Overberg District Municipality

DISASTER RISK MANAGEMENT PLAN FOR THE OVERBERG DISTRICT MUNICIPALITY

2016 Revision

Restricted and Confidential

--- RESTRICTED & CONFIDENTIAL ---

DISASTER RISK MANAGEMENT PLAN DISTRIBUTION

This Disaster Risk Management Plan is produced by the Overberg District's Disaster Risk Management Centre (DRMC) as part of its responsibility in terms of the Disaster Management Act, (Act 57 of 2002) and per the Amendment act of 2016 and is distributed to the wider emergency management community and to other government and non-governmental agencies, as applicable. This document is intended for internal use of the Organizations / Entities concerned and should be treated as confidential and not be displayed in whole or in part in any public place or to the media.

The recipient Organizations / Entities will be advised by the DRMC when the DRM Plan has been amended or updated through the person who has received this Plan. Each Organization / Entity should then obtain and distribute copies of these amendments to their respective members as required and the replaced pages / copies should be destroyed.

DRM PLAN AMENDMENTS / UPDATES

Proposed changes or updates will be evaluated and then added to the Amendments and Updates Listing below. It is the responsibility of each Stakeholder to regularly check the currency of their Plan copy.

Proposals for amendment or additions to the text of this Plan should be forwarded to: Reinard Geldenhuys, Manager: Protection Services, rgeldenhuys@odm.org.za; Tel: 028 4251157

Revision 2015

1. *Procedures for municipalites during incidents/disasters*
2. *Cape Nature Hotspot Map*
3. *Revised Disaster Risk Assesment p29*

Revisions 2014

1. Addition of two definitions
    a. Watch
    b. Weather Warning
2. Addition to the list of Main Hazards p17
    a. 2) Animal Disease
    b. 8) Drought
    c. 10) Endemism
    d. 17) Nuclear Emergency
    e. 20) Severe Weather
    f. 21) Storm Surge
    g. 23) Social Conflict
3. Update of DISASTER-RISK PROFILE QUANTIFICATION TABLES - ASSESSMENT, VULNERABILITY AND RISK REDUCTION/MITIGATION FOR EACH HAZARD with the above additions and 2014 DRA p 19
4. Inclusion of 2014 Disaster Risk Analysis Overberg District Municipality Hazard Classification p 29
5. Updates on Disaster Threats Classification, Consequences, Role-players and Plans to reflect the above.
    - Addition of : Early Warning Procedures to Annexure B PROCEDURE FOR EMERGENCY INCIDENTS AND DISASTER RESPONSE

2016 Revisions

ODM ICS Plan attached to main plan.

Overberg District Municipality

STRATEGIC DISASTER RISK MANAGEMENT PLAN 2011

1. SCOPE

The STRATEGIC DISASTER RISK MANAGEMENT PLAN has been drafted as part of the Public Safety strategy.

This Disaster Risk Management (DRM) Plan is the product of a joint initiative by ALL role-players and is coordinated by the Overberg Disaster Risk Management Centre in terms of the Disaster Management Act, 57 of 2002.

This Plan applies specifically and exclusively to disaster-risk reduction in the Overberg, with due consideration of external influences, including incidents and disasters. Guidelines and strategies by the NDMC, the PDMC and other relevant authorities are incorporated.

2. PURPOSE / OBJECTIVES

The objective of this document is to define and describe the essential elements and procedures **at the strategic level** for preventing and mitigating major incidents or disasters (covering a wide range of hazards and threats, including natural and man-made disasters, service disruptions, domestic terrorist attacks, and other emergencies) and to ensure a rapid and effective response in case of a major incident or disaster occurrence, that will:-

- Save lives,
- Reduce risk exposure,
- Reduce suffering,

- Protect property,
- Protect the environment
- Reduce economic and social losses and
- Provide for the safety and health of all responders.

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,
• Operational planning,
• Tactical planning,
• Planning evaluation and revision and
• Operational command and control.

Implementation - Unified Command /Multi-Disciplinary Incident Management Plan

The Multi-Disciplinary Incident Management Plan (MIMP) (Annex A), The Procedure for Emergency Incidents and Disaster Response (Annex B), Incident Command System as per NFPA 1561 and associated Safety & Security Plans, guided by this Strategic DRM Plan, must be applied when any significant incident occurs, even to routine incidents, in order to provide for familiarity with the system and to be prepared for impact escalation and to be aware of present and probable future risks that exist. The MIMP must be applied during exercises, as exercises and simulated incidents often involve artificial and real-time hazards, vulnerabilities, risks, problems and challenges that are similar in nature to those of actual incidents and emergencies.

All Stakeholders and Role-players (*including* those external organizations with which mutual aid or service level agreements have been entered into) must develop their own operational guidelines (Standard Operating Procedures – SOP's) and Plans which must integrate with / talk to the MIMP and DRM and Safety & Security Plans. These would address both routine and unusual incidents based on the hazard and risk assessment, which may occur within Overberg Area that should describe the options available for application according to the needs of each particular incident or emergency situation.

The specific aims of the Overberg Disaster Risk Management Centre, in its role as the co-ordinator of this Plan, assisted by all the role-players with special responsibilities are -

- The Overberg Disaster Risk Management Centre is empowered by legislation to ensure overall integration and co-ordination of all relevant role-players involved in incidents so as to identify, prevent, reduce, mitigate and effectively respond to any hazards with a disaster risk which may affect the safety of the public.
- To develop and produce a viable and integrated Disaster Risk Management Plan (DRMP) for the Overberg District. To ensure that synergy exists between the Overberg, Local Municipalities, Provincial and National Disaster Risk Management Plans and structures;
- To ensure that all projects and role-players involved have developed and produced Disaster Risk Management Plans for their own spheres of operation which in turn are integrated into the Overberg Disaster Risk Management Plan;
- To ensure that the relevant training is provided to identified members of all the projects and that regular advisory forums and committee meetings are held to monitor and calibrate all DRM Plans;

- To ensure that adequate Joint Operations Centres, staffing and relevant reporting structures are established.
- To ensure that regular simulations are held to refine all DRM Plans;
- To have secured and marketed an emergency communications call number for the Overberg which in turn is linked to other national emergency communications numbers;
- To have implemented an awareness and education campaigns for the community with regard to safety and disaster-risk issues;

As the Overberg District, the Province of the Western Cape and all other Organisations / Entities will still continue with the provision of their normal functions in protecting the broader Overberg District against hazards with disaster-risk, the approved **Overberg District Municipalities' Disaster Management Plan** and and all linked Procedures of the various Disciplines will remain in place, so that inter-disciplinary communication and any required response operations throughout the Province and the Overberg can be adequately managed.

3. SPECIFIC STATUTORY REQUIREMENTS / LEGAL FRAMEWORK

The following legislation impacts on the integrated Disaster Risk Management planning effort and will provide the basis for operation by the relevant role-players, whether they are Lead or Supporting Disciplines (alphabetically) :-

- Community Safety By Law
- Disaster Management Act, 57 of 2002
- Fire Brigade Services Act, 99 of 1987
- Local Government: Municipal Systems Act, 32 of 2000
- National Health Act, 61 of 2003
- NFPA 1561
- Occupational Health and Safety Act, 85 of 1993
- Road Traffic Act, 93 of 1996
- Road Traffic Laws Reconciliation Act, 47 of 1998
- Safety at Sports and Recreational Events Act, of 2009
- SANS 10366:2006 – Health and Safety at Events – General Requirements
- SANS 10400:1990 – Application of the National Building Regulations
- South African Police Service Act, 68 of 1995
- General Notice No. 28437 – Manual: Joint Management of Incidents involving Chemical or Biological Agents or Radio-Active Materials, 3 Feb. 2006 (Dept. of Provincial and Local Government)

REMARK: - The Disaster Management Act, 2002, specifically requires the Local Authority to take the necessary remedial steps to prevent and / or mitigate the occurrence or re-occurrence of disasters in its area of jurisdiction and this forms the basis for the drafting of this DRM Plan.

4. REFERENCES

- National Disaster Risk Management Framework, 2005 and
- PDMC Preparedness Strategies

5. LINKED DOCUMENTS

- The Procedure for Emergency Incidents and Disaster Response
- Overberg MIMP
- Western Cape Provincial Safety & Security Plan.
- Western Cape Generic Plan
- Various hazard-specific (Contingency) Plans applicable to off-site responses, i.e. SAM Emergency Plan, Aircraft, Road & Rail Incident Emergency Plans, W. Cape HAZMAT Plan, etc.
- General Notice No. 28437 – Manual: Joint Management of Incidents involving Chemical or Biological Agents or Radio-Active Materials

6. ABBREVIATIONS

CAM – Cape Agulhas Municipality
DCT – Disaster Co-ordination Team (for Overberg District Municipality – convened during a disaster)
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
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
ProvJOC – Safety & Security Joint Operations Committee at Provincial level
RVP – Rendezvous Point
SANDF – South African National Defence Force
SAPS – South African Police Service
SCP – Service Command Post (at the Incident Site)
SOP – Standard Operating Procedure

7. DEFINITIONS / GLOSSARY OF 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 -
  (i) death, injury or disease;
  (ii) damage to property, infrastructure or the environment; or
  (iii) 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/wildland 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 communities 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, Province or at National level in terms of the Disaster Management Act, No. 57 of 2002.

DISASTER (RISK) MANAGEMENT PLAN – A document describing the organisational 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.

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

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EXERCISE – An evaluation of major portions of emergency response capabilities. An exercise tests the integrated capability of the emergency response organisation, 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 a 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 multi-agency emergency management activities at a District or State level.

INCIDENT COMMAND POST (ICP) – refer to the ***FORWARD COMMAND POST (FCP)*** or ***ON-SITE JOC*** definitions.

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 specialisation 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 organised 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 for 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 co-ordination 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 no other 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 intervene 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 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 and do not form part of the permanent structure of the venue.

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 to and from the area being evacuated

TRIAGE – Means the 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 / Organisations, while retaining that Services' / Organisations' 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 organised 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 a 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 an 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.

