



CORPORATE DISASTER MANAGEMENT PLAN



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LIST OF ACRONYMS

CBO	Community Based Organisation
DMC	Disaster Management Centre
DCT	Disaster Co-ordination Team
FBO	Faith Based Organisation
IDDMC	Interdepartmental Disaster Management Committee
IDP	Integrated Development Plan
No.	Number

1. INTRODUCTION

This plan serves to confirm the organisational and institutional arrangements within the area of the Cape Winelands District Municipality to effectively promote disaster prevention, mitigation, risk reduction and to lessen the impact of those hazards that cannot be avoided.

Disaster Management is a continuous and integrated multi-sectoral and multi-disciplinary process of planning and implementation of measures aimed at disaster prevention, -mitigation, -preparedness, -response, -recovery and -rehabilitation (Section 1, Disaster Management Act, No. 57 of 2002).

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 district whenever a significant event or disaster occurs or is threatening to occur in its area of jurisdiction.

The responsibility for the implementation of the plan is that of the Municipal Manager in co-operation with all internal functionaries.

The Disaster Management Act, No. 57 of 2002 (Section 53) requires, amongst others, of the Municipality to take the following actions:

- (a) prepare a disaster management plan for its area, which includes departmental plans, according to the circumstances prevailing in its area;
- (b) the regular review and update of the plan taking into consideration new developments or circumstances that may arise.

The plan and the supportive plans that form part thereof should comply with the following principles and will address the following issues:

1. form an integral part of the Integrated Development Plan as prescribed by the Municipal Systems Act, No. 32 of 2000 (Section 26 (g));
2. anticipate the likely types of disasters that might occur in the district and their possible effects;
3. provide for appropriate prevention and mitigation strategies;
4. identify and address weaknesses in capacity to deal with possible disasters;
5. facilitate maximum emergency preparedness;
6. establishment of an emergency management organization that will be utilized to mitigate any significant emergency or disaster affecting the district; and
7. contain contingency plans and emergency procedures in the event of a disaster, providing for the allocation of responsibilities to the various role players and co-ordination in the carrying out of those responsibilities.

The District Municipality must submit a copy of its disaster management plan, including the above-mentioned requirements, and of any amendment to the plan, to the National Disaster Management Centre and the Western Cape Provincial Disaster Management Centre.

2. DEFINITIONS AND PURPOSE

2.1 DISASTER MANAGEMENT DEFINITIONS

For the sake of clarity, the following disaster management definitions are listed:

“**the Act**” means the Disaster Management Act, No. 57 of 2002,

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

- (a) causes or threatens to cause-
 - (i) death, injury or disease,
 - (ii) damage to property, infrastructure or the environment; or
 - (iii) disruption of the life of a community; and
- (b) is of such a magnitude that it exceeds the ability of those affected by the disaster using only their own resources (Sec. 1 Disaster Management Act, No. 57 of 2002).

The Council of the District Municipality must declare a disaster in terms of Section 55 of the Disaster Management Act, No. 57 of 2002.

“**disaster management**” means a continuous and integrated multi-sectoral, multidisciplinary process of planning and implementing of measures aimed at-

- (a) preventing or reducing the risk of disasters;
- (b) mitigating the severity of or consequences of disasters;
- (c) emergency preparedness;
- (d) rapid and effective response to disasters; and
- (e) post-disaster recovery and rehabilitation (Sec. 1 Disaster Management Act, No. 57 of 2002)

2.2 PURPOSE OF THE CORPORATE DISASTER MANGEMENT PLAN

The purpose of this plan is to determine general principles to direct the provision of essential services during an emergency or anticipated emergency. Furthermore, the procedures and the coordination of responses are outlined. The obligations, duties and responsibilities of all departments and agencies will be defined. This plan addresses the planned response to extraordinary emergencies associated with natural disasters, technological incidents and national security emergencies in or affecting the district.

3. CAPE WINELANDS DISTRICT MUNICIPALITY DISASTER MANAGEMENT POLICY FRAMEWORK (SECTION 42)

The District Municipality envisages the establishment of an internal Interdepartmental Disaster Management Committee in order to align disaster management activities with the National-, Provincial- and District Disaster Management Policy Frameworks.

