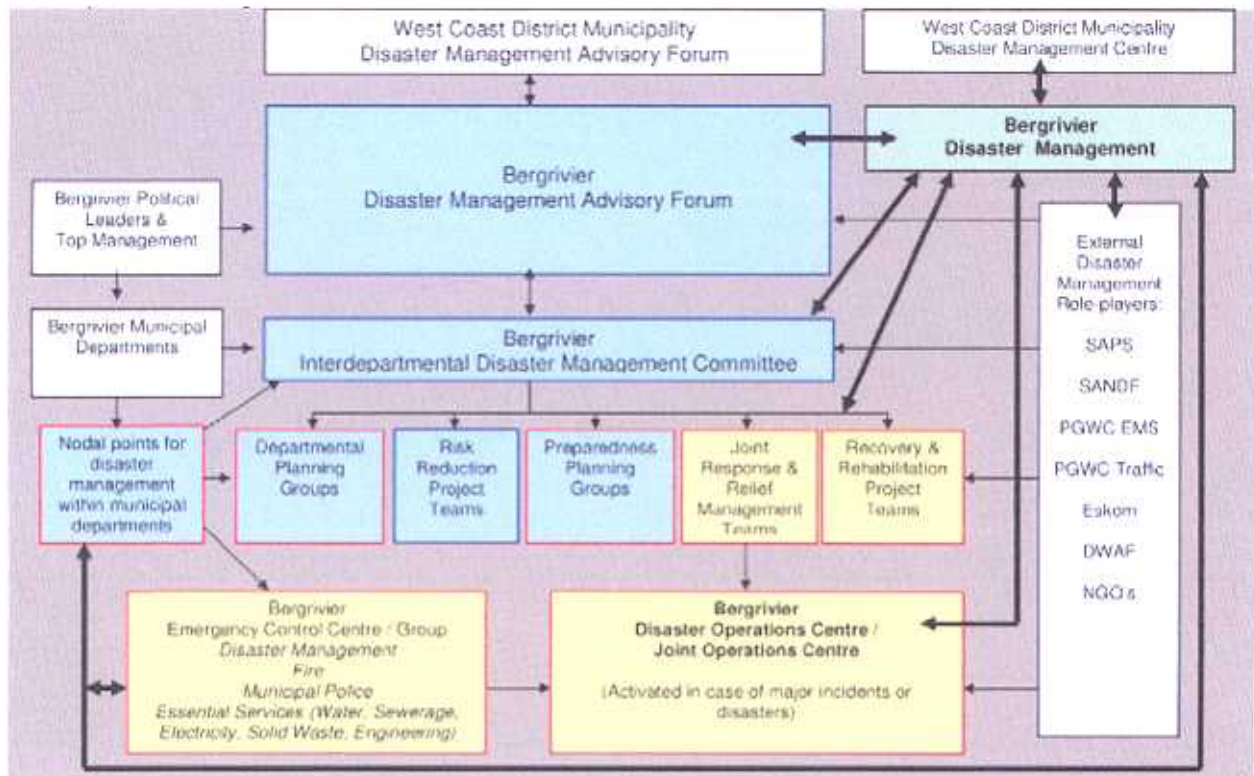


5.5 Corporate Disaster Risk Management Structure for the Bergrivier Municipality



The Corporate Disaster Management structure for the Bergrivier Municipality must deal with both proactive and reactive disaster management issues and encompasses more than the department which is responsible for the function. The structure will include the following elements:

5.5.1 Bergrivier Disaster Management

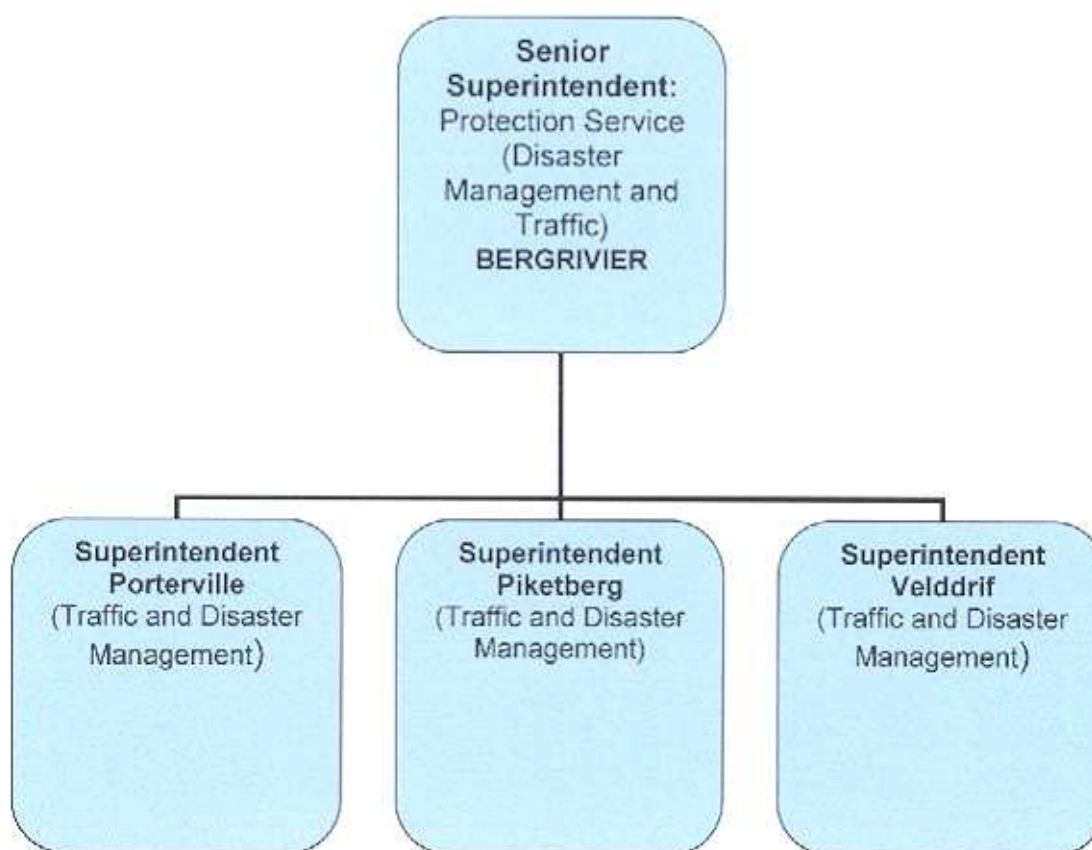
The department within the municipality assigned with the Disaster Management function. A local municipality may choose to establish a Disaster Management Centre.

The Disaster Management Centre / Section of the Bergrivier Local Municipality must aim to prevent or reduce the risk of disasters, mitigate the severity or consequences of disasters, prepare for emergencies and respond rapidly and effectively to disasters and to implement post-disaster recovery and rehabilitation within the municipality by monitoring, integrating, co-ordinating and directing the disaster risk management activities of all role players.

In terms of a management structure for disaster management, the principle of functioning within the established structure of the Bergrivier 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 Bergrivier 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 Bergrivier Municipality is as follows:

The Senior Superintendent: Protection Service with strong Disaster Management skills and background together with his officials, Superintendents of Porterville, Piketberg and Velddrif will form the core Disaster Management of Bergrivier Municipality.



Service

Escom Electricity Supply;	Emergency Medical Rescue Services;
Spoornet;	Telkom;
Capenature;	Working on Fire;
Civil Aviation Authority (CAA);	SPCA;
NSRI;	Sea and coastal Control;
SABC;	Sa Maritime Safety Authority;
SANparks;	SAWS Weather;
Water Boards;	Aviation Rescue Coordination Centre (ARCC);

Community and Other Organizations

Bergrivier Agricultural Union;	PPC De Hoek;
Bergrivier Sakeforum;	Marine Products;
ACVV;	District School Supervisor, Johan Joubert;
Churches;	South Africa Red Cross;
Bambanani Volunteers;	Police Forums: All Towns;
Commercial Airline Operators;	Ambulances applicable Towns;
Chaplain services;	Fire Protection Associations;
Musta Davin;	Salvation Army;
Private Security;	St Johns Ambulance;
Taxi Associations;	Volunteers;
Show Associations	

5.5.3 Interdepartmental Disaster Management Committee

This is an internal co-ordination forum at manager level where instructions from the Advisory Forum can be implemented and tracked, and serves as a co-ordination forum for disaster management issues within the municipality. This role can be performed by the top management team of the municipality, thus reducing the complexity of the disaster management structure.

