will be applied in the fields of:

- Prevention,
- Preparation,
- Rapid Response,
- Mitigation and Rehabilitation.

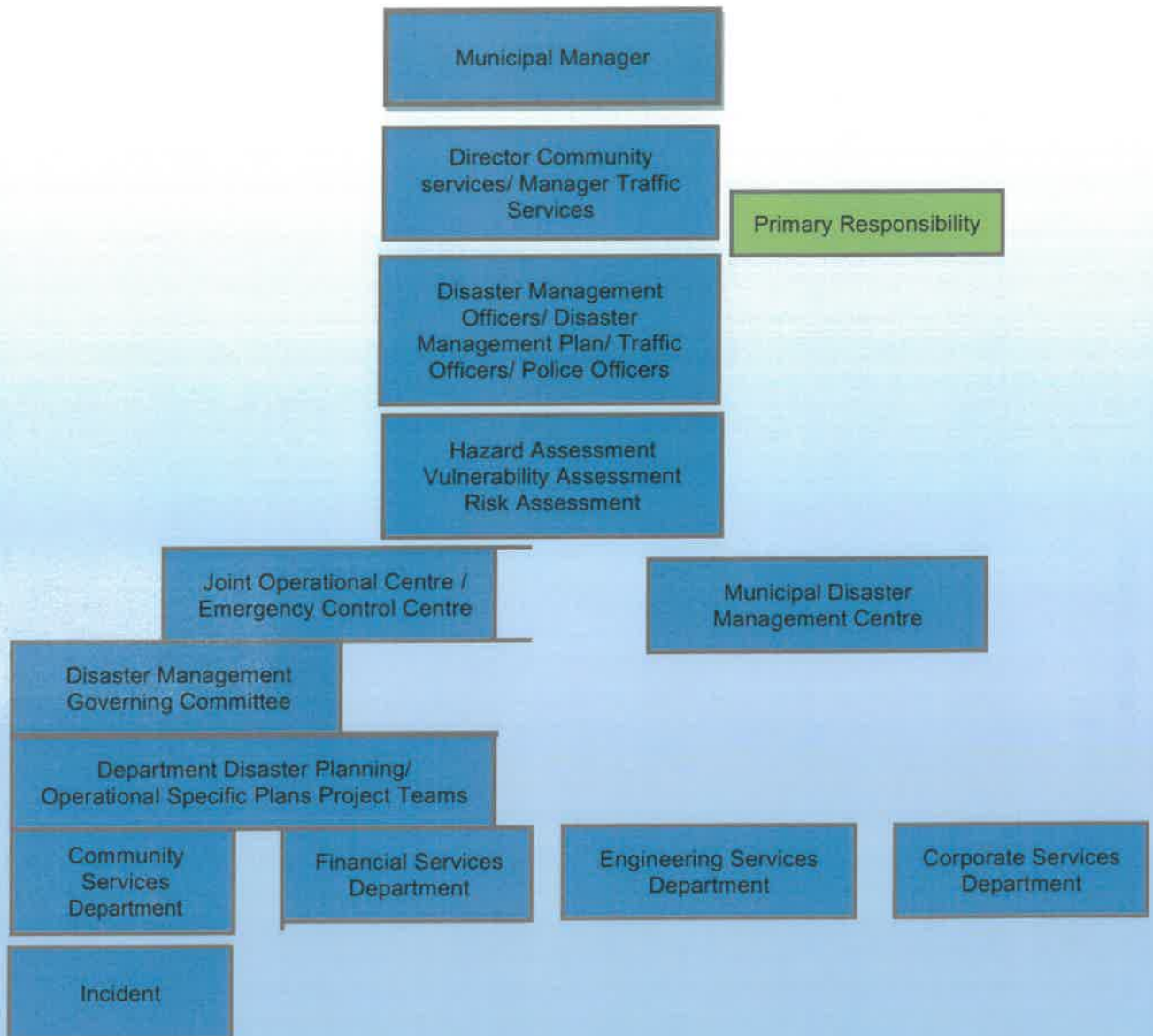
7. INSTITUTIONAL ARRANGEMENTS

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

The slogan "Disaster Management is everybody's business" will be the core principle in each of the Departments of the Swellendam Municipality

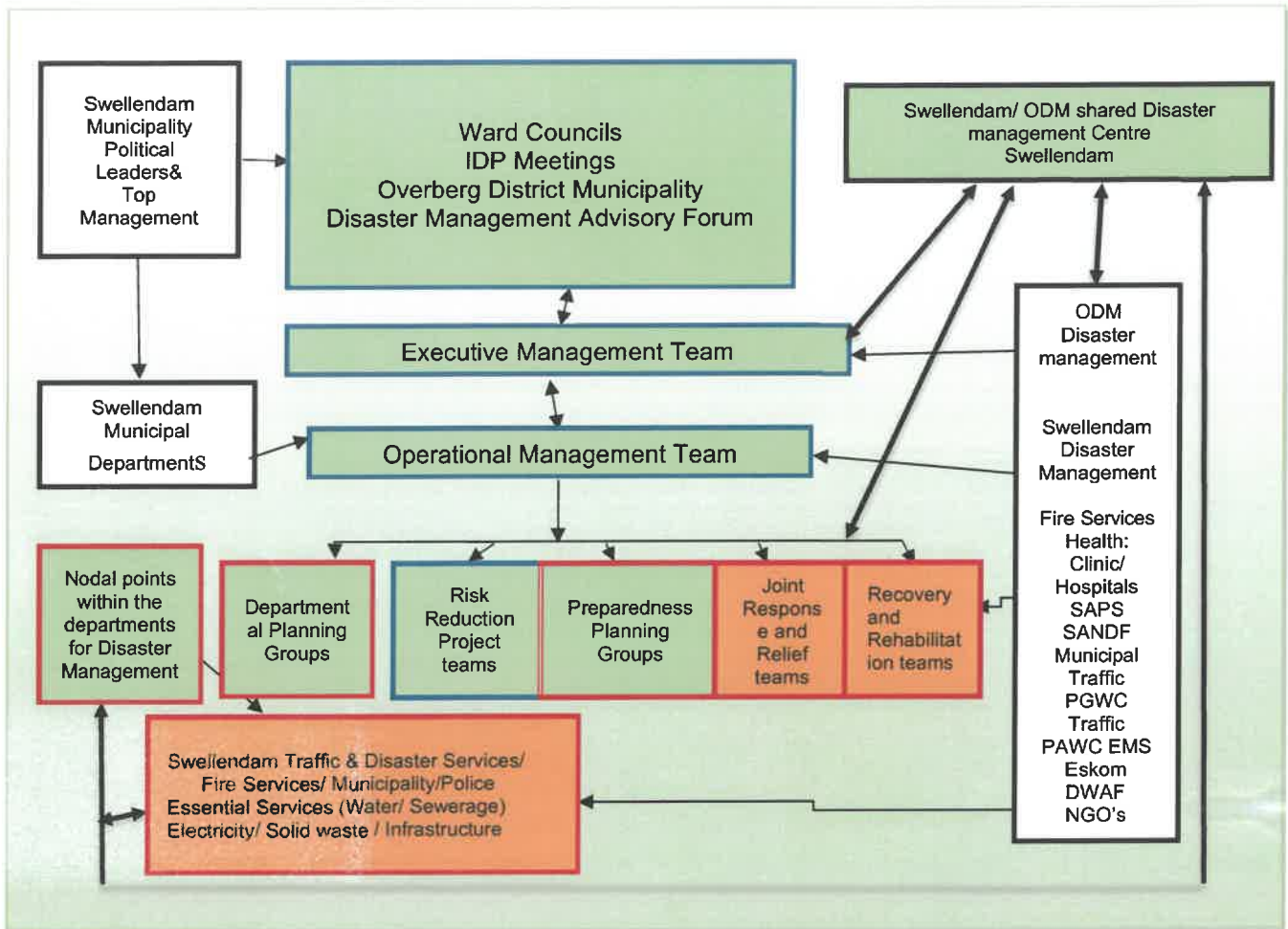
The management structure will plan to maintain existing services and to adapt to deal with the changed circumstances during major incidents or disasters. The planning, prevention and response management structure for the Swellendam Municipality is as follows:

STRUCTURE



The primary objective of the above structure must be:

- Achieve disaster prevention and risk elimination in the day to day activities of the Swellendam Municipality.
- Ensure effective risk reduction through disaster preparedness and risk mitigation.
- Due to the nature of activities during the response phase, the Disaster Response Procedure forms a separate part of the Corporate Disaster Management Plan.