The Disaster Management Centre as envisaged in the Disaster Management Act, No. 57 of 2002, will be the custodian of the corporate or district-wide Disaster Management Plan. Individual district departments/sections will be responsible for the compilation and maintenance of their own departmental disaster management plans and for submitting such plans to the District Disaster Management Centre. The processes involved in Disaster Management can best be explained through the following Disaster Management Continuum:

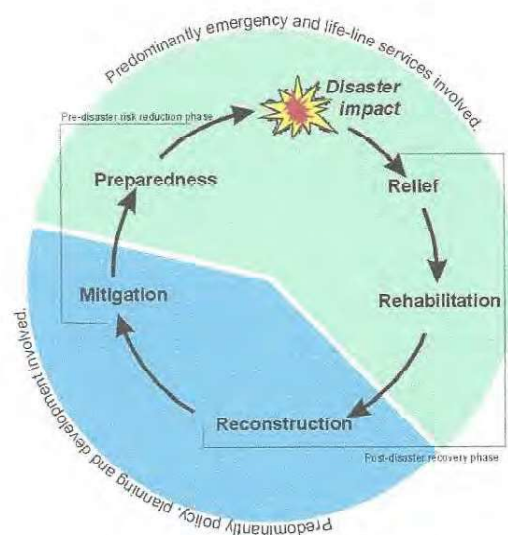


Figure 1: Disaster Management Continuum

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 mitigating the impact of disasters. Departmental plans should be compiled with due consideration of the needs of other departments during disasters. The needs identified by the various departments in the corporate disaster management planning framework will indicate where line functions of other departments must contribute. **These contributions will then be included in line function- and departmental disaster management plans.**

Departmental disaster management plans should cover the whole disaster management continuum, and must address actions before, during and after disasters. Disaster management plans are compiled on the basis of a generic plan including standard operating procedures. It should be complemented with risk-specific plans that address disaster management for special circumstances.

4. RISK PROFILE

Risk and vulnerabilities will determine the priorities for Disaster Management programs and projects. The amount of possible 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 determine priorities.

Two risk assessments have been completed in the District, namely, 2005 Hazard Identification, Vulnerability Assessment and Risk Prioritisation conducted by Africon and a 2008 Community Based Risk Assessment conducted by Cape Peninsula University of Technology. The table below indicates the risks identified during these two risk assessments:

2005: Hazard Identification, Vulnerability Assessment and Risk Prioritisation	2008: Community Based Risk Assessment
<ul style="list-style-type: none"> • Floods • Rail derailment • Fires • Severe storms • Dam failures • Aircraft accidents • Bus accidents 	<ul style="list-style-type: none"> • Spread of disease, • Blocked drains • Non-removal of solid waste • Uncontrolled fires • Environmental pollution • Grey/waste water • Problems with toilet facilities • Lack of facility maintenance

Table 1: Hazards identified in the Cape Winelands District Municipality

Communities in informal settlements are the most vulnerable to many of these physical 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 in terms of mitigation and prevention should be strengthened.