5.5.4 Departmental planning groups

This element relates to planning groups that can be established within departments to deal with internal disaster management issues such as the compilation of departmental disaster management plans and contingency plans for facilities and services of the department. The disaster management nodal points of such departments will be involved in these planning groups.

5.5.5 Risk reduction project teams

A multi-disciplinary project team convened to address and reduce a specific disaster risk. Convened by the primary role-player for the risk and supported by Disaster Management.

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 JOC, and will be responsible to plan, manage and complete multi-disciplinary projects.

The JOC will ensure that project teams are convened and maintained to address risk-specific DMPs, such as plans for emergencies, flooding, oil spills and other transport disasters, hazardous materials incidents or mass events. Policies, plans and procedures that address efficient incident management and inter disciplinary co-operation during incidents are included in this category of plans. The input of specialist advisers in the various fields must be obtained on an ongoing basis.

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

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

The Project team under the direction of the JOC must, when activated and during any response and relief operations perform the following functions.

5.5.6 Preparedness planning groups

A multi-disciplinary planning group convened to ensure a high level of preparedness for a specific disaster risk. Convened by the primary role-player for the risk and supported by Disaster Management.

5.5.7 Joint response & relief management teams

Mostly flowing from a preparedness planning group, a team who is mobilized to deal with the immediate response and relief required during or immediately after of major incidents and disasters. Team/s will normally convene in the Joint Operations Centre.

5.5.8 Recovery & rehabilitation project teams

Project teams managing recovery and rehabilitation after disasters.

Departments who are responsible for the maintenance of specific infrastructures are also responsible for the repair or replacement of such infrastructures after disasters.

Disaster recovery and rehabilitation must focus on risk elimination or mitigation.

5.5.9 Bergrivier Emergency Control Centre/Group

The centre or group providing 24-hour emergency standby. Responsible for day-to-day emergency response by municipal departments and for the establishment of strategic communication links. It is of utmost importance to join hands with the District emergency centre

5.5.10 Bergrivier Joint Operations Centre (JOC)

A facility equipped to serve as command and co-ordination centre during disasters, where the joint response & relief management team will convene. Alternative facilities should be identified as back-up to the primary JOC. The JOC must be in Piketberg and a mobile unit should be available. This centre should preferably be as close as possible to the traffic department for the DM.

The JOC will consist of the following:

INTERNAL

DM Acting DM
Municipal Manager or Acting Municipal Manager
Director Community Services or Acting
Director Technical Services
Director Financial Services
Director Administrative Services

EXTERNAL BODIES:

West Coast Disaster Management Center
Emergency Medical Services
SAPS
Governmental departments
Representatives from other bodies as required
Emergency Medical Services

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

The JOC 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 team will ensure co-ordination and support between departments and external bodies.

5.5.11 Joint Operations Center (JOC) objectives

In order for the JOC and Joint Operations Committee to perform their tasks effectively it must ensure that the following actions take place.

Pre-disaster Risk

Data collection and verification collection

- Risk assessment in the area of jurisdiction
- 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

Pre-disaster Response

- Integrating risk management programmes with the IDP,
- To maintain risk specific safety infrastructure and plans
- To establish disaster prevention programmes that focus on the most vulnerable communities and endeavor to support sustainable livelihoods.
- To design a programme in support of fire protection and prevention in the rural areas,
- To refine disaster loss tracking and to establish a culture of scientific risk research,
- Determination of the exact causal 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 proactive media liaison and rapid response to media enquiries.
- To contribute to preventive and reactive management strategies for the HIV/AIDS pandemic.
- Education and awareness programmes

Response during emergencies or disasters

- Resources/deployment/rapid relief/health and legal aspects.
- Assessing risks in the immediate emergency area,
- Assessing risks to the remainder of the areas

