

*15.5 Annexure E*

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 advice;
- 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. <sup>13</sup>

<sup>13</sup> West Coast Civil Defence Emergency Management Group Plan, New Zealand:2005

### Checklist for JOC

- 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?
- Has 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?

## Municipal Manager

- 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 to 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 councillor(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.

## Manager Disaster Management

- 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 councillor(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 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 Center
- Compilation of proactive 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 District
- Protecting health and safety of emergency responders.

The development of by laws to ensure compliance with statutory obligations.

## Health

- 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.

## Civil and Technical Services

- 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,

## Electro Technical Services

- Identifying and prioritizing essential services that require restoration as the result of an emergency or disaster.

## Human Resources

- 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 Co-ordinator and under the direction of the Emergency Control Group

## Finance

- 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.

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 Disaster Management and the JOC/ECC will monitor the rehabilitation process.

When a disastrous event occurs or is threatening 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 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.