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

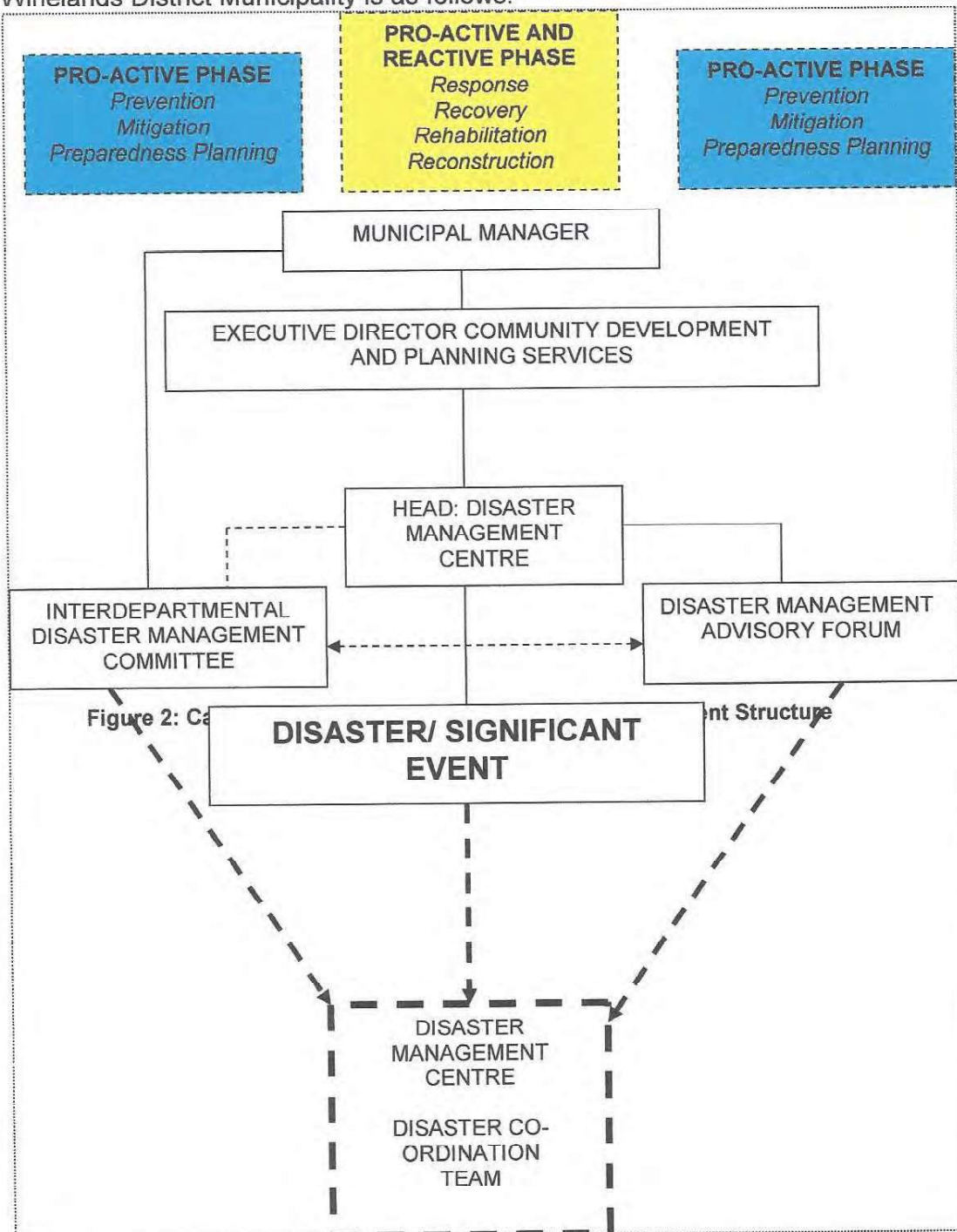
- a) Integrating risk management programs within the IDP;
- b) To develop and maintain risk specific safety infrastructure and plans for high risk installations, infrastructure, industries etc.;
- c) To establish disaster prevention programmes that focus on the most vulnerable areas and communities, with special emphasis on women and children, disabled persons and the elderly, and aim to support sustainable livelihoods;
- d) To refine disaster loss tracking and assessment and establish a culture of ongoing scientific risk analysis; and
- e) To establish pro-active measures, including media liaison and rapid response to media inquiries.

Risk reduction should be a priority during all activities performed by the various departments in the municipality. This will include line function risk assessment, assessing internal capacity to deal with identified risks and the formulation of risk reduction plans.

5. MANAGEMENT STRUCTURE

The principle to function within the established structure of the Cape Winelands hierarchy must be maintained as far as possible.

The management will plan and implement measures to deal with the changed circumstances during significant events or disasters in order to maintain and ensure continuation of existing services. The planning, prevention and response management structure for the Cape Winelands District Municipality is as follows:



5.1 INTERDEPARTMENTAL DISASTER MANAGEMENT COMMITTEE (IDDMC)

The IDDMC is made up of the Executive Management Team along with the Head: Disaster Management Centre and relevant Directors and Deputy Directors.

The Interdepartmental Disaster Management Committee has, amongst others, the following functions:

- a) **Pro-active activities** which include, but is not limited to the following:
 - Convene quarterly meetings;
 - Update corporate plan regularly;
 - Consider conditions, trends, current and future developments in the area internally and externally;
 - Identify and consider new hazards in the area; and
 - Assign teams to investigate possible risk and related issues.

- b) **Reactive activities:** refer to duties of the Disaster Co-ordination Team (see 5.5 below)

5.2 DISTRICT DISASTER MANAGEMENT ADVISORY FORUM

A disaster management advisory forum, in terms of Section 51 of the Act, is a consultative body in which a municipality and relevant disaster management role-players within the municipal area consult with one another and co-ordinate their actions on matters relating to disaster management in the municipality

In the event of a disaster, the nature of the event will determine which representatives of the Advisory Forum or other experts will be co-opted to participate in the management thereof. Under normal circumstances the Forum meets once per semester.