THE SWELLENDAM MUNICIPALITY DISASTER MANAGEMENT GOVERNING COMMITTEE (SMGC)

It is the responsibility of the SMGC to ensure the compilation and maintenance of a corporate disaster management policy by the Disaster Management Centre, as well as the relevant supportive hazard specific plans.

The committee will consist of the following:

Mayor-as a chairperson Portfolio Committee
Municipal Manager
Disaster Officers
Traffic/police officers
Departmental Heads of Swellendam Municipality

The Disaster Management Governing Committee shall be responsible to make recommendations for changes that are considered appropriate and the verification of the required support documents, resources, training, and facilities to ensure that the plan is maintained.

The Swellendam Municipality Disaster Management Governing Committee (SMGC) will also have the responsibility of assigning project teams to address specific risks and develop risk-specific plans (see risk mitigation project team).

The SMGC will be activated through the Disaster Response Procedure.

JOINT OPERATIONAL CENTRE/EMERGENCY CONTROL CENTRE

The Joint Operational Centre/Emergency Control Centre will consist of the following:

INTERNAL

Municipal Manager

Manager Protection/Traffic services

Chairperson portfolio committee

Director Community Services

Director Engineering Services

Director Corporate Services

Director Financial Services

Disaster Management/Traffic- and Police officers, and Managers/Supervisors of departments.

Other expertise may be co-opted taking into account the specific hazard and or risk probabilities. (Refer to the responsibilities of departments: Operational Procedures).

EMERGENCY CONTROL CENTRE/JOINT OPERATIONAL CENTRE

The JOC/ECC team will be responsible to assess, evaluate and co-ordinate all actions in all the phases of the incident. Each line function will be responsible for the implementation of its own departmental disaster plan but the JOC/ECC team will ensure co-ordination and support between departments and external bodies.

OPERATIONAL

Oversee operational approach and ensure it is in line with the corporate strategy. The ECC/JOC will be convened and chaired by the Municipal Manager or Head of the Centre at a suitable facility which is appropriately removed from any direct hazard or risk. The ECC/JOC will be activated through the Disaster Response Procedure.

8. RISK MITIGATION PROJECT TEAMS (RMPT)

Project teams 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. Such a team will determine its terms of reference and deliverables in consultation with Swellendam Municipality Disaster Management Governing Committee (SMGC), and will be responsible to plan, manage and complete multi-disciplinary projects.

The SMGC will ensure that project teams are convened and maintained to address risk-specific disaster management plans.

Emergencies, flooding, oil spills and other transport disasters, hazardous materials incidents and technological incidents. Policies, plans and procedures that address efficient incident management and inter

disciplinary co-operation during incidents are included in this category plans of plans. The input of specialist advisers in the various fields must be obtained on an ongoing basis.

In the recovery and rehabilitation phase, these project teams will take over responsibility once the ECC Management Team is demobilized and/or in cases where recovery takes place over extended periods.

A project team under a line function can be convened to take responsibility for activities that address the causal factors of a disaster/incident. Such teams will receive a brief from and report back to the Disaster Manager, and work in close-operation with the DMC.

The ECC/JOC under the direction of the SMGC must when activated, and during any response and relief operations, perform the following functions:

LINES OF COMMUNICATION AND INTER-GOVERNMENTAL RELATIONS

In terms of section 42(1) of **the Act** it is incumbent on the District to establish in its administration a disaster management center for its municipal area. Lines of communication and the relationship between the various disaster management formations of different spheres of government are to be established.

SWELLENDAM MUNICIPALITY DISASTER MANAGEMENT CENTRE (SDMC)

The SDMC must specialize in issues concerning disasters and disaster management in the Swellendam Municipal Area. In this regard it must promote an integrated approach to the function with special emphasis on prevention and mitigation.

The SDMC must perform its functions and exercise its powers as stipulated in **the Act**.

It will act as a repository and conduit for information concerning disasters, impending disasters and disaster management in the municipal area.

It will also promote the recruitment, training and utilization of volunteers to participate in disaster management in the municipal area. (Section 44)

The Centre will perform its functions –

- a) Within the national disaster management framework;
- b) Subject to the Municipality's IDP and other direction of the Municipal council; and
- c) In accordance with the administrative instructions of the municipal manager.

It will liaise with and co-ordinate its activities with those of the National Centre, the Western Cape Provincial Disaster Management Centre, adjacent District municipal structures, and render assistance as required in the legislation. In terms of section 50 of **the Act** the SDMC must submit an annual report to the municipal council of its activities of the year and submit a copy to the National Centre and to the Western Cape Provincial Disaster Centre. Department planning committees and the ECC/JOC will be described in later section of this document.

DISASTER MANAGEMENT CENTRE OBJECTIVE

In order for the Disaster Management Centre JOC and Disaster Management Governing Committee to perform their task effectively it must ensure that the following actions take place.

Pre-Disaster Risk Data Collection And Verification

- Risk assessment in the Municipality
- Assessing capacity of the Municipality to implement emergency response actions.
- Formulate plans and projects to reduce risk.

Role of NGO's

- Preparedness
- Prevention
- Mitigation
- Education/Awareness
- Infrastructure
- Safe Operational Environment
- Volunteers

SWELLENDAM NGO's Register

NAME OF THE NGO'S	CONTACT DETAILS	CONTACT PERSON	EMAIL ADDRESS
Dept of Home Affairs Overberg District	066 478 4060	Bongiwe Sakawuli	Bongiwe.Sakawuli@dha.gov.za
ACVV – Maatskaplike werker	028 514 1320	Cynthia Tobias (Voorsitter Bestuur) Stalone Governder Ilke Michaels	acvvsdam@telkomsa.net
Community Action Partnership (CAP)	028 514 1025	Herman Smith	herman@capnpc.co.za
Huis AA Tomlinson	028 514 1192	Manie Meyer	huisaat16@gmail.com
Swellendam Lions Club	028 514 1025 083 788 3365	Herman Smith	herman@capnpc.co.za
Rotary Club	082 495 5335	Elna Lampbrecht	elna@swellendam.gov.za
Smarties	082 788 6544	Mariam Basson	mariambasson@gmail.com
Langeberg Hospice	076 834 2998	Reinet Aubrey	aubrey@yahoo.com