8. DISASTER RISKS

THE MAIN HAZARDS WHICH *MAY* HAVE A POTENTIAL DISASTER-RISK IMPACT ARE (alphabetically)

1) Aircraft Incident
2) Animal Disease
3) Bombing / Explosion / Terrorism
4) Disruption of Electricity Supply / Power Failure (sustained)
5) Disruption of Sanitation & Stormwater Systems
6) Disruption of Solid Waste Removal Services
7) Disruption of Water Supply
8) Drought
9) Epidemic / Major Infectious Disease Outbreak, incl. Food Safety issues
10) Endimism
11) Fire – Structural or Effects of Pyrotechnics
12) Fire – Wildfire and urban interphase
13) Fire – Informal Settlements
14) Flooding & Storms / Extreme Weather
15) Hazmat Incident or Chemical or Biological Agents' or Radio-active Materials' (CBR)
16) Industrial Accidents
17) Nuclear Event
18) Oil Spill Coastal
19) Sea Disasters
20) Severe weather

21) Storm surge
22) Structural Collapse
23) Social Conflict
24) Train Incident

9. DISASTER-RISK PROFILE QUANTIFICATION TABLES - ASSESSMENT,VULNERABILITY AND RISK REDUCTION/MITIGATION FOR EACH HAZARD

Likelihood/Probability Rating		
Rating	**Description**	**Quaification Criteria**
5	**Almost Certain**	The risk consequence is expected to occur often (every 1 – 3 months) Very many incidents with this consequence experienced and/or recorded High likelihood of reoccurring, with many opportunities to occur
4	**Likely**	The risk consequence will probably occur every 4 - 12 months Many incidents with this consequence experienced and/or recorded Considerable opportunity and means to occur
3	**Possible**	The risk consequence will occur at some time (every few years) Few, infrequent occurrences recorded and/or experienced) Some opportunity and means to occur
2	**Unlikely**	The risk consequence could occur at some time (4 - 10 years) No known recent incidents recorded or experienced Little opportunity and means or reason to occur
1	**Rare**	The risk consequence may occur only in exceptional circumstances (> 10 years) Unheard of Almost no opportunity to occur

	Impact and Consequence
Level 5 Very High	Critical event resulting major loss of life and/or massive damage to the environment and property . Total Loss of infrastructure.
Level 4 High	Critical event resulting in loss of life and serious damage to property. Major disruption of services and infrastructure.
Level 3 Medium	Loss of life, moderate damage to property and environmental impact. Moderate disruption of services and infrastructure.
Level 2 Low	Damage to property, little environmental impact and minor disruption of services and infrastructure

Likelihood	Consequence				
	Very Low (1)	**Low (2)**	**Medium (3)**	**High (4)**	**Very High (5)**
Almost Certain (5)	Minor	Moderate	Major	Extreme	Extreme
Likely (4)	Minor	Moderate	Moderate	Major	Extreme
Possible (3)	Insignificant	Minor	Moderate	Major	Extreme
Unlikely (2)	Insignificant	Minor	Moderate	Moderate	Major
Rare (1)	Insignificant	Insignificant	Minor	Moderate	Major

DANGER/THREAT	Consequence Level	Probabality	CLASSIFICATION	CONSEQUENCES	Risk Reduction and Mitigation
Air Disaster	2	2 Unlikely	Minor	Damage to infrastructure Multiple injuries and rescues	• Provision of adequate fire & rescue equipment and personnel • Provision/determination of appropriate medical treatment facilities, personnel and response units • Appropriate Hazmat measuring apparatus • Adequatley trained and equipped personnel • Requirements as per Aircraft Incident DRM Plan and own SOPs
Animal Disease	2	1	Insignificant (Low Risk)	See DRA	
Coastal Oil Spill	3	2 Unlikely	Moderate	Major environmental impact Chemical hazard	• Update of contingency plans • Early warning systems

Disruption of Electricity Supply.	2	4 Likely	Moderate	Disruption of routine Increased risk of structural fire Food supply and disease Increased Crime risk	• Upgrading of supply to whole area improved, incl. alternate reticulation systems • Backup generators in place • County-wide upgrades of elctricity supply and systems and constant montoring of status, incl. alternate reticulation systems • Close liaison with Electicity distibutor As per DRM Plan and own SOP's
Disruption of Water supply	2	4 Likely	Moderate	Disruption of routine Disease	• Upgrading of water supply to the area • Monitoring of service supply in place • Staff trained and on standby • Repair facilities available As per DRM Plan and own SOP's
Disruption of Sanitation & Stormwater system	2	3 Possible	Minor	Disruption of routine. Health and disease	• Upgrading of sanitation systems to the area • Monitoring of systems in place • Staff trained and on standby • Repair facilities available As per DRM Plan and own SOP's
Drought	3	2	Moderate	The impact on the export fruit industry; Loss of economic growth or development due to a decline inagricultural producers;Damage to crop quality and reduced food production;	• Monitoring of infectious disease and epidemic notifications at hospitals and clinics leading up to the Event • Provision of adequate supply of antidotes, equipment , hospitals and trained personnel • Public health warnings, as

				Increase in food prices; Loss of dairy and livestockproduction; Unavailability of water which leads to high livestock mortality rates; Disruption of reproduction cycles in animals; Increase in unemployment; Loss to recreational/tourism industry; Loss to industries directly dependent on agricultural production (e.g. fertilizer manufacturers); and Rural population loss	applicable • Monitoring of food preparation & dispensing premises • Monitoring of possible illegal slaughter houses & food dispensing areas • As per DRM Plan and own SOP's
Endemism Endemism is the ecological state of being uniquely distributed to a defined geographic location. Endemic species are marginally represented which makes them a concern for conservation for example many of South-Africa endemic plants are concentrated in relatively small areas in the ODM known as regions or centres of endemism.	2	3	Moderate	Impact on the local and export flower harvesting industry; A decrease in tourism; and Impact on other agricultural activities in the area. Can lead to the extinction of critically endangered species □ especially where high zones of endemism exist. Deepening poverty caused by unemployment. **5. SEASONALITY: Level of risk for different situations and conditions**	See DRA

Fire: Informal Settlement	4	5 Almost certain	Extreme	Loss of housing Injuries and Death	• Building Management • Flammable material control • Provision of formal housing • Adequiate fire services • Rapid respons 24/7
Fire Veld	3	5 Almost certain	Major	Injuries and Death Destruction of infrastructure Economic Impact Job Losses	• Fire prevention through regulations • Firebreaks and fuel load reduction • Empowering of FPA's • Adequate Fire response • Rapid Helicopter response
Floods	3	4 Likely	Moderate	Loss or disruption of transport infrastructure.	• Monitor weather forecasts & standby levels • Ensure early warning systems in place • As per DRM Plan and own SOP's
Flash Flooding	3	4 Likely	Moderate	Disruption or blocking of roads. Flooding of roads Flooding of properties	• Monitor weather forecasts & standby levels • Ensure early warning systems in place • As per DRM Plan and own SOP's
Hazmat Incident : Chemical, Biological or Radio- acrive	3	2 Unlikely	Moderate		• • Provision of adequate fire & rescue equipment and personnel • Installation of appropriate medical treatment facilities • Ambulance access and egress routes • Appropriate Hazmat measuring apparatus

					• Adequately trained and equipped personnel • Procurement of response vehicles & specialized equipment • Extentive Response Unit staff training & exercising • CBR awareness courses for duty personnel • SOP's for support actions developed
Industrial accident	3	3 Possible	Moderate	Multiple injuries and rescues Fire Evacuation of residential areas (Ammonia, sulphur etc) Damage to structures Economical impact	• Awareness training to all staff • Strict adherence to safety regul;ations • Adequate equipment to deal with incidents • Regular combined excersises
Nuclear Event	4	1	Moderate	See DRA	Risk Reduction Measures to implement should include Barriers; Design back-ups of back-ups; and Training; Bantamsklip will be located on the coastline and to protect it against storm surges and tidal waves by the terrace on which Bantamsklip it should be built 8 m above sea level; Additional risk reduction measures should include: --- Formal audits by the International Atomic Energy Agency. --- On-going watchdog role performed by on-site NNR personnel. The Bantamsklip Nuclear Emergency Plan should cover the possibility of radioactive releases, by air or by

					liquid effluent; □ Radiation protection: Natural background radiation at sea level is 200millirem per annum. Average radiation exposure to workers is 13millirem per annum. The radioactive releases, known as the Annual Authorized Discharge Quantity (AADQ), are controlled by the NNR; □ The Bantamsklip Radiation Protection Personnel and the City of Cape Town Environmental Health Practitioners should be responsible to monitor, assess and refer potentially contaminated persons; and □ In case of the issuance of a Control Room alarm the Emergency Control Centre should be made aware of it
Road Transport Accident	3	4 likely	Moderate	Multiple injuries and rescues	• Provision for the management of road closures and traffic control • Appropriate equipment and personnel deployment • Rapid response • Regular patrols and monitoring • Preparation to assit with crowd control and public safety aspects • As per DRM Plan and own SOP's
Structural Collapse	4	2 Unlikely	Moderate	Multiple injuries Specialized rescues	• Training and equipping specialised rescue teams • Resourcing of heavy-duty lifting and rubble removal

					equipment for rescues • Regular building inspections • SOP's in place for rapid assessment iro any incidents
Strong Wind	3	4 Likely	Moderate	Damage to structures Damage to electrical infrastructure Trees uprooted falling on structures Trees over roadways Trees on power lines	• Training and equipping specialised rescue teams • Resourcing of heavy-duty lifting and rubble removal equipment for escues • Monitor weather forecasting and warnings
Severe Weather	2	2 Likely	Moderate	Causes electricity disruption; Damage to infrastructure; Bent, snapped or collapsed light poles or traffic lights, or downed power lines; and Storm damage for properties and businesses located along the coast. In summer, strong winds promote fire and contribute to erosion particularly where it moves over the escarpment and removes the natural vegetation; Crop damage, cave-ins, mud slides, debris flows and sink holes; and Erosion which leads to land degradation. Loss of livelihood; Increase in poverty; Increase in crime; and Possible injuries and loss	• Training and equipping specialised rescue teams • Resourcing of heavy-duty lifting and rubble removal equipment for escues Monitor weather forecasting and warnings

				of life.	
Storm Surges A storm surge is an abnormal rise of water generated by a storm, over and above the predicted astronomical tides. Storm surge is a complex phenomenon as it is sensitive to changes in storm intensity	2	2	Minor	uildings exposed to strong winds can be damaged if their foundations are undermined and weakened by erosion and under scouring; and Direct wave impact can damage marinas and boats, particularly boats that are tied down. Damaging waves can severely erode beaches, coastal railways and coastal highways; and Flooding and inundation occurs. Salt water intrusion in estuaries endangers the public health, kills vegetation and can send animals fleeing from flooded areas227. **5.**	•
Sea Disaster	3	2 Unlikely	Moderate	Multiple injuries People to be treated	• Training and equipping specialised rescue teams • Supporting NGO rescue organisations • SOP's in place for rapid assessment iro any incidents
Social Conflict	4	4 Likely	Major	Evacuation of affected area; Disruption of socio-economic activities in the LM; Disruption of seasonal	• Positive political interactions • Early warning • Adequate infrastructure to deal with

				agricultural activities; Damage to structures and critical infrastructure such as roads; and Disruption of transport routes by blocking of roads. Destruction of natural areas. Disruption of educational and critical health programmes; Multiple injuries; and Death.	consequences.
Train Disaster	3	3 Possible	Moderate/Major	Multiple injuries and rescues Evacuation (HAZMAT)	