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

a) INTERNAL TO THE DISTRICT MUNICIPALITY:

Municipal Manager
 Executive Director: Financial and Strategic Support Services
 Executive Director: Technical Services
 Executive Director: Community Development and Planning Services
 Head: Disaster Management Centre
 Director: IDP, Performance and Risk Management
 Chief Fire Officer
 Any other departmental representatives as nominated by the Municipal Manager

b) EXTERNAL BODIES:

Municipal Managers and/or Disaster Management Functionaries of the five local municipalities in the district;
 Representatives from all national and provincial departments functioning in the district such as, but not limited to, the following:

Provincial Government: Western Cape Disaster Management Centre
 SA Police Services, Western Cape Province
 SA National Defence Force, Western Cape
 Western Cape Emergency Medical Services
 Department of Social Development
 Department of Education
 Department of Environmental Affairs and Development Planning
 Department of Correctional Services
 Department of Water and Sanitation
 Department of Transport and Public Works
 Department of Community Safety (Provincial Traffic Department)
 Department of Health
 Department of Agriculture
 Department of Home Affairs
 Cape Nature
 External Organisations (NGO's, CBO's and FBO's)

Other representatives or disaster management experts may be co-opted to participate in the normal proceedings of the Advisory Forum as the need arises.

The Disaster Management Division will be responsible for rendering secretarial services during functional activities of the respective established disaster management structures.

5.3 LINES OF COMMUNICATION AND INTERGOVERNMENTAL RELATIONS

In terms of Section 43 (2) of the Disaster Management Act, No. 57 of 2002, the CWDM must establish a Disaster Management Centre for its municipal area. The relationship between the different spheres of government and the lines of communication between these spheres are illustrated below.