NAME OF NGO's	CONTACT DETAILS	CONTACT PERSON	EMAIL ADDRESS
Swellendam Ladies Circle 22	071 879 5817	Janene Venter	janenelettenga@gmail.com lc22@ladiescircle.co.za
Rotary Park Aftree Oord	028 514 3428	Reina Jacobs	rotarypark@gmail.com
Aan de Drostdy Tehuis	083 450 0128	Tarryn Collyn	admin@aadedrostdy.co.za
SWD Dierebeskermings-vereniging (DBV)	028 514 2083 084 737 1948	Dee Hazel	office@spcaswellendam.co.za
Business Forum	082 920 9341	Charles de Kock	charles@cdkinvest.co.za
Erfenis Vereniging	082 956 9454	Hennie Steyn	slimskink@gmail.com
Landbougenootskap (Skou)	072 309 7531	Suzaan Smith	skouborde@gmail.com
Boereverenigings: Dipka	082 218 3440	Chris Coetzer	chris@sandhoek.co.za
Ruggens Landbouvereniging	082 958 2564	Edward Koch	koche5808@gmail.com
Buffeljagsrivier	072 357 6388	Fraser Jones	icfraserjones@gmail.com
SUURBRAAK			
Suurbraak: Langeberg Diens Sentrum	076 834 2998	Reinet Aubrey	audrey@brand.yahoo.com
Xairu Quilting	063 563 6032/ 072 401 0058	Hester November	xairuquilting@gmail.com
BARRYDALE			
Barrydale Ratepayers Association	083 556 2941	Charles Payne	Payne-cr@hotmail.com
Net vir Pret	028 527 1131	Pieter Takelo	netvirpret@telkomsa.net
KAPS (Barrydale)	072 607 7210	Colette Tealse	www.kaps.org.za
Barrydale in Bloom	083 556 2941	Charles Payne	payne-cr@hotmail.com
Barrydale Recreation Club	076 647 3478	Renaldo Claasen	renaldoclaasen@gmail.com barrydalebowlsclub@gmail.com
Barrydale: ACVV	028 572 1995	Annaline Zulch	annaline@acvvbarrydale.org
Barrydale Hospice	076 868 9660	Nola Fraser	info@barrydalehospice.org.za barrydalehospice@gmail.com

PRE-DISASTER RESPONSE

- Integrating risk management programs with the IDP
- To maintain risk specific safety infrastructure and plans
- The establishing of a disaster Management Centre for the Swellendam Municipality

- To establish disaster prevention programmes that focus on the most vulnerable communities and endeavor to support sustainable livelihoods.
- To design a program in support of fire protection and prevention in surrounding rural areas,
- To refine disaster loss tracking and to establish a culture of scientific risk research,
- Determination of the exact casual factors for hazard manifestation leading to disastrous consequences
- Securing of sufficient finance
- To establish and maintain multi-disciplinary co-operation and co-operative partnerships,
- To establish pro-active media liaison and rapid response to media enquiries.
- To contribute to preventive and reactive management strategies for the HIV/AIDS pandemic education and awareness programs

RESPONSE DURING EMERGENCIES OR DISASTERS

- Resources/deployment/rapid relief/health and legal aspects
- Assessing risks in the emergency areas,
- Assessing risks to the remainder of the Municipality Recovery and rehabilitation phase
- Ensure a return to normal functioning of affected communities as soon as possible.
- Disaster prevention or mitigation through risk elimination or reduction Disaster management and risk reduction principles must be applied throughout these phases.

FACTORS REGARDING ADMINISTRATIVE EXECUTION

- Maintain records of communications, decisions, actions and expenditures,
- Determine emergency area (s) and sites,
- Decide on emergency measures and priorities,
- Assess impact
- Request emergency partner assistance/invoke mutual aid agreements,
- Close public buildings,
- Issue public warnings, orders and instructions,
- Protect the health and safety of emergency responders,
- Ensure an acceptable level of emergency services for the Municipality outside emergency area(s)
- Prepare lists of fatalities, casualties and missing persons,
- Prepare lists of destroyed and damaged properties,
- Co-ordinate response with provincial ministries through Provincial Disaster Management,
- Co-ordinate response with non-governmental disaster relief organization, neighborhood and community organizations
- Identify persons/organizations to contribute to emergency response,
- Provide information to the media for dissemination to the affected population (s) and the general public,
- Co-ordinate information for public release with emergency partner's communications staff,
- Respond to inquiries from media, public
- Identify target audiences for post-emergency communications,
- Identify person/organization to contribute to post-emergency reports/debriefings and submit information for payment of invoices

INDIVIDUAL RESPONSIBILITIES

RESPONSIBILITIES

The main stakeholders in the Swellendam Municipality Corporate Disaster Management Plan are listed below, and their specific responsibilities in both the disaster prevention/risk elimination and the disaster response scenarios are indicated.

In terms of this plan, the primary objectives of each stakeholder must be to prevent the occurrence of emergencies or disasters that threaten life, property, the environment or economic activity in the Swellendam Municipality.

The prevention of emergencies or disasters through the elimination of risk, the reduction of fire risk and vulnerability and thus lessen the possible impact of emergencies or disaster is the primary objective...

MAYOR

The mayor is ultimately in charge of the emergency. The Mayor or Acting Mayor, as Head of Council, is also responsible for:

- Declaring an emergency to exist
- Declaring an emergency to be terminated
- Notify the MEC of Local Government of the declaration of an emergency and the termination of the declaration of an emergency.
- With the assistance of Municipal staff, ensuring that the Municipal Councilors are advised of the declaration and termination of the emergency, and are kept informed of the emergency situation.
- Ensuring that the public, the media and neighboring municipal officials are also advised of both the declaration and termination of an emergency.

MUNICIPAL MANAGER

To ensure disaster prevention, risk reduction and disaster preparedness, the Municipal Manager must ensure that the disaster management function is executed in an effective and efficient manner in the area of the Swellendam Municipality.

During and after emergencies or disasters the Municipal Manager will be responsible to personally or through a designated official:

- Report, liaise and consult with councilors and external provincial and national government departments;
- Report on emergency impact and response to the Mayor;
- Report on emergency impact and response to the councilor(s) for the affected area(s);
- Report on emergency impact and response to the remaining Councilors;
- Notify next of kin when a Municipal employee is injured, missing or killed;
- Authorize extraordinary expenditures; and
- Identify persons/organizations to receive recognition for contribution to emergency response.

MANAGER DISASTER MANAGEMENT

The head is responsible for the compilation, maintenance and distribution of the Local Disaster Management and it's supporting risk-specific and incident management plans.

The head Disaster Management must:

- Report, liaise and consult with the Municipal Manager and Directors, the disaster management units of the ODM and of neighbouring municipalities and of provincial and national government departments.
- Report on emergency impact and response to the Director Community Services remaining councilor,
- Notify next of kin when a Municipal employee is injured, missing or killed,
- Authorize extraordinary expenditures,
- Identify persons/organizations to receive recognition for contributions to emergency response.
- Ensure that disaster plans are compiled and maintained in his /her service.
- Establish and ensure the effective functioning of the disaster management coordinating committee.
- When necessary, submit reports containing recommendations for changes to the Corporate Disaster Management Plan to Council
- Establishment and maintenance of the Municipal Disaster and Emergency Services Operations Centre,
- Compilations of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Coordination response and mutual aid agreements with adjacent municipalities in the Overberg District. The Overberg district Municipality is mainly responsible for this function .
- Protecting health and safety of emergency responders.
- The development of bylaws to ensure compliance with statutory obligations.

DIRECTOR: COMMUNITY SERVICES

The Head of department Community and health services must:

- Ensure that the Swellendam Disaster Management Plan is compiled and maintained.
- Establish and ensure the effective functioning of disaster management coordinating committee.

The Head of department Community Services is responsible for the effective planning and functioning of the Municipal emergency services throughout all phases of the Disaster Management Continuum.

Ensure that disaster plans are compiled and maintained in his directorate, with specific reference to following:

- Establishment and maintenance of the Municipal Disaster and Emergency Service Operation Centre.
- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Coordinating response and mutual aid agreements with adjacent municipalities in the Overberg District.
- Protecting health and safety of emergency responders.

OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER

Must ensure that disaster plans are compiled and maintained in his/her services with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Protect the health and safety of emergency responders,
- Determine resources for disaster management purposes.
- Ensuring liaison with voluntary and private role players, augmenting and coordinating Public Health resources.
- Establishment of aids council

MANAGER: PROTECTION/TRAFFIC SERVICES

The Manager: Protection/Traffic Services must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency or disaster situations
- Supplying resources for disaster management purposes
- Executing and maintaining compliance with relevant legislation eg. Fire Brigade Service Act, Veld and Forest Fire Act, National Building Act. The fire services functions are the responsibility of the Overberg District Municipality
- Compiling and maintaining an emergency plan for the rendering of Fire Fighting, Rescue and Technical assistance Services in the event of a disaster.