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 Municipalities outlying area(s)
- Prepare lists of fatalities, casualties and missing persons,
- Prepare lists of destroyed and damaged properties,
- Co-ordinate response with ministries through Disaster Management Center,
- 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 the media and public.
- Identify target audiences for post- emergency communications,
- Identify persons/organizations to contribute to post-emergency reports/debriefings and submit information for payment of invoices

See also attached **Annexure E**, Standard Operating Procedures for JOC

Activation of JOC

- a) Open door (if a working day, this is already opened. In after hour situations, either the Centre Manager or his Administration Group will open the door to the DMC);
- b) Power: if cut, switch the generator on if it looks safe to do so. Otherwise, contact a qualified electrician for quick check, appraisal and advise;
- c) Check state of call out; who is to be called next and a roster set up by the DMC/JOC;
- d) Check Group/Local communications (this to be undertaken by the Comms Officer);
- e) Headquarters physically set up and configured as per Attachment I with proper sitting arrangements, maps, cell boxes, boards etc;
- f) Start the Operations Log (formal record of decisions to man the DMC, Declarations etc);
- g) Notify other agencies and Local volunteers that the DMC is now operational;
- h) Seek information on the current situation;
- i) Allocate duties as JOC personnel arrive;
- j) Brief staff as they arrive in the DMC (this is to be undertaken by the Controller or the DMC);
- k) Establish catering and other needs for the JOC staff (to be undertaken by the Administration Cell in conjunction with the DMC); and
- l) Ensure Liaison Officers establish communication links with their parent organizations. ¹²

¹² West Coast Civil Defense Emergency Management Group Plan, New Zealand:2005

Checklist

Is the building safe for the operation of the JOC or is there a need to shift to the alternate site?

- Is the DMC environment safe to operate from?
- Wherever the DMC is set up, check that electricity, computers etc are working.
- Do we have a skeleton activation or a full activation?
- Do we have inter-agency communications in place?
- Who is addressing the media issues?
- Is there a proper staff roster in place?
- Has the Group Controller been advised?
- Have we established contacts with the Local networks, emergency services and the District Management?
- Have all staff been advised of the emergency situation?
- Do we have the latest weather forecast:
- Are issues being addressed in timely manner?
- Is there a need for inter-regional or national resources to support the response?
- Are staff being looked after well and their families updated on the emergency situation?
- Are there any resource issues for the proper functioning of the JOC?

6 INDIVIDUAL RESPONSIBILITIES

The main stakeholders in the Bergrivier 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 objective of each stakeholder must be to prevent the occurrence of emergencies or disasters which threaten life, property, the environment or economic activity in the Bergrivier Municipal area.

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

6.1 *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 Bergrivier Municipality.
- During and after emergencies or disasters the manager will be responsible personally or through a designated official:
- Report, liaise and consult with councillors 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 councillors,
- 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.

6.2 Disaster Manager (DM):

The DM is responsible for the compilation, maintenance and distribution of the Municipalities Corporate DisMan and its supporting risk-specific and incident management plans.

The DM is also responsible for the performance by the Centre of its DisMan functions and to implement and co-ordinate the DisMan Bill with specific reference to (section 44(1))

- Report, liaise and consult with councillors 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 Councillors,
- 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 co-ordinating 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 Center
- Compilation of proactive departmental disaster management programmes to support risk reduction or elimination.
- Compilation of reactive departmental disaster management plans to ensure service continuation during emergency/disaster situations.
- Co-ordinating response and mutual aid agreements with adjacent municipalities in the District

- Protecting health and safety of emergency responders.
- The development of by-laws to ensure compliance with statutory obligations.

6.3 Deputy Chief Community Services

The Deputy Chief Community services must:

- Ensure that disaster plans are compiled and maintained in his/her service;
- Establish and ensure the effective functioning of the DisMan co-ordinating committee.

The Deputy Chief Community Services is responsible for the effective planning and functioning of the Municipal emergency services throughout all phases of the DisMan Continuum.