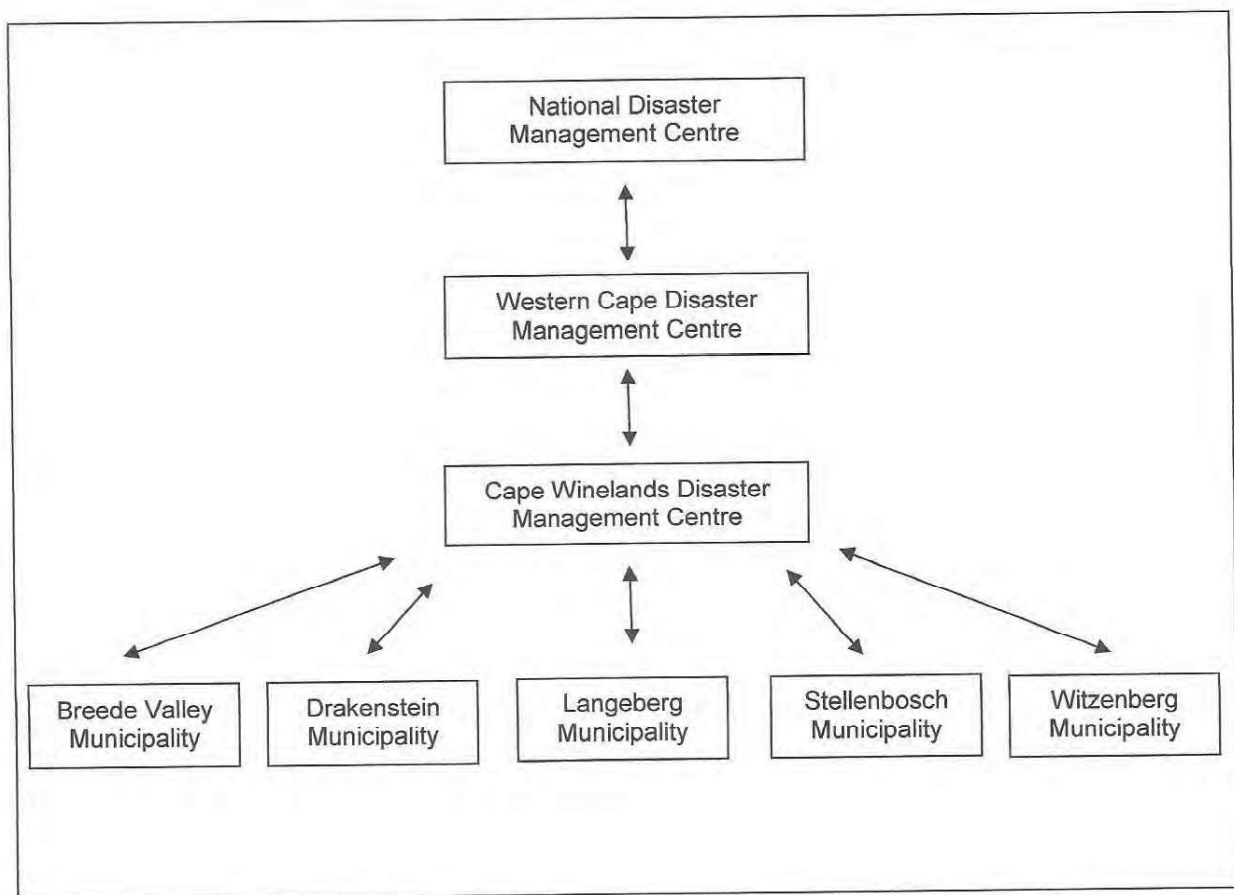


Figure 3: Lines of Communication

5.4 DISASTER MANAGEMENT CENTRE (DMC)

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

The Disaster Management Centre was established at the Worcester Emergency Medical Services Centre, Murray Street, Worcester on 6 June 2014.

5.4.1 FUNCTIONS AND POWERS

The Cape Winelands District Municipality's Disaster Management Centre will, amongst others, act as a repository and conduit for information concerning disasters, impending disasters and disaster management in the municipal area.

It will also promote the recruitment, training and utilisation of volunteers to participate in disaster management in the municipal area.

The Disaster Management Centre will perform its functions –

- (a) within the national, provincial and district disaster management frameworks;
- (b) subject to the District IDP and other directions of the Council; and
- (c) in accordance with the administrative instructions of the Municipal Manager.

The Disaster Management Centre will liaise with and co-ordinate its activities with those of the National Disaster Management Centre and the Western Cape Disaster Management Centre.

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

5.5 DISASTER CO-ORDINATION TEAM (DCT)

The Disaster Co-ordination Team consists of the following:

Municipal Manager
 Executive Director: Community Development and Planning Services
 Head: Disaster Management Centre
 Executive Director: Financial and Strategic Support Services
 Executive Director: Technical Services
 Deputy Director: Communication Services
 Relevant Directors, Deputy Directors and Managers per department
 Relevant Disaster Management Advisory Forum Members

The team will be responsible to assess, evaluate and co-ordinate all actions in all the phases of a significant occurrence or incident. Each line function will be responsible for the implementation of its own departmental disaster plan but, they will ensure co-ordination and support between departments and external bodies. The Disaster Co-ordination Team may appoint a risk mitigation project team to address specific pre- or post-disaster risk elimination or reduction projects.

The Disaster Co-ordination Team, under the direction of the Municipal Manager/ Executive Director must, when activated, and during any response and relief operations perform the following functions in terms of and in addition to Section 49 of the Act, which will include:

- a) Maintaining records of communications, decisions, actions and expenditures;
- b) Determining of emergency area(s) and sites;
- c) Decide on emergency measures and priorities;
- d) Co-ordinate incident or disaster assessments (combine);

- e) Requesting emergency assistance of any kind;
- f) Closing public buildings when necessary;
- g) Depending on circumstances, issue public warning orders and instructions;
- h) Protecting the health and safety of emergency responders;
- i) Ensuring that an acceptable level of service is rendered for the district outside emergency area(s);
- j) Preparing lists of fatalities, casualties and missing persons;
- k) Preparing lists of destroyed and/or damaged properties;
- l) Co-ordinate response with provincial ministries through the Provincial Government: Western Cape Disaster Management Centre;
- m) Co-ordinate response with non-governmental disaster relief organisations, neighbourhood- and community based organizations;
- n) Provide and co-ordinate critical emergency information to the media for dissemination to the affected population(s) and the general public at the prerogative of the Executive Mayor or Municipal Manager who have delegated authority;
- o) Co-ordinate information for public release with emergency partners' communications staff;
- p) Respond to enquiries from the media or public in accordance with official policy;
- q) Identify target audiences for post-emergency communications; and
- r) Identify persons/organizations to contribute to post-emergency reports/debriefings.

5.6 ROLES AND RESPONSIBILITIES

5.6.1 EXECUTIVE MAYOR

In the event of a local disaster the Executive Mayor, in consultation with his/her Executive Mayoral Committee, may by notice in the Provincial Gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the event or special circumstances warrant the declaration of a local state of disaster (Section 55 of the Act).