DIRECTOR ENGINEERING SERVICES

He/she must ensure that disaster plans are compiled and maintained in his/her services, with specific references to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Identifying and prioritizing essential services that require restoration as the result of an emergency or disaster,
- Monitoring the environment (air, water, ecosystem) for contamination,
- Establishing and maintaining a resource database that is integrated with the SDMC Disaster Management Resources Database.
- The conducting of environmental impact studies when and where required.

DIRECTOR CORPORATE SERVICES

The Head Corporate Service must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/ disaster situations.
- Monitoring compliance with relevant legislation, regulations, licenses and by-laws.
- Documenting potential occupational health and safety issues,
- Supplying resources for disaster management purposes.
- Coordinating of the establishment for human resource base to assist during disasters.
- Coordinating offers of and appeals for volunteers in conjunction with the Media Coordinator and the direction of the Emergency Control Group
- Supporting the DMC in risk-reducing public education and awareness (risk reduction) programs.

COMMUNICATION AND MARKETING (MEDIA CO-ORDINATOR)

The responsible person must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.

DIRECTOR FINANCE

The Head of Finance service must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro- active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Managing donations for emergency response
- Facilitating emergency procurement,
- Initiating and facilitating efforts to make funds available for disaster management in the municipal area (section 43) ,
- Supplying resources for disaster management purposes.
- Liaising with the Provincial officials with respect to the utilization of Provincial emergency relief funds if applicable.

EMERGENCY FINANCE

The procedure for requesting these funds will be as follows:

- Emergency funds for rehabilitation will be requested from the disaster.

- Evaluation of the damage will be executed by the specific Department, whereupon the request will be submitted for funding to the others spheres of government he Finance Department will monitor the payment and brief the Joint Operational Centre.
- The Disaster Management and the JOC/ECC will monitor the rehabilitation process.

MANAGERS/SUPERVISORS OF SECTIONS

The managers / supervisors of all sections/departments must ensure that disaster plans are compiled and maintained in his/her service, with specific reference to the following:

- Compilation of pro-active departmental disaster management programs to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/ disaster situations.
- Ensure that risk reduction and mitigation principles are applied in all development projects,
- Include the reduction of natural disaster as an element in environmental education programs,
- Supplying resources for disaster management purposes

9. RISK ASSESSMENT

Risk Profile

Risk and vulnerabilities will determine the priorities for Disaster Management programs and projects. The possible cost benefit to be derived from a project in terms of lives protected, livelihoods secured and property or natural resources defended, will be the criteria that determines priorities.

In a generic sense, the following hazards on the economic, cultural, welfare, sustained development and sustained livelihoods plans were found to pose the greatest risks in the Municipality.

- Fire Risk (field and shack fire)
- Natural phenomena (strong winds, floods, etc.)
- Technology (mine explosive, spillages, etc.)
- Transport(accidents)
- Service utility (lights blackouts, water termination, etc.)
- Environmental threats (air pollution, fresh water pollution, etc.)
- Health (wild spread infectious disease to community)

Communities in informal settlements are the most vulnerable to many of these risks, but proximity to certain installations or hazards also exposes other communities to risks.

In terms of capacity to address and therefore reduce risks, there currently is a strong emphasis on preparedness and response planning. This means that capacity and planning in term of mitigation and preventing should be strengthened.

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

Risk Prioritisation Table for Swellendam Local Municipality

Hazard	Exposure	Severity	Probability	Actions Needed
Fires	10	10	10	Risk Reduction interventions and Preparedness Planning
Floods	10	10	10	Risk Reduction interventions and Preparedness Planning
Rail Derailment	5	5	4	Urgent Risk Reduction intervention

Risk Prioritization Table for Swellendam Local Municipality

Rating Number	Rating
1	Very Poor
2	Poor
3	Good
4	Very Good
5	Excellent

INCLUDE RATING TABLE

Hazard	Awareness	Legislative Framework	Early Warning	Government Resources	Existing Risk Reduction	Public Participation	Municipal Management Capabilities
Fires	3	4	2	3	3	2	3
Floods	3	4	3	3	3	3	3
Rail Derailment	3	4	3	3	3	3	3

Relative Risk Priorities for Swellendam Local Municipality

Hazard	Total Risk 4*4 Matrix	Total Risk Manageability	Relative Risk Priority	Actions Needed
Fires	12.73	11	Extremely High	Risk Reduction interventions and Preparedness Planning
Floods	11.45	11	Extremely High	Risk Reduction interventions and Preparedness Planning
Rail Derailment	5.13	15	Tolerable	Urgent Risk Reduction intervention

SWELLENDAM MUNICIPALITY

	LIKELY	NORMAL	UNLIKELY
Floods			
Water management		R	
Hazardous loads	R		

	LIKELY	NORMAL	UNLIKELY
Drought			
Electricity theft		R	
Economic vulnerability			
Veld fire			
Epidemics			
Road infrastructure			
Dangerous installations			R
Rapid development		R	
Erosion		R	
Structural fire			
Accidents			
Earthquakes			
Nuclear spill-over			

OBJECTIVES

- To constantly and orderly identify risks and emergency or potential disaster situation relating Swellendam Municipality and to evaluate the possible consequences.
- To develop and implement coordinated response and recovery plans to restore normality as rapidly and cost effectively as possible
- To utilize and maintain existing and the further development of infrastructure that will effectively satisfy disaster management needs.
- To develop and implement a training process that involves the acquisition of skills, understanding of concepts, rules and attitudes to increase preparedness so as to deal effectively with an emergency or potential disaster situation.
- To establish a culture of and create an understanding of the need for regular evaluation and audit of the disaster management plan.
- To develop and implement a training process that involves the acquisition of skills, understanding of concept, rules and attitudes to increase preparedness so as to deal effectively with an emergency or potential disaster situation.
- To establish a culture of and create an understanding of the need for regular evaluation and audit of the disaster management plan.
- To develop and implement a risk mitigation plan to effectively deal with potential losses.

DISASTER OCCURRING OR THREATENING (DECISION GUIDELINES IMPACT MATRIX)

When a disastrous event occurs or is threatening in the area of the Municipality, the DMC will determine whether the event is a disaster in terms of **the Act**, and, if so, the head of Disaster Management Centre will immediately:

- Initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster,
- Alert disaster Management role players in the municipality area that may be of assistance in the circumstances,
- Initiate the implementation of the disaster response plan or any contingency plans and emergency procedures that may be applicable in the circumstances, and

- Inform the National Centre and the Western Cape Provincial Disaster Management Centre of the Disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.
- Consideration regarding procedures and resources including Human Resources
- Take into account short, medium and long term implications

When informing the National Centre and the Western Cape Provincial Disaster Management Centre the Centre may take recommendations regarding the classification of the disaster as may be appropriate.

Irrespective of whether a local state of disaster has been declared or not, the Municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area.

MUNICIPAL EMERGENCY

The Mayor must contact the District Mayor in the case of emergency or pending disaster. A municipal emergency may be declared terminated at any time by:

- The Executive Mayor or Acting Mayor; or
 - The Municipal Council; or
 - The Premier of the Western Cape Province,
- in consultation with the JOC/ECC.

Upon termination of a Municipal emergency, the Mayor, Disaster Manager or JOC/ECC must notify:

- District Disaster Management center
- The Mayor of Overberg District Municipality;
- The Municipal Council.

in consultation with the JOC/ECC.

The Mayor or Disaster Management or JOC/ECC ensures notification of termination to the public, media and neighboring municipal officials.