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

- Establishment and maintenance of the District Disaster and Emergency Services Operations Centre;
- Compilation of proactive departmental DisMan programs to support risk reduction or elimination;
- Compilation of reactive departmental DMPs to ensure service continuation during emergency/disaster situations;
- Co-ordinating response and mutual aid agreements with adjacent municipalities in the District;
- Protecting health and safety of emergency responders;
- Co-ordinating of donations received.

6.4 *Manager Fire Services(DM)*

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

- Compilation of proactive departmental DisMan programs to support risk reduction or elimination;
- Compilation of reactive departmental DMPs to ensure service continuation during emergency/disaster situations;
- Supplying resources for DisMan purposes;
- Executing and maintaining compliance with relevant legislation e.g. Fire Service Act, Veld and Fore Fire Act, National Building Act;
- Compiling and maintaining an emergency plan for the rendering of Fire Fighting, Rescue and Technical assistance Services in the event of a disaster.

6.5 *Engineer: Civil Services*

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

- Compilation of proactive departmental DisMan programmes to support risk reduction or elimination;
- Compilation of reactive departmental DMPs 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, and ecosystem) for contamination;
- Establishing and maintaining a resources database that is integrated with the JOC's DisMan Resources Database (DisRes);
- The conducting of regular environmental impact studies.

6.6 Engineer: Electro Technical Services

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

- Compilation of proactive departmental DisMan programs to support risk reduction or elimination;
- Compilation of reactive departmental DMPs to ensure service continuation during emergency/disaster situations;
- Identifying and prioritizing essential services that require restoration as the result of an emergency or disaster;
- Establishing and maintaining a resources database that is integrated with the DisMan Resources Database.

6.7 Head of Corporate Services

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

- Compilation of proactive departmental DisMan programs to support risk reduction or elimination;
- Compilation of reactive departmental DMPs 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 DisMan purposes.

6.8 Resources Section

The Chief, Human Resources Section is responsible for:

- Co-ordinating of the establishment for human resource base to assist during disasters;
- Co-ordinating offers of and appeals for volunteers in conjunction with the Media Coordinator and under the direction of the Emergency Control Group;
- Supporting the JOC in risk-reducing public education and awareness.

6.9 Finance.

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

- Compilation of proactive departmental DisMan programs to support risk reduction or elimination;
- Compilation of reactive departmental DMPs 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 DisMan in the municipal area (section 43);
- Supplying resources for DisMan purposes;
- Liaising with the Provincial officials with respect to the utilization of Provincial emergency relief funds if applicable

FINANCE

The procedure for requesting these funds will be as follows:

- During a declared disaster additional emergency funds for rehabilitation will be requested;
- The specific Department will execute evaluation of the damage; where upon the request will be forwarded to the Joint Operational Centre;
- The Joint Operational centre will evaluate the request and will then give the Finance Department the authority to make the necessary payment;
- The Finance Department will monitor the payment and brief the Joint Operational Centre;
- The DisMan and the JOC will monitor the rehabilitation process.

6.10 Planning and Development

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

- Compilation of proactive departmental DisMan programs to support risk reduction or elimination;
- Compilation of reactive departmental DMPs 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 disasters as an element in environmental education programmes;
- Supplying resources for DisMan purposes.

7 DISASTER OCCURRING OR THREATENING (DECISION GUIDELINES IMPACT MATRIX)

When a disastrous event occurs or is threatening in the area of the Municipality, the JOC 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 DisMan role players in the municipal 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 West Coast District Disaster management Center and the Provincial Disaster Management Centre of the Disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster;
- When informing the West Coast District Disaster Management Center and the Provincial Disaster Management Center, the Center 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 District is primarily responsible for the co-ordination and management of local disasters that occur in its area;
- Consideration regarding operational procedures and resources including Human Resources;
- Take in account short, medium and long-term implications.

7.1 *Municipal Emergency*

The Mayor will inform the District Mayor, in the case of an emergency or pending disaster.

After consultation with the JOC the municipal emergency may be declared terminated at any time by either:

- The Executive Mayor of Acting Mayor; or
- The Municipal Council; or
- The Premier of the Western Cape Province.

Upon termination of an emergency situation the Mayor, Municipal Manager or JOC will notify the following role players.