Responsibilities of the Executive Mayor in a disaster situation:

1. Authorize unforeseen and unavoidable expenditure in terms of section 29 and 32 of the Municipal Finance Management Act, No. 56 of 2003 in consultation with the Municipal Manager;
2. In terms of section 55 (2) the Executive Mayor and his/her Council may make by-laws to the extent that it is necessary to assist and protect the public as well as to combat and/or deal with the effects of the disaster;
3. The Executive Mayor and his/her Council may terminate or extend a declared disaster by notice in the Provincial Gazette before the term of the declared disaster lapses (after three months);
4. Notify next of kin in the event when a community member is injured, missing or killed;
5. Initiate the establishment of a disaster relief fund in terms of Section 12 read with Section 7 of the Municipal Finance Management Act, No. 56 of 2003;
6. Release media statements; and

7. Report on the emergency impact and response to the Council or its committees responsible for the emergency area(s), as well as to the mayors of local- and district municipalities and councillors of the area.

5.6.2 MUNICIPAL MANAGER

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

Proactive Phase:

1. Constitute the IDDMC;
2. Convene quarterly IDDMC meetings; and
3. Co-opt specialized role-players to the IDDMC and DCT.

Reactive Phase:

1. When notified of a disaster or significant event by the Head: Disaster Management Centre, the Municipal Manager will activate and chair the Disaster Co-ordination Team;
2. Report on the emergency impact and response to the Executive Mayor;
3. Notify next of kin in the event when a municipal employee is injured, missing or killed;
4. Identify staff/persons/organizations to receive recognition for contributions to emergency response;
5. Forward media statements to the Executive Mayor for release;
6. When notified of a disaster or significant event by the Executive Director or delegate, the Municipal Manager will, activate the disaster response plan;
7. The Municipal Manager must ensure that all departmental disaster management plans are included in the Integrated Development Plan of the Council; and
8. He/she must also ensure that the employment and performance contracts of all newly appointed Section 57 employees should include disaster management responsibilities.

5.6.3 HEAD: DISASTER MANAGEMENT CENTRE

The Head: Disaster Management Centre is responsible for the strategy and management of the Disaster Management Centre, focussing especially on the planning and functioning throughout all the phases of the Disaster Management continuum. The Head: Disaster Management Centre is also responsible for the compilation and maintenance of the District's Corporate Disaster Management Planning Framework. The Head: Disaster Management Centre is responsible for consultation with the Executive Director: Community Development and Planning Services who is primarily responsible for disaster management.

The Head: Disaster Management Centre is also responsible for the performance by the Centre of its disaster management functions (Section 44 of the Act) and to co-ordinate the implementation of the District's Corporate Disaster Management Planning Framework and:

Proactive Phase:

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

Reactive Phase:

1. In case of a disaster or significant event, the Head: Disaster Management Centre shall notify the Municipal Manager and Executive Director: Community Development and Planning Services and will request the Municipal Manager to activate the disaster response plan;
2. When deemed necessary, make recommendations to the Municipal Manager for the declaration of a disaster by the Council of the District Municipality as defined in the Act;
3. To initiate steps to deal with a significant event, which requires multi-disciplinary and multi-sectoral actions;
4. Liaise with municipal, provincial and national officials within the district;
5. Recommend to the Municipal Manager to request for provincial and/or national assistance;
6. Provide situational reports to all internal and external role-players on a regular basis;
7. Co-ordinate disaster response and relief by individuals, CBO'S and NGO'S;
8. Recommend to the Municipal Manager to request voluntary donations during a disaster or significant event;
9. Make arrangements for the request of donations;
10. Identification of available resources to be utilised for disaster risk management purposes;
11. Authorize areas to be evacuated or re-entered;
12. Identify and recommend persons/organizations to receive recognition for contributions to the emergency response;

13. Initiate steps for the establishment and maintenance of the required telecommunications links; and
14. Recommend to the Municipal Manager that Executive Directors should release departmental resources including personnel, equipment or vehicles for utilisation during disasters and significant events.

The Head of the Disaster Management Centre shall be responsible for the distribution of the updated disaster management plan in terms of Section 43 of the Act.

The Head of the Disaster Management Centre will make recommendations to the Municipal Manager who will officially activate and announce the duration and termination of the disaster or significant event to all relevant parties. Special or extraordinary delegations will apply during such periods.