HAZARD	HAZARD				Vulnerability					CAPACITY						Relative Risk Rating	Relative Risk Priority					
SCORE	Score: 4. Very Likely 3. Likely 2. Unlikely 1. Rare		Score: 4. Monthly/weekly 3. Every 1 - 2 years 2. Every 2 - 5 years 1. Every 5 - 10 years		Score: 4. Major 3. Serious 2. Minor 1. Negligible		Hazard Rating					Vulnerability Rating					Capacity Rating					
	Probability	Frequency	Severity	Political	Economic	Social	Technological	Environmental	Vulnerability Score: 4. Extremely Vulnerable 3. Seriously Vulnerable 2. Slightly Vulnerable 1. Not Vulnerable					Capacity Score: 4. Very Good 3. Good 2. Poor 1. Very Poor								
									Physical Planning and Engineering	Societal Capacity	Economic Capacity	People Capacity and Competencies	Management Capacity	Institutional capacity								
Wildland fire	3	4	3	3	3	2	2	4	14	3	2	1	2	2	1	11	12,727	extremely high				
Structural fire	4	4	3	3	2	2	2	2	11	2	1	2	2	2	2	11	11,000	extremely high				
Floods	4	3	2	3	3	2	3	3	14	2	2	1	2	2	2	11	11,455	extremely high				
Rail incident / Derailment	3	2	2	3	2	2	2	2	11	3	2	2	3	3	2	15	5,133	tolerable				

10. PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES

The Swellendam Municipality Emergency Plan will be maintained and distributed by Disaster Management.

This Plan will be reviewed annually and, where necessary, revised at a meeting(s) of the Disaster Management Committee. This will be coordinated by the Disaster Manager.

The Corporate Plan shall only be revised by a resolution of the Municipal Council. However, revision to appendices and monitoring of administrative changes may be made by the Disaster Management with approval Municipal Manager.

It is the responsibility of each person, role player, service or department named in this corporate plan to notify the Disaster Management forthwith of any revisions to the appendices or administrative changes.

TESTING OF PLAN

An annual suitable exercise should be conducted in order to test the overall effectiveness of the plan and provide training to the Disaster Management Committee. Revisions to this plan shall incorporate recommendations stemming from such exercises.

11. INTERNAL PROCEDURES

Each department/service involved with this emergency plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.

Refer to the Disaster Management Act on funding of Post disaster recovery and rehabilitation. The procurement of emergency funds, not available from Swellendam Municipality Disaster Management fund, to be secured in accordance within the provisions of **the Act**.

AUTHORITY LEVELS

The Joint Operational Centre will manage the disaster and will recommend that a disaster be declared. The Disaster Manager and Disaster Management Centre will have the authority to authorize activation of role players for the rehabilitation process.

MUTUAL AID AGREEMENTS

Every Department that has mutual aid agreements with institutions and suppliers that will assist the department during an emergency or disaster must have written mutual aid agreements as part of the Departmental disaster plan.

COMMUNICATION

With reference to the Disaster Management legislation a Disaster Management Centre must be established for the Swellendam Municipality. This Centre must secure an effective communication network to local municipal level where any emergency or disaster can be reported to the Disaster Management Centre.

12. THE DISASTER MANAGEMENT PROTOCOL INCLUDES:

The purpose of this protocol is to define and describe the essential elements and procedures of the Swellendam Municipality.

The purpose of the Disaster Management protocol is to provide structure and co-ordination for the pre-and post-emergencies and Disasters. This is required for an effective and efficient response that will:

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

The incident command system shall integrate risk management into the regular functions. Risk management provides a basis for the following:

- Standard evaluation of any emergency or disaster or the potential for such a situation.
- Strategic decision making.
- Tactical planning.
- Planning evaluation and revision and
- Operational command and control.

This protocol is to be used by trained individuals and applied in a manner that meets the needs of each particular situation. They may differ, and complex situations encountered by the emergency responders require a considerable amount of judgment in the application of the protocol. Emergency responders shall apply the protocol in a manner that is appropriate for the circumstances of each specific situation.

IMPLEMENTATION

- The protocol must be applied to all incidents, even to routine incidents, in order to provide familiarity with the system, to be prepared for escalation and to be aware of existing risk.
- The protocol must be applied during training exercises, as exercises and simulated incidents often involve hazards, risks, problems and challenges that are similar in nature to those of actual incidents and emergencies.

13. EVALUATION AND RISK ANALYSIS

- The timely identification of potential emergencies/disasters and their impact thereof must be completed by each department. This will lead to the mustering of resources and personnel.
- Should the department be unable to cope with the emergency the Joint Operational Centre (JOC/ECC) will assume responsibility.
- The evaluation and risk analysis should be completed in conjunction with the relevant departments and Disaster Management.

REPORTING

- This principle is of the utmost importance as the management of an emergency situation starts here.
- When a Department identifies a problem that they cannot deal with, the JOC/ECC will assume responsibility
- All details and incoming information must be made available to Disaster Management, JOC/ECC and management.
- Disaster Management will activate the role players within the Joint Operational Centre/ Disaster Management Centre.
- The Disaster Management offices will act as the information Centre and help desk for the duration of the disaster

14. ESTABLISHMENT OF THE JOC/ECC

- JOC/ECC should be multi-disciplined in composition.
- Decision will be taken through joint consultation.
- All activities are processed through JOC/ECC which shall be the main nodal point for communications.
- JOC/ECC will assume responsibility for all allocations and distribution of resources.
- JOC/ECC shall be always located in a safe and easily identifiable building/structure.
- No individual shall be in command but a suitably qualified and elected person will act as chairperson.
- Each function shall control their own equipment.
- JOC/ECC will assume responsibility for prioritizing all tasks and activities
- JOC/ECC will handle all administration.

COMMUNICATION

- The effectiveness of any relief activities will be seriously restricted without effective communication. Thus JOC/ECC will require the use of all radios etc within the Council. Each department shall make available any requirements relating to communications.

PUBLIC RELATIONS (MEDIA CO-ORDINATOR)

- The public will be informed at all times regarding pending and immediate dangers as well as actions underway.
- The office of the Municipal Manager will assume full responsibility for all press releases and related communications, assisted by the JOC/ECC.
- VIP's will be briefed by JOC/ECC at all times.

CONTROL AND CORDONING OFF AT THE SCENE

- If required, the scene of the incident will be cordoned off to protect all involved. The SAPS, Traffic Officers and Fire Brigade will take responsibility for securing the scene of the incident and surrounding area. They will also declare the scene safe and clear.

- The police and emergency services will also take joint responsibility for maintaining the situation and safety of all present.

DOCUMENTATION

- This is essential to the effective management of any situation. JOC/ECC will ensure that all aspects are documented during and after the event. The office of the Head of Corporate Service is responsible for the minutes of all meetings and assistance in an evaluation after the event.

EMERGENCY MEDICAL POST

- It may be necessary to establish an emergency medical post at scene or close by. This service will be rendered by the Fire Brigade and paramedics. With support and response from Provincial Ambulance Services (METRO) further medical assistance will be called upon should it be deemed necessary.

15. RECOVERY AND REHABILITATION

- The normalization process after an event will take a short period of time but is most important. This includes any cleaning up, repairs or related work to area. This will be coordinated by the JOC/ECC and Disaster Management.
- Post-disaster recovery and rehabilitation operations normally take on the nature of programs and projects.
- The Disaster Management Centre will assist with the identification of needs and will facilitate recovery and rehabilitation operations. The function department with the most direct involvement in the operation will take responsibility for project management and delivery. Project teams convened for these purposes must report to the Disaster Management Co-coordinating Committee on a regular basis as determined by the SMGC.
- In this regard the causal factors of the disaster must be addressed and disaster prevention through risk elimination should be pursued.