10) **2014 Disaster Risk Analysis Overberg District Municipality Hazard Classification**

HAZARD	HAZARD			Relative Risk Rating	Relative Risk Priority	Locations of high risk areas in the ODM
A potentially damaging physical event, phenomenon or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.	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			
	Probability	Frequency	Severity			
NATURAL HAZARDS These are natural processes or phenomena occurring in the biosphere that may constitute a damaging event.						
Floods	4	3	3	9.167	high	Farming communities situated on the banks of the rivers; low lying area of the Agulhas Plain.
Wildland fire	4	4	3	8.643	high	Agricultural communities; roadsides; footpaths; CBAs; Nature Reserves;.
Pest infestation	4	4	2	6.667	tolerable	Nature reserves; wetlands and local rivers.
Drought	2	2	3	5.923	tolerable	The Elgin-Grabouw-Vyeboom-Villiersdorp area; Emerging farmers; Agri-businesses that are dependent on the export market.
Severe weather	3	3	2	5.538	tolerable	Farming communities; Backyard dwellers; Hermanus; and Mountainous areas.
Coastal erosion	2	3	2	5.250	tolerable	The blue flag status of beaches of Grotto, Hawston and Kleinmond; Estuaries; Marine Protected Areas.
Storm surge	2	3	2	5.091	tolerable	Residential development, services and infrastructure along the coast with no natural defences; Estuaries; Marine Protected Areas.
Tsunami	3	1	2	4.909	tolerable	Communities/households/buildings located on low-lying topography and situated very close to the high water mark of the coastline.
Human diseases	3	4	3	4.375	tolerable	Informal settlements; Smallholding farms; A high incidence of HIV in the communities of Grabouw and Villiersdorp in the age group 25 to 34.
Sea level rise	2	2	2	4.364	tolerable	The coastline between Rooiels and Cape Infanta; Rivers; Estuaries; Marine Protected Areas.
Animal diseases	1	1	2	1.867	low	Communities in Bredasdorp, Grabouw, Swellendam, Caledon and Hermanus; Smallholding farms.
TECHNOLOGICAL HAZARDS: Technological hazards are defined as danger originating from technological or industrial accidents, dangerous procedures or certain human activities, which may cause the						

loss of life or injury, property damage, social and economic degradation						
Social conflict	3	3	2	8.000	high	Informal settlements; Farm labourers residing on farmland – specifically Grabouw, Villiersdorp and Swellendam; Local businesses.
Structural fire	4	4	2	6.667	tolerable	Informal settlements; Backyard dwellers; Struisbaai, Bredasdorp, Napier and Zwelitsha.
Nuclear event	1	1	4	6.500	tolerable	Groot Hagelkraal farm; SANParks at Waterford, Pearly Beach Nature Reserve and the Soetfontein Nature Reserve.
Dam failure	2	2	3	5.250	tolerable	Communities, roads and other critical infrastructure situated close to the dam.
Major Hazardous Installation	2	1	3	5.143	tolerable	SSK silos located in Swellendam, Heidelberg, Protem; SAB facility, Caledon; SSOIL Swellendam; Local petrochemical depots.
HAZMAT: ocean spill	2	2	2	4.909	tolerable	RAMSAR sites, marine reserves and sanctuaries; Estuaries; Rocky areas.
Shipping incident	2	2	2	4.800	tolerable	The adjacent coastline; Local fishing communities.
Water supply disruption	2	3	2	4.667	tolerable	Particularly the tourist havens Hermanus and Agulhas
Road incident	4	4	2	4.375	tolerable	Both regional and national roads: R406; R45; R62; R60; R326; R320; R324; N2; R319; R43; R317; R316 and R44; Grabouw; Swellendam.
HAZMAT: road	3	2	2	4.308	tolerable	Particularly the N2 and pedestrians/communities/other motorists in close vicinity of a spillage incident.
Sewerage and drainage	2	3	2	4.200	tolerable	ODM
Aircraft incident	2	2	2	3.375	low	Areas below flight paths; Local airfields; The helipad at the Caledon District Hospital.
Electricity disruption	2	2	1	3.000	low	Towns located in the Cape Agulhas LM; Farming communities
Denel OTR	1	1	1	2.500	low	De Hoop Nature Reserve
Rail incident	1	1	1	2.143	low	Railway and adjacent area.
HAZMAT: rail	1	1	1	1.667	low	Railway and adjacent area.
ENVIRONMENTAL HAZARDS: These are processes induced by human behaviour and activities (sometimes combined with natural hazards), that damage the natural resource base or adversely alter natural processes or ecosystems						
Endemism	3	4	2	5.625	tolerable	National Parks; CBA's; IBAs; the Breede River; Marine Protected Areas.
Groundwater pollution	1	2	2	3.333	low	Underwater streams and boreholes located close to waste disposal sites and cemetaries.

11) Disaster Threats Classification, Consequences, Role-players and Plans

DANGER/THREAT	CLASSIFICATION	CONSEQUENCES	PRIMARY	SECONDARY	EMERGENCY PLANS/SOP'S
Air Disaster	**Major**	Damage to infrastructure Multiple injuries and rescues	1. Fire Rescue 2. EMS 3. TFDC 4. SAPS	1. Disaster management 2. Traffic 3. Hospitals 4. NGO's 5. State Pathology Services	1. MIMP 2. TFDC Crash Plan 3. Plan Delta
Bombing/Explosion /Terrorism	**Moderate**	Damage to infrastructure Multiple injuries and rescues. Disruption of infrastructure Disruption of routine Displacement of people	1. SAPS 2. Fire Rescue 3. EMS 4. Traffic	1. Disaster management 2. Traffic 3. Hospitals 4. NGO's 5. State Pathology Services	SAPS Safety and Security plan MIMP Plan Plan Delta
Disruption of Electricity Supply.	**Minor**	Disruption of routine Increased risk of structural fire Food supply and disease Increased Crime risk	1. Local Municipality 2. ESCOM	1. Disaster Management	1. Local Municipal plans
Disruption of Water supply	**Moderate**	Disruption of routine Disease	1. Local Municipality 2. Overberg Water Board 3. ODM Environmental Health Officers 4. Fire Rescue (Tankers)	1. Disaster Management	1. Local Municipal Plans 2. Environmental Health Plan (Water)
Disruption of Sanitation & Storm water system	**Moderate**	Disruption of routine. Health and disease	1. Local Municipality	1. ODM Environmental Health Officers 2. Disaster Management Coordination	3. Local Municipal Plans
Drought	**Moderate**	Livestock decline Decline in water reserves Job losses , increase in poverty Severe Economic impact	1. Dept. of Water Affairs 2. Dept. of Agriculture	1. Municipalities	Provincial Drought Plan
Epidemic/Major Infectious Disease Outbreak including animal diseases	**Moderate**	Overloading of Health Services and facilities Casualties Under manning of critical services and infrastructure	3. Dept. of Health 4. EMS 5. ODM Environmental Health Officers	2. Veterinary Service 3. Onderstepoort 4. Disaster Management 5. State Morgue 6. State pathology services	4. Dept. of Health Infectious Disease plan 5. Generic Plan
Fire: Informal Settlement	**Moderate**	Loss of housing	1. Fire Rescue	1. Disaster management	1. MIMP

		Injuries and Death	2. EMS 3. SAPS	2. NGO (Red Cross, salvation Army) 3. Dept. of Social Services(PAWC) 4. State Pathology Services	2. Plan Delta 3. Provincial Welfare
Fire Veld	**Major**	Injuries and Death Destruction of infrastructure Economic Impact Job Losses	1. Fire Rescue 2. Disaster Management 3. FPA's 4. SAPS 5. Traffic 6. Cape Nature 7. MTO)	1. DAF 2. Dept. of Social Services	1. Mimp 2. Disaster Response Plan
Floods	**Moderate**	Loss or disruption of transport infrastructure.	1. Disaster Management 2. Fire Rescue 3. EMS 4. Traffic 5. Air force 6. Roads Dept.	1. Local Municipalities 2. Dept. of Social Services 3. Dept. of Water Affairs and Forestry	1. Disaster Response Plan 2. MIMP
Flash Flooding	**Minor**	Disruption or blocking of roads. Flooding of roads Flooding of properties	1. Traffic 2. Local Muncp 3. Roads Dept.	1. Fire Rescue 2. EMS	
Hazmat Incident : Chemical, Biological or Radio- active including Nuclear events	**Moderate**	Evacuation of large areas. Disruption of infrastructure. Blocking of access roads Contamination Explosions Multiple injuries Specialized rescues	1. Fire 2. EMS 3. SAPS 4. Traffic	1. ODM Environmental Health Officers 2. Private Cleanup Services 3. State Pathological Services	Hazmat Directive
Industrial accident	**Moderate**	Multiple injuries and rescues Fire Evacuation of residential areas (Ammonia, sulphur etc) Damage to structures Economic impact	1. EMS 2. Fire Rescue	1. SAPS 2. Traffic (Evacuation) 3. Hospitals 4. Dept. of Labor	1. MIMP
Oil spill (Coastal)	**Moderate**	Major environmental impact Chemical hazard	1. Disaster Management 2. DEAT 3. Fire & Rescue;	1. Local Municipality 2. Provincial and National dept.	1.