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

5.6.4 EXECUTIVE DIRECTOR: COMMUNITY DEVELOPMENT AND PLANNING SERVICES

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

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

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

5.6.5 EXECUTIVE DIRECTOR: FINANCIAL AND STRATEGIC SUPPORT SERVICES

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

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

1. Compilation of re-active departmental procedures to ensure service continuation
2. Plan for the continuation of operational activities during a disaster e.g. reserve personnel and resources;
3. Draft and get the approval for an emergency procurement policy
4. Facilitation emergency procurement
5. Initiating and facilitating efforts to make funds available for proactive and re-active disaster management within the municipal area
6. Management and administration of a disaster relief fund, if established;
7. Make arrangements for the receipt and administration of donations;
8. The department should assign dedicated officials with extended delegated authority for the duration of the disaster or significant event to approve the acquisition of goods and services to be used to redress the impact of the event;
9. Upon request of the Municipal Manager, release resources including personnel, equipment or vehicles for utilisation during disasters and significant events; Personnel shall be deemed to be on official duty during such redeployment;
10. Responsible for the legal process to promulgate a declared disaster in the Provincial Gazette;
11. Monitoring compliance with relevant legislation and regulations during abnormal circumstances;
12. Ensuring that Council's administrative support services, including human resources management, are maintained under abnormal circumstances;
13. Providing disaster related information to municipal employees and their families;
14. Documenting and safeguarding of information for potential municipal insurance claims and legal actions;
15. Documenting information for remuneration of municipal employees during disasters or significant events;
16. Documenting information for potential municipal labour relations issues;
17. The contents of this corporate planning framework must be communicated to staff members at all levels within the department; and
18. Execute all other, tasks, duties or functions assigned by the Municipal Manager.

5.6.6 EXECUTIVE DIRECTOR: TECHNICAL SERVICES

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

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

1. Compilation of pro-active departmental disaster management programmes to support risk reduction or elimination;
2. Providing technical advice in preventing or reducing the effects of flooding;
3. Confining and containing flood water where possible;
4. Removal of debris from transportation routes and other sites as required;
5. Rendering of emergency repairs to damaged road infrastructure;
6. Identifying and prioritising of essential services that may require restoration as a result of an emergency or a disaster;
7. Establishment and maintenance of the required telecommunications links;
8. To make provision in own departmental budget for significant events which requires immediate response and relief actions;
9. Plan for the continuation of operational activities during a disaster e.g. reserve personnel and resources;
10. Documenting potential occupational health and safety issues;
11. Protect the health and safety of emergency responders;
12. Upon request of the Municipal Manager, release resources including personnel, equipment or vehicles for utilisation during disasters and significant events;
13. The contents of this corporate plan must be communicated to staff members at all levels within the department;
14. Execute all other tasks, duties or functions assigned by the Municipal Manager.

5.6.7 CHIEF FIRE OFFICER

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

1. Compilation of pro-active departmental Disaster Management programmes to support disaster risk reduction and preparedness;
2. Compilation of disaster management plan to ensure service continuation during disaster situations;
3. Supplying resources for Disaster Management purposes as requested by the Disaster Co-ordination Team.

5.6.8 DEPUTY DIRECTORS: MUNICIPAL HEALTH SERVICES

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

1. Compilation of pro-active departmental Disaster Management programmes to support disaster risk reduction and preparedness;
2. Initiate steps to eliminate risks presented by communicable diseases;
3. Isolate person(s) in order to decrease or eliminate risks presented by a communicable disease;
4. Identify persons/organizations to contribute to post-emergency reports/debriefings;
5. Monitor large groups of people for contamination and/or health effects;
6. Co-ordinate the immunization of large groups of people;
7. Drafting of a guideline for the receipt of donations of food during incidents;
8. Monitoring of the quality of food received during incidents;
9. Seize and dispose of food that poses a health hazard;
10. Monitor the environment (air, water, and ecosystem) for contamination.