RESOURCE MANAGEMENT

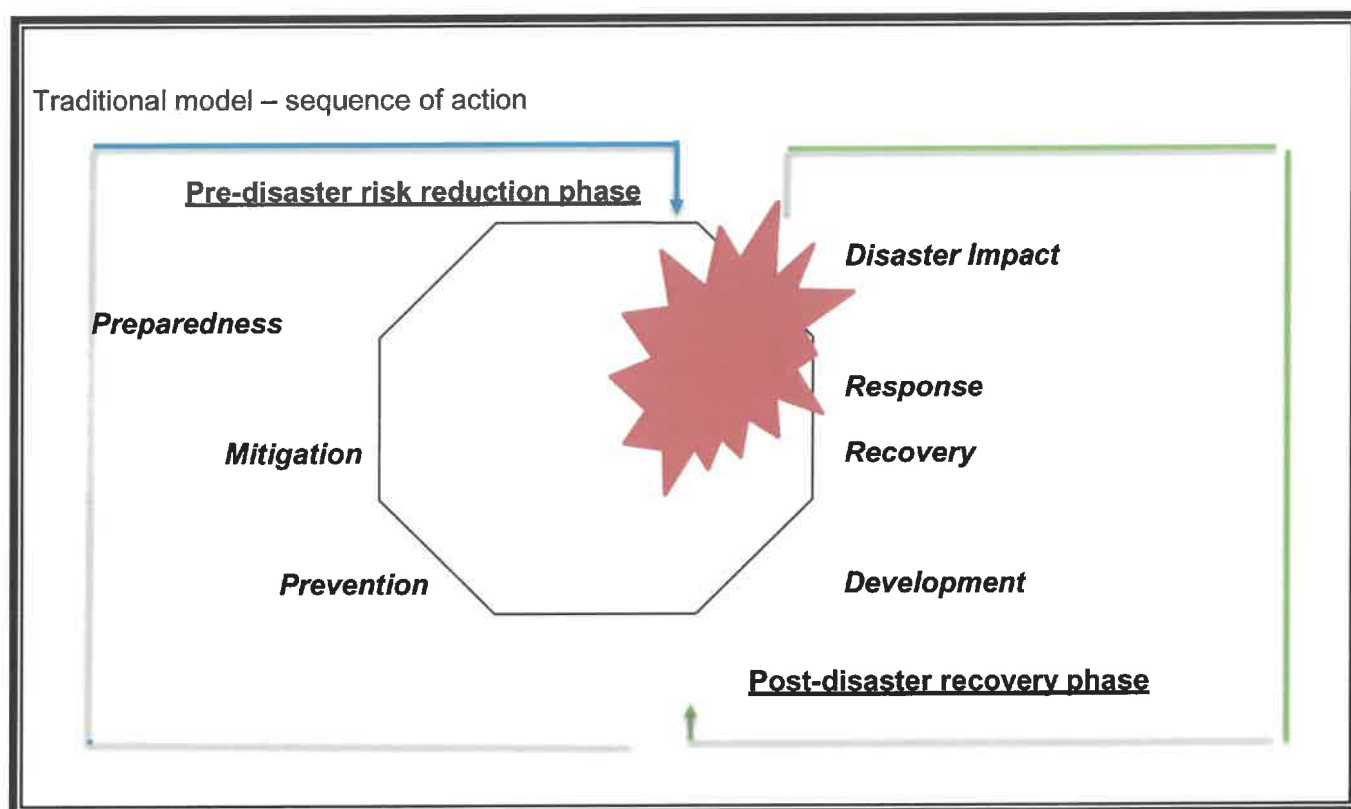
- Each Functionary will be in control of his own resources, but a central resource list must be kept by the JOC/ECC. This will ensure about that all resources are managed centrally. Each functionary will be responsible for the maintenance of equipment and support personnel. The main principle here being that all resources are centrally coordinated, but with decentralized management.

16. DISASTER MANAGEMENT CONTINUUM

- *Figure 1* illustrates the continuum – it should be noted that Disaster Management is not only reactive, but also involves actions aimed at preventing disasters, or mitigation the impact of disasters.
- Different line functions and departments must contribute in varying degrees to Disaster Management in the various phases of the Disaster Management Continuum. The needs identified in the corporate disaster management plan will indicate what line functions and departments must contribute. These contributions will then be included in the function and departmental disaster management plans.

- The continuum makes provision for a planning before a disaster in the pre-disaster risk reduction phase. Here the prevention and mitigation measures for a ward are discussed as well as the preparedness for dealing with specific emergencies or disasters. The post-disaster recovery phase discusses the procedure response, recovery and the development phase after a disaster.
- Disaster Management plans cover the whole disaster management continuum, and must address action before, during and after disasters. Disaster management plans are compiled on the basis of a generic concept including standard operating procedures and best practice, and then expanded with risk specific plan that address disaster management for special circumstance where the generic plan needs to be adapted.

FIGURE 1



17. PRE-DISASTER RISK REDUCTION PHASE.

PREVENTION

Measures aimed at reducing the chances of a disaster occurring and /or preventing such an occurrence having adverse effect on communities. Construction of a dam to control floods water is an example of a preventive measure. Controlled burning-off in a bushfire-prone area prior to the risk is another example.

MITIGATION

Actions taken to reduce the impact of emergencies and disaster in a community. Actions are aimed at employing risk reduction measures and thereby reducing vulnerability.

The range of techniques an authority could consider in order to assemble an appropriate package for disaster mitigation can be classified into:

- Engineering
- Spatial planning
- Management and institution.
- Societal and
- Conflict resolution / reduction

PREPAREDNESS.

Consists of activities designed to minimize the impact of disaster by means of appropriate an effective mitigation and response.

Activities include:

- Vulnerability assessment;
- Planning;
- Institution frame work development;
- Information system;
- Resource development;
- Warning system;
- Response mechanism and procedures;
- Public education and training;
- Rehearsals;
- Development of a short and long term mitigation strategy; and
- Development of a short and long lead-lead time forecast.

18. POST DISASTER RECOVERY PHASE

RESPONSE

Disaster response is a sum total of actions taken by residents and institutions in the time of disaster. These actions commence with the warning of an oncoming threatening event or of the event itself if it occurs without warning. Disaster response includes the implementation of disaster preparedness plans and procedures, thus overlapping with disaster preparedness. The end of disaster response comes with the completion of disaster rehabilitation programs.

EARLY WARNING

Weather warnings will be distributed to municipal disaster managers once the SA Weather Service confirms the watch has escalated to a warning.

EMERGENCY INCIDENTS

Emergency incidents are line function-specific and emergency services operate according to their own standard operating procedures, or in the case of larger incidents the Overberg Multi-Disciplinary Incident Management Plan. As soon as an incident escalates, or has the potential to escalate to the point of a disaster, as per the definition in **the Act**, or the sudden onset incident immediately falls within the definition, the following protocol will apply:

19. DISASTER RESPONSE

Disaster response is the sum total of actions taken by people and institutions in the face of a disaster. These actions commence with the warning of an oncoming threatening event or with the event itself if it occurs without warning. It furthermore includes the implementation of disaster preparedness plans and procedures, thus overlapping with disaster preparedness. The end of disaster response comes with the completion of disaster rehabilitation programs.

Legislation places the responsibility for the coordination and management of local disasters in its area with the District Municipality:

Section 54 of **the Act** determines as follows: *Responsibilities in event of local disaster.*

(1) Irrespective of whether a local state of disaster has been declared in terms of section 55-

(a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and

(b) the council of a district municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co-ordination and management of local disasters that occur in its area.

In the event of a disaster the Overberg District Municipality Disaster Management Centre will initiate a response.

The scope of response is usually extensive and success depends vitally on good preparedness. The effectiveness or otherwise of response also has a considerable bearing on subsequent recovery requirements and activities. Response operations usually have to be carried out under disruptive and sometimes traumatic conditions. Often they are difficult to implement and they tend to make heavy demands on personnel, equipment and other resources. Thus, without a sound basis of planning, organization and training, response operations are unlikely to achieve optimum success.