			4. DM Environmental Management Dept. 5. Roads Dept.		
Road Transport Accident	**Moderate**	Multiple injuries and rescues Overload of emergency services Overload of hospital	6. EMS 7. Fire Rescue 8. Traffic 9. SAPS	3. Hospitals 4. Air Force 5. N2 Contractors 6. State Pathology Services	2. MIMP 3. Plan Delta

Structural Collapse	**Moderate**	Multiple injuries Specialized rescues	1. EMS 2. Fire Rescue 3. Traffic 4. SAPS	1. Hospitals 2. Air Force 3. N2 Contractors 4. State Pathology Services	1. MIMP 2. Plan Delta
Strong Wind including severe weather and storm surges	**Moderate**	Damage to structures Damage to electrical infrastructure Trees uprooted falling on structures Trees over roadways Trees on power lines	1. Local Muncp 2. Roads Dept. 3. Traffic 4. Fire Rescue		
Sea Disaster	**Moderate**	Multiple injuries People to be treated	1. SASAR & all related role-players 2. Overberg ASR 3. DisMan 4. EMS 5. SAPS	1. Fire Rescue 2. Traffic 3. Hospitals 4. Dept. Internal Affairs 5. NGO's 6. State Pathology Services	1. MIMP 2. SASAR -S&R -Contingency Plan 3. Plan Delta
Social conflict and Unres	**Major**	Damage to infrastructure and property Injury and death	1. SAPS 2. Fire Rescue 3. EMS	1. Dept of Home Affairs 2. Dept of Labour 3. Political Structures 4. Disaster Management	1. Social Conflict Contingency Plan
Train Disaster	**Moderate/Major**	Multiple injuries and rescues Evacuation (HAZMAT)	4. EMS 5. Fire Rescue 6. SAPS 7. Spoornet	5. Traffic 6. DisMan 7. Hospitals 8. State Pathology Services	2. MIMP 3. Spoornet Plan 4. Plan Delta 5. Hazmat Plan

Annexure A

MIMP

MULTI-DISCIPLINARY
INCIDENT MANAGEMENT PLAN

OVERBERG DISTRICT MUNICIPALITY

Index

▪ Purpose

The purpose of this plan is to confirm policies and procedures in the Overberg District Municipality area to ensure effective inter-discipline co-operation at incidents that require multi-discipline operations.

▪ Scope

The policies and procedures defined in this plan must be implemented in the Overberg District Municipality area, at any scene, which require the response of more than one service.

▪ References

- N2 Incident Management System
- PAWC Emergency Medical Services: Plan Delta (Mass casualty)
- Law Enforcement Operational Co-ordinating Mechanism as per NCPS
- Overberg Fire & Rescue Standard Procedures for Command and Control at Incidents
- Major Aircraft Disaster Plan
- Coastal Oil Spill Contingency Plan

- Spoornet Rail and Terminal Service Contingency Plan
- Provincial Hazmat Plan
- SASAR Contingency plan – Provincial
- SASAR Contingency Plan - Overberg
- Fire Plan - Overberg
- Overberg Fire Rescue USAR PLAN

▪ Levels of planning and response: Comparison of disciplines

There are two distinct planning strategies, which must be taken into account when it comes to inter-disciplinary planning. The one being the National Crime Prevention Strategy driven mainly by the Security Forces, and then the National Disaster Management Strategies driven by the Department of Provincial Affairs and Local Government. *Attachment A* illustrates levels of planning and response in different disciplines and spheres of government.

▪ National Crime Prevention Strategy

The joint implementation of National Crime Prevention Strategies and operations and / or operational projects take place within an inter-departmental co-ordinating structure called the Operational Co-ordinating Mechanism.

The various levels of planning and co-ordination take place in the following forums;

National Sphere - National Joint
Provincial Sphere - Provincial Joint
Area Sphere - Area Joint
Sub Area - Sub area Joint
Local Sphere - Local Joint

-

- **Disaster Management Strategy**

The joint implementation of National Disaster Management strategies and operations take place within the Inter – Ministerial Committee for Disaster Management, and the national Inter-Departmental Disaster Management Committee.

The structure designed for the above planning and co-ordination function is as follows;

National Sphere - National Disaster Management Centre NDMC
Provincial Sphere - Provincial Disaster Management Centre PDMC
Area / Local - Municipal Disaster Management Centre MDMC

The municipal official tasked with the responsibility of co-ordinating disaster management will manage the local/area structure and is accountable to the Municipal Manager.

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- **General**

All disciplines are responsible for their own functional planning and routine responses in accordance with their relevant enabling legislation.

▪ Definitions

CASUALTY CLEARING STATION

An area demarcated for the triage and treatment of patients in preparation for evacuation.

- ***DISASTER***

A situation that impacts on human health and/or resources of a magnitude that exceeds the mitigation capacity of a district, provincial or national government.

- ***FCP – Forward Control Post***
- **Also known as Forward Command Post)**
- **An on-scene facility where tactical decision-making and control of inter-disciplinary co-ordination takes place**
-

- ***FCP CO-ORDINATOR (FCPC)***

The responsible role-player at the FCP who is selected to co-ordinate and control the incident with the assistance and co-operation of all other line functionaries.

- ***FCP MANAGEMENT TEAM***

The multi-disciplinary team at the FCP, under direction of the FCPC, that co-ordinates the effective execution of line-function responsibilities.

- ***HOLDING AREA***

(Also known as staging area, mustering point)

An identified safe area close to an incident where a reserve of resources can be located to provide for co-ordinated deployment.

- ***INCIDENT***

A situation requiring limited co-ordinated emergency resources.

- ***ICP – Incident Command Post***

- ***INNER CORDON***

(Also known as Hot Zone, Danger Zone)

Demarcated perimeter of an area that encompasses the directly affected area and representing the nearest line of safety to the affected area, and where only persons involved in the operational phase who are either named in an action plan, or on instruction from the FCPC shall be allowed.

LANDING ZONE (LZ)

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

-

- ***MAJOR INCIDENT***

A complex situation requiring co-ordinated multiple emergency resources.

- ***OUTER CORDON***

(Also known as the security zone, exclusion zone, restricted zone)

The demarcated perimeter of an area, surrounding the inner cordon, restricted to services and agencies, for the performance of functions in support of personnel within the inner cordon and to ensure the safety of the public.

PATIENT LOADING AREA

An area demarcated and held open for the access and egress of ambulances to load and evacuate patients from an incident.

-

SERVICE COMMAND POST (SCP)

The facility from where a service formation (the collection of personnel and equipment of a single service) on the scene of an incident is managed.

▪ Responsibilities

The primary functions of the services involved in the plan are as follows ;

▪ Disaster Management

The primary function of disaster management during the response phase of a major incident or disaster is to co-ordinate the responses of the various services and to ensure good liaison and information flow between services.

▪ Traffic Services

The primary function of traffic services during an incident is to manage the flow of traffic around the incident and to safeguard the scene/ area from a traffic point of view to facilitate speedy response by all services

▪ Fire

The primary function of Fire services is to:

- To protect life and property against fire or other threatening danger
- The rescue of life and property from fires or other threatening danger.
- To prevent the outbreak or spread of fire and the fighting or extinguishing of fires.
- The performance of any other function connected with the above duties.

▪ Ambulances / EMS

The primary function of EMS at an incident is the emergency medical care and medical rescue of patients and their rapid evacuation to the nearest appropriate health facility.

- **SAPS**

The primary function of the SAPS is to maintain law and order during an incident by ;

- Assessment of the situation.
- To activate SAPS and other services via radio control.
- Establish a cordon in the immediate area to prevent further loss of life and/or looting.
- Assist to implement effective command and control on scene via the FCP.

- **SANDF**

The primary function of the SANDF is national defence and related issues. A secondary function of the SANDF in the case of major incidents and disasters is to assist where life and/or property is/are threatened.

- **Law Enforcement**

The primary function of the Municipal Law Enforcement Services is to enforce municipal by-laws, to safeguard municipal assets and to support National and Provincial law-enforcement agencies in the prevention of crime and public safety operations.

- **NGO's**

NGO'S are non-governmental organisations who are able to assist and support the local authority with expertise and resources during emergency and/or disaster situations i.e Health and Welfare Commitees

-

Multi-disciplinary Incident Management Procedure

- **Incident development (Sequence of events)**

- Incident Reporting

- Notification / Activation of Services
  - Dispatch / First Response
  - Liaison between Service/Discipline Control Centres

- First Arrival
  - Initial Assessment
  - Feedback / Sitrep

- Additional Response and Actions

  - **Establishment and functioning of FCP**
    - FCP Coordinator
- Co-ordinates between services on scene
- Liases with and updates ECC.
- Facilitates joint decision-making.
    - FCP Management Team
- Senior representatives from all services involved
- Service representatives liases via FCP co-ordinator with other services involved.
- Service representatives updates and liases with service representative in ECC via FCP.
- Identification and confirmation of Inner Cordon, Outer Cordon and Holding Area

- **Establishment and functioning of Service Command Post**
  - Commands service formation on scene
  - Liases with and updates FCP.

- **Activation and functioning of Unified Command ICP**
  - Unified Incident Commander

- Coordinates Incident Management Team
- Liases with other services internally and externally
- Facilitates joint decision-making
  - Incident Command Team
- Service representatives supports service formation on scene via FCP.
- Supports and advises ECC Co-ordinator.

- **Mop-up operations and stand-down**

- Closing of incident

- **Identification**

  FCP
  Green/orange rotating light.

  Command Post

  Service specific identification

Fire: Fire Command: Orange rotating light
Fire Vehicle: Red rotating light
EMS Medical Post: White rotating light
EMS Medical command : Green Rotating Light
EMS Vehicle : Red Rotating Light
SAPS, Traffic, Law Enforcement: Blue rotating light
Disaster Management: Green rotating light.

FCP Coordinator,
Identification bib, clearly identifiable with wording “FCP COORDINATOR”.

FCP Representatives
Identification bib with wording “FCP REP”.

Communication

Representative of each service with communications to own service in FCP, ECC.

----------END---------

ANNEXURE B

- **PROCEDURE FOR EMERGENCY INCIDENTS AND DISASTER RESPONSE**

OVERBERG DISTRICT MUNICIPALITY AREA

Early Warning: Weather Warnings will be distributed to municipal disaster managers once the SA Weather Service confirms the watch have escalated to a warning.
Warnings for other type of incidents will be disseminated at the discretion of the ODM Head of Centre.

(I) 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 (attached)

As soon as an incident escalates, or has the potential to escalate to the point of a disaster, as per the definition in the Disaster management Act 57 of 2002, or the sudden onset incident immediately falls within the definition, the following protocol will apply:

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-

- **(II) DISASTER RESPONSE**

1. Introduction

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 programmes.

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

Responsibilities in event of local disaster
54. *(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 Disman 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, organisation and training, response operations are unlikely to achieve optimum success.

2. 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.

3. Disaster response

3.1 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.

3.2 People/ organisations involved

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

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

.

3.3 Actions needed to be taken

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:

a. Collect information about hazard/disaster situation:

- surveys;
- early warning systems.

b. Tap onto available resources as directed by emergency preparedness plan and necessity.

c. Assess situational factors and handle accordingly:
   - main needs for warning;
   - closing of schools, offices an other public places;
   - check emergency power supplies and similar facilities;
   - taking precautions in households to ensure supplies of food and drinking water.

d. Assess needs for evacuation of communities, as need be:
   - precautionary, or
   - post-impact.

e. Co-ordinate response operations and ensure good communications between all relevant role-players.

f. Identify key aspects of assistance to community:
   - rescue;
   - treatment and care of victims – e.g. 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.

g. Allocate tasks to relevant parties

h. Implement emergency preparedness and contingency plans.