- District Disaster Management centre,
- The Mayor of the West Coast District Municipality;
- The Municipal Council;
- Public, Media and Neighbouring Municipal Officials.

8 PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES

8.1 *Plan Maintenance and Revision*

The Bergrivier Municipality DMP will be maintained and distributed by Disaster Management.

This Plan will be reviewed annually and, where necessary, revised at a meeting(s) of the JOC. The DM will coordinate this.

The Corporate Plan shall only be revised by a resolution of the Municipal Council. However, DM will do revisions and administrative changes, after approval by Municipal manager.

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

8.2 *Testing of Plan*

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

8.3 *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 DisMan Act on funding of Post-disaster recovery and rehabilitation. The procurement of emergency funds, not available from the District Municipal DisMan fund, to be secured in accordance within the provisions of article of the DisMan Act.

8.4 *Authority Levels*

The JOC will manage the disaster and will recommend when a disaster is declared. The DM will have the authority to authorize activation of role players, the rehabilitation process and the financial management of the rehabilitation process.

8.5 Mutual Aid Agreements

Departments with mutual aid agreements in place with outsourced institutions and suppliers must have written agreements incorporated as part of the Departmental disaster plan.

Formal agreements should be negotiated with the following Municipalities and private entities: West Coast District, Swartland Municipality; Saldanha Municipality; Cederberg Municipality; Drakenstein Municipality; PPC De Hoek; Airport Base Langebaanweg.

9 The Disaster Management Protocol Includes:

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

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

- Save lives.
- Reduce risk.
- Reduce suffering.
- Protect property.
- Protect the 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. The many different and complex situations encountered by 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.

9.1 Implementation

The protocol must be applied to all incidents, even to routine incidents, in order to provide for familiarity with the system, to be prepared for escalation and to be aware of risks that exist.

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.

9.2 Evaluation and Risk Analysis

- Each department needs to do an identification analysis of potential emergencies/disasters and their impact. 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) will assume responsibility.
- The evaluation and risk analysis should be completed in conjunction with the relevant departments and DisMan.

9.3 Reporting

- This principle of reporting is of the utmost importance as the management of any emergency situation starts here.
- When a Department identifies a problem that they cannot deal with the JOC will assume responsibility
- All details about the incident and incoming information must be made available to DisMan and the JOC.
- Disaster Management will activate the relevant role players in the JOC
- The Disaster Management offices will act as the information center for the duration of the disaster.

9.4 Establishment of the JOC/ ECC

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

9.5 Communication

The effectiveness of any relief activity will be seriously restricted without Effective communication. Thus JOC/ECC will require the use of all radio's etc. within the Council. Each department shall make available any requirements relating to communications.

9.6 Public Relations (media co-coordinator)

The public will be informed at all times regarding pending and immediate dangers as well as all actions underway

- The office of the Municipal Manager / Disaster Management Centre will assume full responsibility for all press releases and related communications, assisted by the JOC.
- VIP's will be briefed by JOC at all times.

9.7 Control and Cordoning off at the scene

If required, the scene of the incident will be cordoned off to protect all involved. The SAPS 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 away any hazardous materials and any debris etc. The police and emergency services will also take joint responsibility for maintaining the situation and safety of all present.

9.8 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 Services is responsible for minuting all meetings and assist in the documentation preparation and control. Such documentation will be required in an evaluation after the event.

9.9 Emergency Medical Post

It may be necessary to establish an emergency medical post at the scene or close by. The Provincial Emergency Medical Services (METRO) and the Fire Brigade will render this service. Further medical assistance will be called upon should it be deemed necessary.

A mobile equipped unit could be valuable in the handling of emergencies at the scene.

9.10 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 the area. The JOC and DisMan will co-ordinate this.

Post-disaster recovery and rehabilitation operations normally take on the nature of programmes and projects.

The JOC 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 JOC on a regular basis.

In this regard the causal factors of disasters must be addressed and disasters prevention through risk elimination should be pursued.

9.11 Resource Management

Each Functionary will be in control of his own resources, but a central resource list must be kept by the JOC. This will ensure 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 co-ordinated, but with decentralized management.