AIM

The aim of disaster response is to take effective measures immediately prior to and following the disaster in order to save lives, protect property and to deal with the immediate damage caused by the disaster.

19. DISASTER RESPONSE

Goals

The goals of disaster response are to:

- Provide rapid, effective and accurate resources and information;
- Ensure rapid and effective response to a disaster;
- Assist communities in need in order for them to subsist through the emergency phase and beyond;
- Limit casualties;
- Alleviate hardship and suffering;
- Restore essential life support and community systems;
- Mitigate further damage and loss; and
- Provide the foundation for subsequent recovery.

People/ organizations involved

The following organizations, line functions and/or individuals are involved in disaster risk reduction:

- Overberg Disaster Management Centre
- Local Municipality
- Municipal council
- Councilors
- Social services
- Fire and rescue
- SAPS
- SANDF
- Community development workers
- Housing
- Public works
- NGOs involved
- Agriculture

A JOINT OPERATIONS CENTRE will be established under the direction of the Head of the Overberg DM Disaster Management Centre.

The following actions will be taken:

Collect information about hazard/disaster situation:

- surveys;
- early warning systems.
- Tap onto available resources as directed by emergency preparedness plan and necessity.
- Assess situational factors and handle accordingly:
- main needs for warning;
- closing of schools, offices and other public places;
- check emergency power supplies and similar facilities;
- taking precautions in households to ensure supplies of food and drinking water.
- Assess needs for evacuation of communities, as need be:
- precautionary or post-impact.
- Co-ordinate response operations and ensure good communications between all relevant role-players.
- Identify key aspects of assistance to community:
- rescue;
- treatment and care of victims – eg. dispose of the dead;
- evacuation;
- shelter;
- food;
- communications;
- clearance and access;
- water and power supplies;
- temporary subsistence supplies;
- health and sanitation;
- public information;
- security;
- construction requirements;
- disaster welfare enquiry;
- maintenance of public morale.

- Allocate tasks to relevant parties
- Implement emergency preparedness and contingency plans.

COMMUNICATION

Council and Mayor

- The mayor and council of the affected municipality will be kept informed by the JOC on actions and developments on a time basis agreed upon.

Media and Press

- Providing accurate information to the media is of critical importance.
- Therefore, all press release and statements must be made from the JOC.
- The Head of Disaster Management Centre or a JOC appointed press liaison officer
- Liaison will brief the media on the factual context of the disaster and actions taken.
- Members of the council or the Mayor wishing to address the press will do so from the JOC.

20. RECOVERY (REHABILITATION AND RECONSTRUCTION)

Rehabilitation focuses on enabling the affected communities to resume a normal pattern of life. It may be considered as a transitional phase between immediate relief and more major, long term reconstruction and the pursuit of on-going development.

Reconstruction is the permanent construction or replacement of severely damaged infrastructures, the full restoration of services and the revitalization of social and economic structures.

Reconstruction must be fully integrated into on-going and sustainable development plans, taking into account future disaster risk and the reduction of future vulnerability.

DEVELOPMENT

The institutional and administrative separation of disaster management from development is a fundamental consideration and the root cause of many manmade vulnerabilities leading to disaster. Not relief but reduction of vulnerability is the focus when sustainable development is the goal.

Disaster management has been envisaged not only in terms of damage to buildings and loss of life but in terms of quality of life survivors, their access to resources and ability to continue to survive. Disaster management should form part of development activities.

- Disaster can set back development
- Disaster can provide development opportunities
- Development can increase vulnerability
- Development can decrease vulnerability

Remedial actions for disaster must be consistent with long-term objectives of the development in the area affected by the disaster and all development programs should be evaluated on vulnerabilities.

21. PROPOSED LAYOUT OF THE SWELLENDAM MUNICIPALITY DISASTER MANAGEMENT PLAN

In order to mitigate, be prepared and effectively respond to emergencies and disaster it is of the utmost importance that the Swellendam Municipal Council prepares a disaster plan.

The layout of the plan is as follows:

- Disaster plan for all the Swellendam Council Directorates
- Critical performance areas
- Budget for identified risk
- Disaster management training for personnel
- Exercises
- Mutual aid agreements
- Critical performance factors
- Acquire/ ensure availability and serviceability specialized equipment
- Specialized training for personnel
- Incident specific and combined exercises
- Individual audit program by the departmental regarding the state readiness personnel, equipment and external resources
- Continued invulnerability assessment and risk analysis and assessment.
- Directorate addresses / telephone list (emergency activation)
 - Name
 - Surname
 - Identity number
 - Physical address
 - All relevant telephone numbers and call signs.
 - Post appointed
 - List function of the department
 - Primary function
 - Secondary function
 - Alternative function
 - Legislative and regulatory activities.
 - Resources of the directorate
 - List of all resources available (inventory) available to be utilized when a risk manifests itself.
 - Availability to be indicated (approximate activation time and serviceability).
 - Availability of external resources indicating
 - Approximate activation time office hours and after hours. (mutual aid agreement to be entered into)
 - All relevant contact details.
 - Cost implication.
 - List of private companies that can supply specialized services and equipment with all relevant contact details.

Other possible resources eg. public, Government Departments, national/international. (NB: resources lists will be kept in the disaster management center and fire brigade control room and lists are to be updated monthly or certified as correct on a monthly basis).

Identified risk in the normal functioning of the Municipal Council areas of jurisdiction must be taken into account.

The main hazards which *may* have a potential disaster-risk impact are (alphabetically)

- Aircraft Incident
- Animal Disease
- Bombing / Explosion / Terrorism
- Disruption of Electricity Supply / Power Failure (sustained)

- Disruption of Sanitation & Storm water Systems
- Disruption of Solid Waste Removal Services
- Disruption of Water Supply
- Drought
- Epidemic / Major Infectious Disease Outbreak, incl. Food Safety issues
- Endemism
- Fire – Structural or Effects of Pyrotechnics
- Fire – Wildfire and urban interphase
- Fire – Informal Settlements
- Flooding & Storms / Extreme Weather
- Hazmat Incident, Chemical or Biological Agents, or Radio-active Materials' (CBR)
- Industrial Accidents
- Nuclear Event
- Oil Spill Coastal
- Sea Disasters
- Severe weather
- Storm surge
- Structural Collapse
- Social Conflict
- Train Incident

22. THE ANALYSIS OF EACH RISK IS TO COMPLY WITH THE FOLLOWING MINIMUM REQUIREMENTS: -

- Definition, condition to be reached where impact will or could be insurmountable causing or threatening death, injury or disease, damage to property, infrastructure or the environment, or disruption to the community and which exceeds the ability of the affected society to cope using only its own resources.
- Support services, Municipal Departments that must render support to the primary functionary.
- Activation procedures for preventative and reactionary measures.
- Resources to be ensured.
- Mutual aid agreements.
- Public involvement / awareness.
- Communication structures. (Radios / telephone etc.).
- Media liaison.
- At least a ten-year history / overview register of the specific risk.
- List of mutual aid agreements.
- Period applicable.
- Services and / or equipment secured.
- Review dates.
- Compromised agreements.
- Volunteers: (where applicable).
- Legislation.
- Names.
- Telephone / address list.
- Special abilities.
- Periods available.
- Training.
- Communication.

- Signal diagram.