3.4 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.

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 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.

Annexure C

COMMUNITY DEVELOPMENT COMPONENT – CAPE WINELANDS/OVERBERG REGION

SOP FOR DISASTER RISK MANAGEMENT

1. DEFINITIONS AND TYPE OF DISASTERS

DISASTER - Is a progressive or sudden , widespread, or localised, natural or human-caused occurrence which causes or threatens to cause -

a) i) death, injury or disease;
   ii) damage to property, infrastructure or the environment
   iii) disruption of the life of communities 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 i.t.o social, emotional and physical. An ***Event*** is usually defined as a significant occurrence or happening; while an ***Incident*** can be seen as occurrence or events that interrupts normal procedure or leads to a CRISIS A ***major incident*** to be recognised by DSD C.W.O.R only when there`s **10** and more households affected i.t.o fires or flooding, this normally demands aresponse beyond the routine, resulting from uncontrolled developments in the course of the operation of the establishment or which transient normal work activities. A ***disaster*** is on a more higher magnitude and scale then the normal incidents that gets reported to us either by our MEC office, Provincial office and local authorities.

TYPE OF DISASTERS

- Major flooding
- Major fires
- Xenophobia
- Labour protest (Farm workers strike)
- Freak accidents on National Roads

- Health Risks or outbreaks (Infections, diseases, EBOLA)

2. WHAT HAPPENS IN EVENT OF DISASTERS

LINE OF COMMUNICATION – Depending on scale of event or incident our local authorities will either contact the Social Work Managers within the specific service delivery area or the PIC manager. For major incidents whereby an occurrence was identified as a DISASTER, the 1st contact will go to the MEC office → Provincial SRD Coordinator → Regional Manager or PIC manager → Social Work Manager → Social Work Supervisor → Local Disaster Management Team (CDP, ACDP, SAW,SW) → →

3. HOW DOES THE CDP RESPOND

There isn't any CDP`s in the Cape Winelands / Overberg Region. Vacancies was advertised and CDP post will be filled.

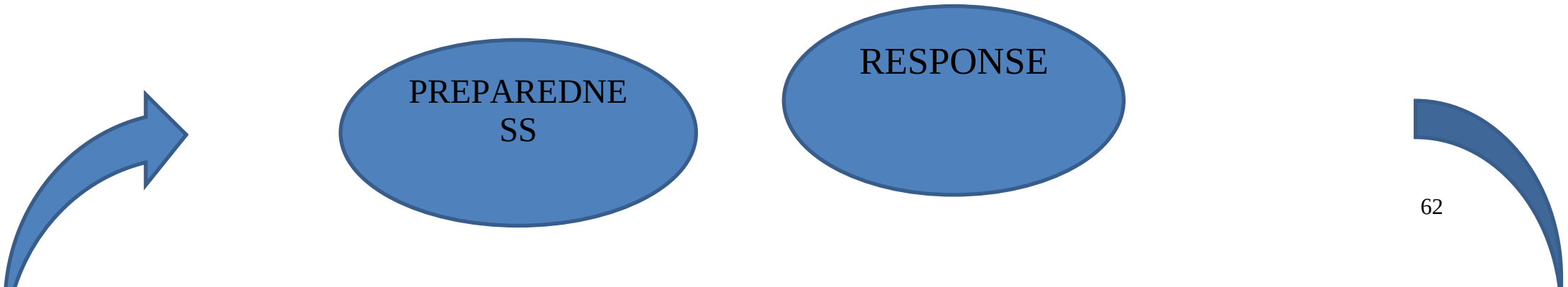
Roles & Responsibilities of the ACDP

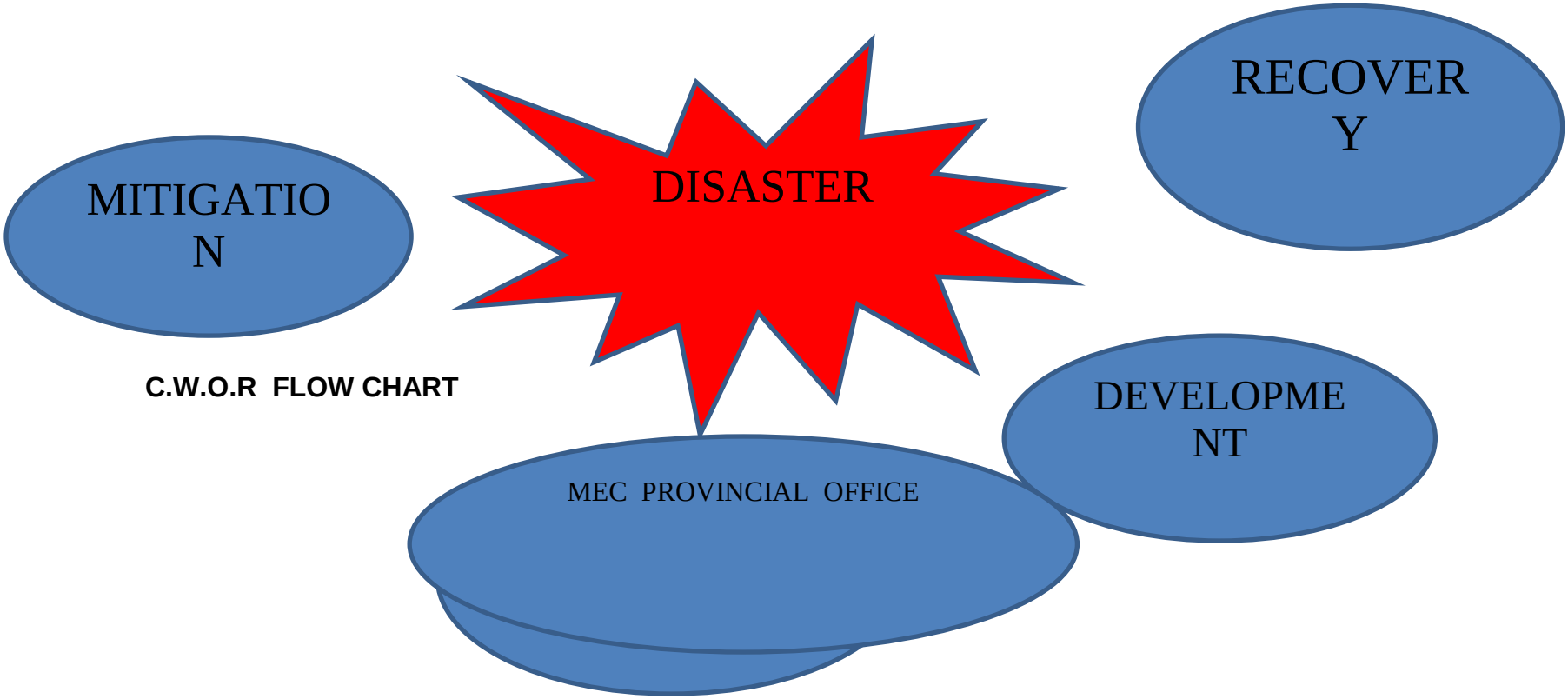
Procedures for normal fire incidents & local flooding's: Correspondence will either be written or walk in clients will come to the office. The Community Development Unit receives all the Incident reports that took place after the fire department have completed it or clients/beneficiaries will come directly to the office with the incident report. Clients then get screened or interviewed by the ACDP. ACDP then does the Assessment and case gets forwarded to the Social worker who does the back ground report. After completion of all supporting documents it then gets forwarded to SASSA by ACDP for their processes to be completed until the point where the beneficiary receives the SRD grant or payment. ACDP`s were responsible for delivery the payment letters and transporting clients to and from pay points. ***(SASSA take full responsibilities for all fires & Disasters after April 2014)***

Beneficiaries who suffered undue hardship because of their loss can also be considered for Undue Hardship. The ACDP normally facilitate this process till the point where clients get approved to qualify for SRD on the basis of Undue Hardship.