5.6.9 DEPUTY DIRECTOR: COMMUNICATIONS SERVICES

The Deputy Director: Communication must ensure that a Disaster Management Plan is compiled and maintained for the Communications Directorate with specific reference to:

1. Compilation and distribution of necessary media alerts and releases;
2. Updating of social media in general and as a community engagement tool during times of crisis;
3. Communication of approved and relevant public safety messages;
4. Designing of risk-reducing public education and awareness materials;
5. Liaising with media representatives;
6. Arranging of media briefings;
7. On instruction of the Municipal Manager, release media statements or general information on significant events and/or disasters in terms of Section 44 (1)(c);

6. DEPARTMENTAL DISASTER MANAGEMENT PLANS (ANNEXURE A)

Typical aspects addressed in a disaster management plans are the following:

1. Planning Framework/Introduction
2. Risk and Vulnerability Assessment leading to a needs analysis
3. Evaluation and description of Infrastructure / Organisation available
4. Prevention through risk elimination.
5. Mitigation through risk reduction
6. Preparedness planning for risks that cannot be eliminated
7. Lines of communication (Protocols) and liaison
8. Awareness and Education
9. Evaluation and Maintenance

7. DEPARTMENTAL IMPLEMENTATION PLANS (ANNEXURE B)

The departmental implementation plan addresses how departments will implement their responsibilities in terms of the municipal disaster management plan.

8. SIGNIFICANT EVENTS AND DISASTER DECLARATIONS

Based on the information available, the Head of the Disaster Management Centre will inform the Municipal Manager, who shall inform and recommend to Council whether or not the circumstances warrant a disaster declaration in terms of Section 55 of the Act.

Significant event declaration

Guided by assessment reports from disaster management role-players within the District, the Head: Disaster Management Centre may initiate steps to counter the effects and impact of a significant event in accordance with existing contingency plans and notify the Municipal Manager and/or the Mayoral Committee of the Council accordingly. (Sections 44 and 54 of the Act)

Disaster Declaration

In the event of a local disaster the Council may by notice in the Provincial Gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the event or special circumstances warrant the declaration of a local state of disaster (Section 55 of the Act). The stipulations of Sections 23(2) and 49 regarding the recording and classification of disasters should be adhered to.

The Municipal Manager may request assistance and resources from another level of government and that request shall not be deemed to be a request for implementation of the emergency plans of that jurisdiction.

9. POST DISASTER RECOVERY AND REHABILITATION OPERATIONS

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

10. REVIEW AND UPDATE OF THE CORPORATE DISASTER MANAGEMENT

The Cape Winelands Disaster Management Centre will regularly review and update the Corporate Disaster Management Plan as required by Section 53 of the Disaster Management Act, 57 of 2002

11. REFERENCES

City of Cape Town. 2014. *Disaster Risk Management Plan*.

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ANNEXURE A: DEPARTMENTAL DISASTER MANAGEMENT PLAN
CAPE WINELANDS DISTRICT MUNICIPALITY
DISASTER MANAGEMENT PLANNING TEMPLATE FOR MUNICIPAL DEPARTMENTS
(INSERT NAME OF DEPARTMENT)

DIRECTORATES/ DIVISIONS	PRIMARY MUNICIPAL FUNCTIONS	INSTITUTIONAL CAPACITY	HAZARD ANALYSIS	DISASTER RISK ASSESSMENT	DISASTER RISK REDUCTION MEASURES (PREVENTION & MITIGATION)	DISASTER RESPONSE AND RECOVERY
Name	Describe each directorate, division and section's core municipal functions in detail with reference to clients, area of jurisdiction etc.	Describe personnel structure, legal framework for function. Identify capabilities and shortfalls.	1. Identify possible hazards, i.e natural, technological etc. 2. Profile hazards by means of risk assessment 3. Determine risk to communities, structures etc. 4. Determine vulnerability in relation to communities, infrastructure, environment 5. Determine consequences, loss of life, injury, economic etc.	Determine the following: <ul style="list-style-type: none"> • Frequency of occurrence • Magnitude & potential intensity • Likely locations • Duration • Seasonal pattern • Speed of onset • Early warning 	Identify operational aspects for example programmes and projects in terms of IDP and other needs to address risk factors. Examples: job creation to reduce vulnerability, strengthening of physical structures, compliance to building regulations, awareness programmes etc.	Describe the measures planned by all disciplines to respond to disastrous events. Elaborate on recovery and redevelopment measures in the post disaster scenario within the constraints of budget etc.

ANNEXURE B: DEPARTMENTAL IMPLEMENTATION PLAN

**CAPE WINELANDS DISTRICT MUNICIPALITY
DEPARTMENTAL IMPLEMENTATION PLAN**

(NAME OF DEPARTMENT)

Responsibilities in terms of the Municipal Disaster Management Plan	Implementation Plan	Person and number of person responsible for implementation (including after hours in the case of an incident)