23. EMERGENCY AND DISASTER/ROLE PLAYERS

Community Services DEPARTMENT	Traffic/Disaster DEPARTMENT	HEALTH AND WELFARE COMMITTEE	LOCAL COMMUNICATION OFFICER	CHIEF ADMINISTRATION OFFICER
DIRECTOR: K Stuurman	MANAGER: Traffic Services CE Lottring Fire/Rescue: Overberg R Geldenhuys OFFICERS: Disaster Management			
• Removal of rubble and debris; • Demolition of dangerous structures; • Provision of water; • Opening of water; • Opening of access roads; • Maintenance of electrical supply and provision of emergency power or lighting when needed	• Firefighting and rescue services, • Traffic control, Security of personnel and property, • Co-ordination of Disaster and Emergency functions, • Advise on the impact of the disaster.	• Treatment of casualties, including emergency hospitalization and provision of health measures, • Counseling of employees involved in disaster activities, • Immunization against diseases such as typhoid,	• Setup communication strategies to inform the public • Batho Pele, • Liaise with the media, • Liaise with the community.	• Human Resources Services. • Fleet management. • Administration of the JOC

POSSIBLE INCIDENTS/DISASTERS AND ROLE PLAYERS

SCENARIO	EMERGENCY SITUATION	ACTIONS REQUIRED	RESPONSIBLE PERSON
1	Serious floods, storms, strong winds	Rescue of victims. Evacuation and transportation of persons and property from threatened area. Provision of temporarily housing and welfare services. Treatment of casualties. Closing of roads and control of public movement. Search and disposal of bodies (establishment of temporarily mortuaries). Restoration of affected essential services. Construction of emergency roads and access roads.	First contact: Manager: Traffic/Disaster Services Charlene Lottring 0618925958 Control Centre Emergency – 028 5148500 Enquires – 028 514 8500/60 Lucinda Cupido 0843617170 Second contact: Disaster officers Shaun Theodore 0797691561 Third contact: Joint operation Centre 028 4251690 Swellendam Hospital 028 5141141
2	Extensive fires in high rise buildings affecting several buildings simultaneously	Rescue and firefighting. Closing of roads and control of public movement. Treatment of casualties. Provision of emergency accommodation and welfare services.	First contact: Control Centre 028 4251690 Fire and Rescue Control Centre – 028 4251690 Second contact: Chief Reinard Geldenhuys - 0832738234 Joint operation Centre – Daniel De Kock 0824946578
3	Serious fires in petroleum storage areas and tanker berths	Firefighting. Closing of roads and control of public movement. Evacuation of people from threatened areas. Treatment of casualties. Provision of emergency accommodation.	First contact: Control Centre 028 4251690 Fire and Rescue Control Centre – 028 4251690 Second contact: Chief Reinard Geldenhuys - 0832738234 Joint operation Centre – Daniel De Kock 0824946578
4	Serious Aviation crash	Rescue. Closing of roads and control of public movement. Construction of emergency access routes, etc. Treatment of casualties.	First contact: Control Centre 028 4251690 Fire and Rescue Control Centre – 028 4251690 Second contact: Chief Reinard Geldenhuys - 0832738234 Joint operation Centre – Daniel De Kock 0824946578
5	Bus accident with large number of casualties	Rescue. Closing of roads and control of public movement. Treatment and transportation of casualties. Investigation by SAPS.	First contact: Fire and Rescue Control Centre – 028 4251690 EMS (10177) – 028 5141219 SAPS (10111) – 028 5148104/05 Traffic control – CE Lottring 028 514 8500 / 0618925958

SCENARIO	EMERGENCY SITUATION	ACTIONS REQUIRED	RESPONSIBLE PERSON
6	Bomb of high yield explosion in large	Firefighting and rescue. Closing of roads and control of public movement.	First contact: SAPS (10111) – 028 514 8102
7	Escape of poisonous gas, oil, petrol and dangerous chemicals transit	Closing of roads and control of public movement. Treatment of casualties. Decontamination.	First contact: Fire and Rescue Control Centre – 028 4251690 EMS (10177) – 028 514 1219 SAPS (10111) – 028 514 8104/05 Traffic control 061 892 5958 /028 514 8500 Overberg District: 028 4251690/ Chief Reinard Geldenhuys 0832738234
8	Runaway field and forestry fires	Firefighting. Evacuation of people and livestock.	First contact: Fire and Rescue Control Centre – 028 4251690 Overberg District: 028 4251690 / 0832738234 Fire protection association Swellendam – 028 4251690 Bredasdorp in association with other role players
9	Actual or potential serious epidemic	Provision of emergency health services and hospitalization. Provision of welfare services	First contact: Director Community services Keith Stuurman - 0780192670 Health services Provincial department - Dr. Van Rooi 028 514 1141 Other role players
10	Serious power failure (Municipal and Eskom Supply)	Restoration of power. Warning of public about the possible live wires.	First contact: Director Infrastructure (Acting) Willem Treurnicht 0726880322 Stand by Electrician Salman Herbst – 082 826 0113 Second contact Eskom customer care Other role players.
11	Water Supply Disruption	Restoration of water supply Temporary provision of water points Drinking water incident management protocol	Manager: Water Services Acting Director Willem Treurnicht 0726880322 Senior Manager: Civil Services Willem Treurnicht: 0726880322 Director: Infrastructure Services (Acting) 0726880322

EMERGENCY NUMBERS / NOOD NOMMERS

Swellendam:	
Swellendam Home Base Care (Sister Hoffman)	0606029220
SAPS	(028) 514 8104/5/10111
Ambulans Noodgevalle	0682953922/10177
Brandweer	(028) 4251690
Hoërskool Swellendam	(028) 0502763
Swellendam Senior Sêkonder	(028) 5142257
Olyfkrans College	(028) 5141112
Laerskool Swellendam	(028) 5141347
Bontebok Primêr	(028) 5142033
SPCA	(028) 5142083
Municipality (office hours)	(028) 5148500
ACVV	(028) 5141320
Langeberg Hospice: Reinet Aubrey	0768342998
Mari Watkins	0741811860
Burgermeester	(028) 5148500
Department Maatskaplike Ontwikkeling	(028) 5141029 / (028) 514 1252
Buffeljagsrivier	
Kliniek Buffeljagsrivier	(028) 8143610
Laerskool Buffeljags	(028) 5123655
St. John's Primêr	(028) 5123431
Suurbraak	
SAPS	(028) 5228000
Kliniek	(028) 5221640
Suurbraak Primêr	(028) 0220458
Munisipaliteit	(028) 5148500
Barrydale	
SAPS	(028) 5728100
Akkerboom Primer	(028) 5721783
B.F Oosthuizen Laerskool	(028) 0502745
Barrydale Hoërskool	(028) 5721228
Kliniek	(028) 5721459
Dokters	
Dr. Badenhorst	(028) 5141900
Dr. Prinsloo	(028) 5141900
Dr. Glatz	(028) 5141173
Dr. W.D Linde	(028) 5141173
Dr. J.A Boshoff	(028) 5141173
Dr. L. van Schalkwyk	0674187781
Hospitaal	
Dr Van Rooi	(028) 5141141
Swellendam Hospitaal	(028) 5148407

Swellendam Kliniek	
Skakelbord (kantoor ure)	(028) 5141141 (skakelbord)
NOOD NOMMERS NA URE / EMERGENCY NUMBER AFTER HOURS	
Swellendam	
Water en Riool	0712079213
Elektrisiteit	0766844386
Gemeenskapsdienste:	
Louis Mralasi	0721222244
Brian Da Silva	0824753099
Verkeer – Gershan Jansen	0795013339
Buffeljagsrivier	
Water en Riool	0712079213
Elektrisiteit (Sovereign)	0712079213
Elektrisiteit (ander)	0860037566 (ESKOM)
Gemeenskapsdienste – A. Ferox	0738788090
Verkeer – Gershan Jansen	0795013339
Suurbraak	
Water en Riool	0636342282
Elektrisiteit	0665966449
Gemeenskapsdienste – Quinton Jagers	0718809153
Verkeer – Gershan Jansen	0795013339
Barrydale	
Water en Riool	0736681025
Elektrisiteit	0783802789
Gemeenskapsdienste – Frans Swart	0723167375
Verkeer – Gershan Jansen	0795013339
Slangvangers	
Swellendam – Amy Mocke	0845813526
Montagu – Gerrie Heyns	0635566338
Buffeljagsrivier- Geoff Burgess	0724419076