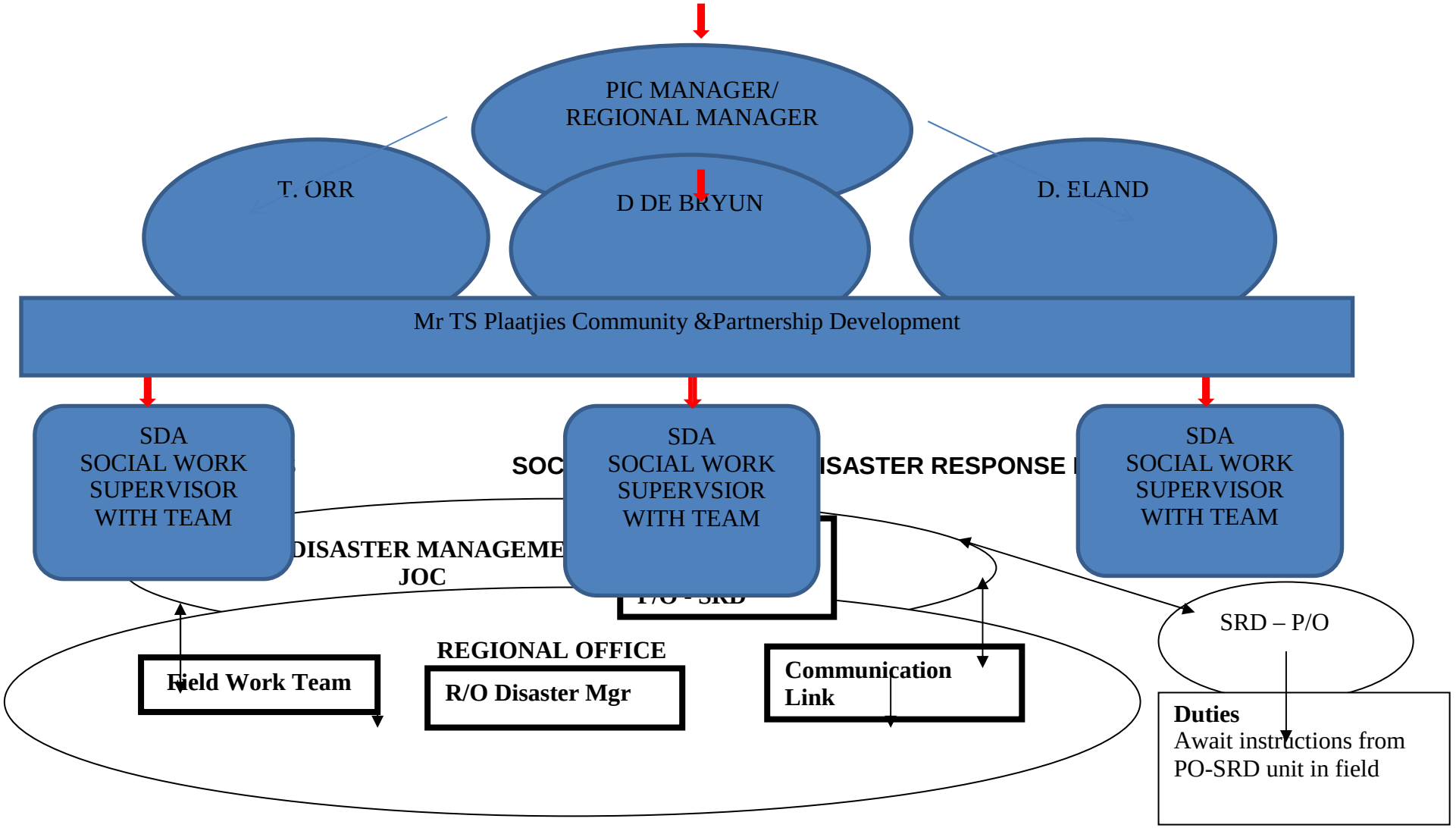
4. PROCESS

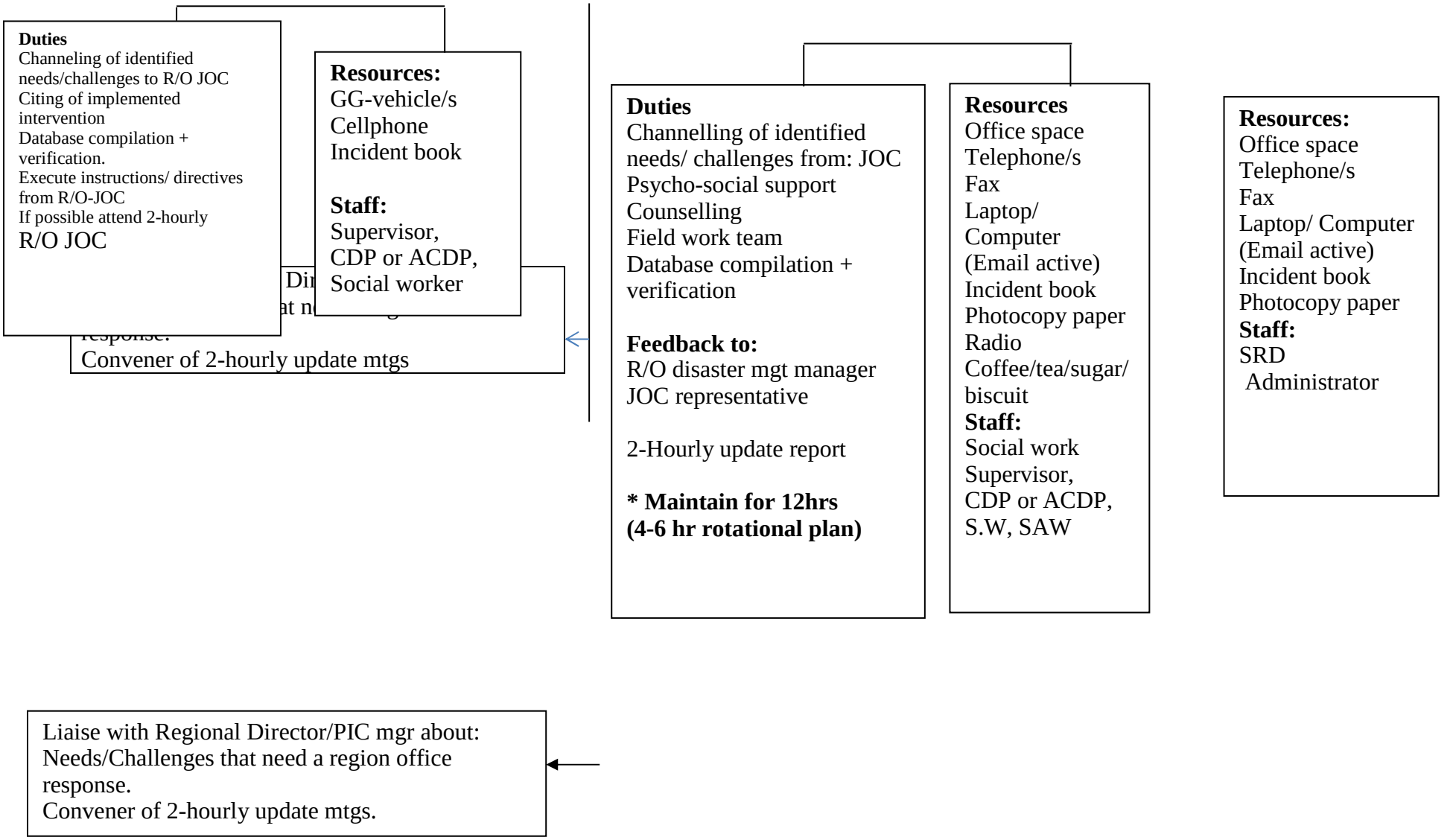
PRE – DISASTER RISK-REDUCTION PLAN





C.W.O.R FLOW CHART


PIC MANAGER/
REGIONAL MANAGER
T. ORR
D DE BRYUN
D. ELAND
Mr TS Plaatjies Community &Partnership Development
SDA
SOCIAL WORK
SUPERVISOR
WITH TEAM
SDA
SOCIAL WORK
SUPERVSIOR
WITH TEAM
SDA
SOCIAL WORK
SUPERVISOR
WITH TEAM
SOC
ISASTER RESPONSE
DISASTER MANAGEME
JOC
SRD – P/O
REGIONAL OFFICE
Field Work Team
R/O Disaster Mgr
Communication
Link
Duties
Await instructions from
PO-SRD unit in field

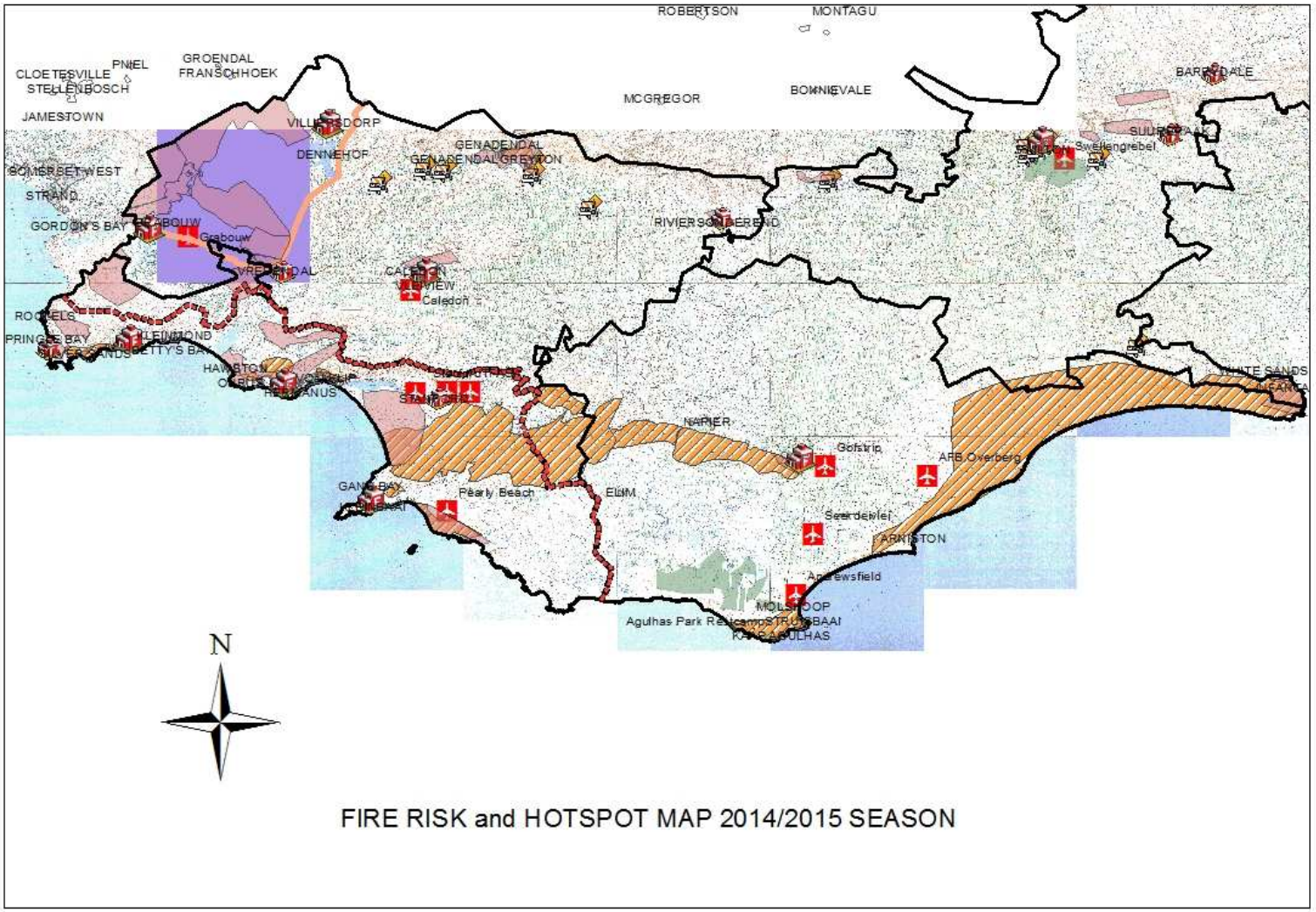

Duties
Channeling of identified needs/challenges to R/O JOC
Citing of implemented intervention
Database compilation + verification.
Execute instructions/ directives from R/O-JOC
If possible attend 2-hourly
R/O JOC
Resources:
GG-vehicle/s
Cellphone
Incident book
Staff:
Supervisor,
CDP or ACDP,
Social worker
Convener of 2-hourly update mtgs
Duties
Channelling of identified needs/ challenges from: JOC
Psycho-social support
Counselling
Field work team
Database compilation + verification
Feedback to:
R/O disaster mgt manager
JOC representative
2-Hourly update report
*** Maintain for 12hrs**
(4-6 hr rotational plan)
Resources
Office space
Telephone/s
Fax
Laptop/ Computer
(Email active)
Incident book
Photocopy paper
Radio
Coffee/tea/sugar/ biscuit
Staff:
Social work Supervisor,
CDP or ACDP,
S.W, SAW
Resources:
Office space
Telephone/s
Fax
Laptop/ Computer
(Email active)
Incident book
Photocopy paper
Staff:
SRD
Administrator
Liaise with Regional Director/PIC mgr about:
Needs/Challenges that need a region office response.
Convener of 2-hourly update mtgs.

SOP-For the Municipal Officials- Informal Settlement Fires and Floods:

1. **Arrive at scene**
2. **Do Damage Assessment**
    - **Amount of Structures burned**
    - **Number of people and families affected (Adults & Children)**
    - **Number of injuries / fatalities**
3. **Report to local Disaster Management Official**
4. **Report to Red Cross**
5. **Arrange Blankets & Food**
6. **Arrange Possible Shelter**
7. **Arrange Building Material**
8. **Email incident and requirements for displaced people to Social Works in Caledon.**
9. **Email Names and ID numbers to Social Works for SASSA payout.**

- **Report to DM Official in your area**
- **List of Emergency Numbers:**
- **Control Room Emergency Services – 028-4251690**
- **Social Services Marina Stevens- 028-214 3000**

- **Red Cross – Bredasdorp-Michelle 072 212 41653**
- **EMS- 028-212 9111**



FIRE RISK and HOTSPOT MAP 2014/2015 SEASON

Overberg District Municipality Fire Rescue
STANDARD OPERATING PROCEDURE: Incident Command
EFFECTIVE DATE: 01/09/2013

INTRODUCTION

The Overberg District Municipality Fire Rescue service responds to a wide range of emergency incidents. In order to effectively manage personnel and resources, as well as to provide for the safety and welfare of personnel, we will operate within the Incident Command System (ICS) during all incidents from Type 4 to Type 1. (See Annex 1) The Incident Command System will also be used on medical emergencies and public service calls when the response exceeds the first turnout assignment. Single Unit responses or type 5 incidents may not necessitate the use of ICS (Officer in charge discretion).

This procedure identifies the Standard Operating Procedures to be used in the Incident Command System.

The purpose of the Incident Command System is to:

- Fix the responsibility for Command on a certain individual through a standard identification system, depending on the arrival sequence of members, resources, Officers and Chief Fire Officer.
- Ensure that a strong, direct, and visible Command will be established from the onset of the incident.
- Establish an effective incident organization defining the activities and responsibilities assigned to the IC and the other individuals operating within the ICS.
- Provide a system to process information to support incident management, planning, and decision-making.
- Provide a system for the orderly transfer of Command to subsequent arriving Officers.

The Incident Command System will address the following:

Incident Command Responsibilities
Incident Priorities
Functions of Command
Personnel Accountability
Condition Reports
Command Options
Command Posts

Transfer of Command
IC and Operations Section Chief Roles and Responsibilities
Radio Discipline
Proper PPE

PROCEDURE

A. RESPONSIBILITIES OF THE INCIDENT COMMANDER

The Incident Commander (IC) is responsible for safely managing the incident. The IC has the authority to turn their decisions into actions by using the ICS to formulate the Incident Objectives, Strategy(s) and Tactical Direction to those companies assigned to the incident.

Incident Priorities:

1. Provide for the safety, accountability, and welfare of personnel (this priority is on-going throughout the incident).
2. Remove endangered person(s) and treat the injured.
3. Stabilize the incident and provide for life safety.
4. Protect the environment.
5. Property conservation.

B. FUNCTIONS OF COMMAND

The **Functions of Command** define standard activities that are performed by the IC to achieve the tactical objectives. The Functions of Command include:

Establishing IC named by location (and, if appropriate, a Command Post).
Rapidly evaluate the situation (size-up) and provide a "Situation Report".

Initiate, maintain, and control the communications process.
Identify the overall incident objectives and strategy.
Assign resources and personnel consistent with incident priorities, plans, and standard operating procedures.
Request additional resources based on anticipated need.
Establish and maintain personnel accountability.
Develop an effective ICS organization that meets the needs of the incident (expand system to fill positions as needed).
Review, evaluate, and revise (as needed) the incident objectives and plans.
Provide for the continuity, transfer (as necessary), and termination of Command.

C. ESTABLISHING COMMAND AND SITUATION REPORTS

The radio designation "IC" will be used along with the assigned incident name (i.e. "Swartberg IC"). The first ODM Fire member or unit to arrive at the scene shall establish Command. The initial IC shall remain in Command until the Command is transferred or the incident is stabilized and Command is terminated.
As Command is established, an "Initial Situation Report" will be broadcast over the radio. This report will include:

A brief description of the incident situation (i.e. building size, occupancy, hazmat, multi-vehicle accident, etc.).
Obvious conditions (working fire, hazmat spill, multiple patients, etc.).
Any obvious incident priorities (safety, rescue, exposures).
Additional resources needed (additional or special resource requests).

An "Updated Situation Report" will be provided based on further size-up, determination of necessary action, and any need for additional resources.
"En-route Situation Report(s)" are sometimes needed to update the initial report from the control centres, based on observations while en-route to the incident. This may include a description of observations/conditions and any need for additional resources.

D. COMMAND OPTIONS

The first arriving ODM Fire unit or member to establish Command of the incident has several options, depending on the situation.
One of the following **Command Options** will be used:
Nothing Showing--Investigative Mode

These situations generally require investigation by the initial arriving resources while other units hold at a determined staging area.

2. Fast Attack Mode

These situations require the immediate action of the initial arriving resources and require the IC's involvement in the action. In these situations the IC leads their crew, to provide the appropriate level of supervision, while utilizing radio or PTT to remain in Command of the incident (Command may be passed at the appropriate time).

Examples are as follows:

1. Critical life safety situations must be addressed immediately (i.e. rescue).
2. Offensive fire attacks.
3. Defensive fire attacks with immediate exposure threats.
4. Any incident where the safety and welfare of fire-fighters is a major concern.
5. Obvious working incidents that require further investigation by the IC.

NB! The Fast Attack Mode should not last more than a few minutes and will end with one of the following:

1. Situation is stabilized.
2. Situation is not stabilized and the IC must withdraw to the exterior.
3. Command is transferred to another on-scene Officer or Chief Fire Officer (who confirms the acceptance of IC).

3. Command Mode

Certain incidents, by virtue of their size, complexity, or potential for rapid expansion, require immediate strong, direct, overall Command. In such cases, the IC will initially establish an exterior, safe, and effective Command Post, initiate the Command Mode and maintain in that position until Command is transferred or terminated. An ICS 201 form or Incident Organizer should be initiated and utilized to assist in managing these types of incidents.

If the IC utilizes the Command Mode, the following options are available with regards to the assignment of their remaining crew members:

1. The IC may place their resources into action with its remaining members. One of the senior crew members will serve as the acting supervisor. The collective and individual capabilities and experience of the remaining crew will regulate this action.
2. The IC may assign the crew members to work under the supervision of another Officer/Senior Fireman or acting supervisor.

3. The IC may elect to assign the crew members to perform staff functions to assist with Command, such as gathering information, filling out the ICS 201, etc.

E. ESTABLISHING THE COMMAND POST

The first Officer on the scene of an escalating incident should also establish a Command Post (CP). A CP in a vehicle, equipped for this purpose, provides appropriate work space for the IC and staff personnel, lighting, communications equipment, supply items, and some isolation from external distractions will make the Command more effective and enhance safety for the on-scene members. Mobile Command unit can be requested for this purpose.

In the case of wildland fires, it may be necessary for the IC to initially remain mobile in order to determine the most effective strategies and develop the tactics needed to control the incident.

F. COMMUNICATION GUIDELINES

All members should eliminate all unnecessary radio traffic while responding to an incident, unless such communications are required to ensure that Command functions are initiated and completed. This requires the initial IC to give a clear situation report, as well as appropriate updates and resource requests. Minimizing radio traffic provides open radio time for potential critical situations.

All personnel assigned to the incident shall use the designated Channel on their radio upon arrival at the incident (it is advantageous to monitor on the radio while en-route).

On structure fires, the IC will request a "Personnel Accountability Report" (PAR) at 15-minute intervals to maintain accountability of resources operating at the scene. This is not required once the scene is stabilized. Control is to prompt the IC to conduct these PAR Checks at these time intervals.

A Primary and Secondary Search – "All Clear" on structure fires will be provided by the resources assigned to the search at the conclusions of the primary and secondary searches.

"Contained" and "Under Control" fire progress conditions should be identified over the radio to control for time recording. "Contained" is when there is no forward progress of fire and "Under Control" is when the fire is extinguished and operations are shifted to overhaul and mopping up.

G. TRANSFER OF COMMAND

Command is transferred:

- to improve the quality of the Incident Command System and enhance the safety of the members assigned to the incident, or
- dictated by the level of the incident, or
- at the discretion of the chief fire officer.

The following guidelines outline the **Transfer of Command**:
The first ODM Fire member arriving on the scene will automatically establish Command. This will normally be a senior firefighter or a Division Officer, but could be any member up to and including the Chief Fire Officer.
The first arriving Officer should assume Command, if they determine it appropriate for the incident (after following the Transfer of Command procedures).
Subsequent arriving personnel shall report to the IC for assignments.
In certain situations, it may be advantageous for the initial IC (i.e. Divisional Officer) to transfer Command to the next Divisional Officer or Chief Fire Officer on the scene. In these instances, the first-in Officer (IC) should transmit over the radio their intent to have the next-in arriving Officer assume command upon their arrival. However, Incident Command must not be passed to an Officer who is not on-scene. The initial IC will retain command until the next-in Officer arrives and assumes command (i.e. First-in Officer (IC) going inside a structure for fire attack/search & rescue and indicating their intent to pass command to next-in Officer, since it is difficult to fully manage a fire situation while engaged in an interior fire attack).
When the Chief Fire Officer arrives at the scene at the same time as the initial arriving Divisional Officer, the Chief Fire Officer should assume command of the incident, allowing the first-in Officer to work with their crew (providing the incident warrants it).
The arrival of a ranking Officer on the incident scene does not mean that Command will automatically be transferred to that Officer. Command is only transferred when the outlined Transfer of Command process has been completed.
Should a situation occur where a later arriving Officer or Chief Fire Officer cannot locate or communicate with the IC (after making radio attempts) and they determine appropriate, they should assume Command and announce the Transfer of Command (efforts must continue to be made to determine the status of initial IC).

2. Transfer of Command will be regulated by the following procedure:

a) The more senior officer or Chief Fire Officer arriving on scene may at his/her discretion:
    a. Assume command of the incident.
    b. Allow the current IC to retain command and monitor command activity and effectiveness.
    c. Request a more qualified or more appropriate IC from another agency or an agency with higher level of jurisdictional responsibility to take over.
b) The Officer assuming Command will communicate with the person being relieved by radio or face-to-face (face-to-face is the preferred method).
c) The person being relieved will brief the Officer assuming Command indicating at least the following:
    i. **Conditions** – general situation status, significant events, plan (IAP), completed objectives, safety considerations.
    ii. **Actions** – assignments of companies and personnel.

iii. **Needs** – for additional resources.

d) A ranking Officer may elect to have a subordinate Officer continue the role of IC in cases where an individual is effectively managing an incident and satisfactory progress is being made to bring the incident under control.
e) The officer assuming command should broadcast over the radio of the transfer of command and provide an updated situation report as necessary.
f) Transfer of Command Briefing (Use IAP, Incident Organiser or ICS 201) See Annexure
    a. Situation Status
    b. Incident Objectives and priorities based on the IAP
    c. Current Organization
    d. Resource Assignments
    e. Resources ordered and en-route
    f. Incident Facilities
    g. Incident Communications Plan
    h. Incident Prognosis, concerns and other issues.
    i. Introduction of Command and General Staff members

H. ADDITIONAL OVERHEAD RESPONSIBILITIES

The response and arrival of additional senior personell or quallified personel from other agencies on the incident scene strengthens the overall ICS. As the incident escalates, the IC should use these personell to fill various ICS positions. The priorities to fill these positions include: Operations, Safety, Divisions/Groups, Information Officer (IO), Plans, and the task of Personnel Accountability etc. It is important the ICS expand as necessary to accomplish the overall objectives and the positions filled are done by need of the incident.
In general, the first position to be filled after IC is the Operations Section Chief. The Officer originally managing the incident as IC should assume the Operations Section Chief if command id transferred. This allows them to continue with their operational plan. The Officer assuming IC will additionally be responsible for addressing area coverage issues and Personnel Accountability (unless delegated to someone else).
Incident Command assignments will be based on incident need, priority, and area coverage issues. Each incident is unique, therefore needs and priorities change. The flexibility in the use of Incident command positions is critical to appropriate resolution of the incident.
All personnel assigned to the incident are to be in the appropriate Personal Protective Equipment . An exception to the requirement of PPE would be if assigned/positioned at a Command Post remote from the incident.

I. COMMAND TEAMS

If an incident is expected to potentially exceed District Command resources and/or expected to last longer than one operational period, a Provincial Incident Management Team (IMT) can be requested.

K. BASIC LEVELS OF RESPONSIBILITY

The basic IC structure includes three levels:

Strategic Level – Responsibility of the Incident Commander who has overall direction of the incident (if an Operations Section Chief is assigned, they are responsible for the management of all operations directly applicable to the primary mission).

Tactical Level – Responsibility of Divisions/Groups to carry out the Tactical Directives issued by the IC or Operations.

Task Level – Responsibility of resources with assigned Task Objectives.

The Strategic Level – involves the overall Command of the incident. The IC or Operations Section Chief (if established) is responsible for the Strategic Level of the Command structure. The strategic decisions are the basis for developing the Incident Action Plan (IAP), Command Organization, assigning all resources and establishing tactical priorities. The Strategic Level responsibilities include:

. Determining the appropriate strategy – Offensive or Defensive.
. Establishing an IAP for the incident.
. Setting priorities.
. Ordering and allocating resources.
. Predicting/anticipating outcomes and planning.

The Tactical Level – directs activities toward specific objectives. Tactical level Officers include Division and Group Supervisors, who are in charge of groups of resources. Tactical Level Officers are responsible for specific geographic areas or functions and supervising personnel assigned to them.

The Task Level – refers to those activities normally accomplished by individual companies or specific personnel. The task level is where the work is actually done. Task level activities are routinely supervised by Senior Fireman.

L- ORGANIZATIONAL STRUCTURE

It is the responsibility of the IC to develop an organizational structure, using the ICS and standard operating procedures, to effectively manage the incident scene. The development of the organizational structure should begin with deployment of the first arriving unit and continue through a number of phases, depending on the size and complexity of the incident. The ICS organization must develop at a pace which stays ahead of the tactical deployment of personnel and resources. In order for the IC or Operations (if established) to manage the incident, they must first be able to direct, control, and track the position and function of all operating companies. Building an ICS organization is the best support mechanism the IC can utilize to achieve the necessary balance between managing personnel and incident needs.

1. Single resource or Station Level

On small incidents, the most basic Command structure combines all three levels of the Command structure: Strategic, Tactical and Task. For example, senior on a single engine response to a road shoulder or single vehicle fire determines the strategy and tactics, and supervises the crew doing the task.
The basic structure for a "routine" incident, involving a small number of resources, requires only two levels of the ICS structure. The role of the IC combines the strategic and tactical levels. Resources report directly to the IC and operate at the task level.

2. Command Level

As a small incident escalates, additional organizational support will be required. As additional ranking Officers arrive on the scene, the ICS organization may be expanded through the involvement of additional Officers to fill Command and General Staff positions. Section Chiefs assist the IC with the overall management of the incident scene and operate at the Strategic Level (some Tactical Level for Operations). The IC implements Sections as needed, depending on the situation, and priority of needs.

a. General Staff Positions:

Operations Section – is responsible for the management of all operations directly applicable to the primary mission (implementing Incident Objectives, Strategy and Tactical Directives).

Logistics Section – is the support mechanism for the organization. Logistics provides facilities, services, and material in support to all the organizational components involved in the incident.

Planning Section – responsible for collection, evaluation, dissemination, and use of information needed for effective decision making.

Finance Section – evaluates and manages the risk and financial requirements for the Fire District's involvement in the incident.

b. Command Staff Positions:

Safety Officer – to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe conditions and/or tactics.

Information Officer – responsible for developing and releasing information about the incident to the news media, incident personnel, other appropriate agencies, organizations, and the public on scene.

Liaison Officer – may be used in incidents that are multi-jurisdictional to communicate needs and concerns among participating agencies.

3. Division & Group Supervisors

The IC or Operation Section Chief (if established), should begin to assign Divisions/Groups in establishing a manageable span of control of the incident, based on the following factors:

1. Situations which will eventually involve a number of resources or functions, beyond the capability of IC or Operations to directly control. ICs should initially assign Division and Group responsibilities to the first companies assigned to a geographic area or function.
2. When the IC or Operations can no longer effectively manage the number of resources currently involved in the operation.
3. When resources are operating from tactical positions which the IC or Operations has little or no direct control over (i.e. out of sight).
4. When the situation presents specials hazards and close control is required over operating resources for safety purposes (i.e., unstable structural conditions, hazardous materials, technical rescues, etc.).

When establishing a Division or Group, the IC or Operations will assign each a Division or Group Supervisor and provide them with: Tactical Directives, a radio designation (Division A, Vent Group, etc.), the identity of resources assigned to the Division and Group. Generally, Division and Group Supervisor responsibilities should be assigned early in the incident, typically to the first resources assigned to a geographic area such as Interior, Division A; or function such as RIC, Ventilation Group. This early establishment of Divisions or Groups provides an effective ICS organization on which the operation can be built and expanded.

Normally, at this type of incident, a Division Officer can effectively supervise their own crew and direct and coordinate the efforts of one or two additional resources assigned to their Division or Group. As operations expand in complexity and size, and as additional senior personnel become available, the IC or Operations should assign them to relieve Officers and assume Division and Group Supervisor responsibilities.

The number of Division and Groups that can be effectively managed by the IC or Operations varies. In fast moving complex operations, a span of control of no more than five is appropriate. In slower moving less complex operations, the commander/supervisor may effectively manage more than five. If the number of Groups and Divisions are exceeding the span of control, Branches can be established.

Division and Group Supervisor Officers are also responsible for communicating conditions, actions, and needs to the IC or Operations. Divisions and Groups reduce the overall amount of radio communications. Most routine communications within a Division or Group should be conducted in a face-to-face manner between Divisional Officers and their Division or Group Supervisor. This process reduces unnecessary radio traffic and increases ability to transmit critical radio communications.

The safety of fire fighting personnel represents the major reason for establishing Divisions and Groups. Each Division and Group Supervisor must maintain communication with assigned companies to control both their position and function. The Division and Group Supervisor must constantly monitor all hazardous situations and risks to personnel. The Division and Group Supervisor must take appropriate action to ensure that companies are operating in a safe and effective manner.

Division and Group Supervisors can be Divisional Officers, Senior Fireman, or any other qualified ODM Fire or fire services or support organisation member designated by the IC or Operations. The Division or Group Supervisor must be in a position to directly supervise and monitor operations. This will require the Division or Group Supervisor to be equipped with the appropriate protective clothing, portable radio(s) and equipment for their area of responsibility.

EXPANDING THE ORGANIZATION

Branch Directors

Where the number of Division and Groups exceed the span of control that the IC or Operations (if established) can effectively manage or when incidents involve two or more distinctly different major management components (i.e. a large fire with a major evacuation, a large fire with a large number of patients). The IC may elect to assign Branch Directors as forward positions to coordinate the activities between Divisions and Groups. The Branch level of the organization is designed to provide coordination between the Divisions/Groups and Operations. Branch Directors supervise and manage a number of Division and Group Supervisors, and report directly to Operations.
The following types of incidents are examples where Branch Directors should be utilized:

- A Hazmat incident that requires a major evacuation.
- A large scale incident spread over a wide geographic area.
- An incident with mass casualties and a significant hazard (i.e. fire, Hazmat, plane crash, floods, etc.).
- Any incident where the number of Divisions/Groups exceed the span of control that can be effectively
- managed by the IC.

The radio designation of Branch Directors should reflect the function or geographic area of the Branch (I.e. Medical Branch, Law Enforcement Branch, Branch I, Branch II, etc.).

Annexure 1

Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity.

Type 5

- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander) are not activated.
- No written Incident Action Plan (IAP) is required. ƒ
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ƒ
- Examples include a road shoulder fire, vehicle fire, an injured person, etc.

Type 4

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident. ƒ
- The incident is usually limited to one operational period in the control phase.
- No written Incident Action Plan (IAP) is required but an **Incident Organiser** MUST be filled in

Type 3

- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ƒ
- The incident may extend into multiple operational periods. ƒ
- A **written IAP** is required for each operational period.

Type 2

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.
- A Type 2 incident may require the response of resources out of area, including provincial and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the Command and General Staff positions are filled. ƒ
- A written IAP is required for each operational period.
  ƒ
- Many of the functional units are needed and staffed.

ƒ

- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). ƒ

Type 1

- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Acknowledgement:

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