

ANNEXURE B

**DISASTER MANAGEMENT
PLAN**

LETTER OF PROMULGATION

To: Officials, Employees, and Citizens of the Lesedi Local Municipality

The preservation of life, property and the environment is an inherent responsibility of local, provincial, and national government. The Lesedi Local Municipality have prepared this emergency operations plan to ensure the most effective and economical allocation of resources for protection of people and property in time of an emergency or disaster.

While no planning can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks and general procedures, and provides for co-ordination of planning efforts of the various emergency staff and service elements.

The objective of this plan is to incorporate and co-ordinate all the facilities and personnel of the Municipality and Operational Area member jurisdictions into an efficient organization capable of responding effectively to any emergency.

This emergency operations plan aims to be an extension of the *District Emergency Plan*. It will be reviewed periodically and revised as necessary to meet changing conditions.

The Lesedi Local Municipality gives its full support to this plan and urges all officials, employees and the citizens, individually and collectively, to do their share in the total emergency effort in the Lesedi Local Municipal area.

This letter promulgates the Lesedi Local Municipality *Emergency Operations Plan*, constitutes the adoption of the Lesedi Local Municipality Emergency Operations Plan, and the adoption of the Standardized Emergency Management System by the Lesedi Local Municipality. This emergency operations plan becomes effective on approval by the Executive Mayor of the Lesedi Local Municipality.

FACTORS OF DISASTERS

Internationally the following are regarded as factors of emergencies and disasters:

- poverty
- rapid urbanization
- population growth
- environmental degradation
- transition in cultural practices
- lack of awareness and information
- war and civil strife
- abuse of technology

In our quest for a safer, healthier environment for all our people, an environment within which development could take place and communities could flourish we need to take note of these causal factors and through dedicated programmes address it effectively, efficiently and soon.

We need to transform the vast majority of communities and people from being utterly vulnerable to the acts of God and man, to being robust societies which could withstand the predictable forces of nature and acts of man.

WHAT MAKES CITIES AND TOWNS VULNERABLE TO EMERGENCIES & DISASTERS?

- ◆ Rapid growth and inadequate planning
- ◆ Population density
- ◆ Ecological imbalance
- ◆ Dependency on infrastructure and services
- ◆ Concentrated economic, political and other resources
- ◆ Inappropriate construction.

In our efforts of dealing with the better life for all South Africans due note should be taken of these factors.

FOREWORD

The Lesedi Local Municipality Emergency Operations Plan aims to address the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the Lesedi Area.

This plan accomplishes the following: “OBJECTIVE”

- seeks to establish the emergency management organization required to mitigate any significant emergency or disaster affecting the Lesedi Local Municipality.
- seeks to identify the policies, responsibilities and procedures required to protect the health and safety of Lesedi Local Municipality communities, public and private property and the environmental effects of natural and technological emergencies and disasters.
- seeks to establish the operational concepts and procedures associated with field response to emergencies.

This plan is designed to establish the framework for implementation of a Standardized Emergency Management System (SEMS) for the Lesedi. It is intended to facilitate multi-agency and multi-jurisdictional co-ordination.

This document is operational in design. It serves a secondary use as a planning reference. Departments within the Lesedi Local Municipalities who have roles and responsibilities identified by this plan are encouraged to develop emergency operations plans, detailed standard operating procedures (SOPs), and emergency response checklists based on the provisions of this plan. This plan will be used in conjunction with the District *Emergency Plan / Guidelines*.

This plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, recovery, and mitigation. It is divided into the following parts:

What could be defined as a disaster?

*A **Disaster** is any event that happens with or without warning causing or threatening death or injury, damage to property, infrastructure or the environment of disruption to the community, which exceed the ability of an effected society to cope using only it's own resources. Emphasis is not **MAGNITUDE** calculated in terms of numbers or monetary value but on capacity or coping ability.*

Disaster Management

Disaster Management is a continuous and integrated multi-sectoral, multi disciplinary process of planning of measures that would prevent disasters. Measures must be put into place after the planning phase to eliminate the risk or prevent risk factors from materializing. Other area's that needs to be addressed is mitigation, preparation, response, recovery and rehabilitation.

The responsibility for the implementation of the plan is that of the Head of Disaster management in accordance with the Act (Disaster Management Act, Act 57 of 2002)

The Disaster Management Act requires Municipalities to:

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

Copies of the plan, and updates as well as amendments should be forwarded to the District Disaster Management Centre and must form part of the Municipalities IDP.

The plan must further:

- Anticipate types of disasters that might occur in the Municipal area and their possible effects
- Identify who will be at risk
- Be prepared for effective and appropriate prevention and mitigation
- Activate effective and efficient and prepared emergency response
- Establish an emergency management framework for the utilization and mitigation any significant disaster or emergency within the municipal area.
- Establish concepts and procedures for responding to emergencies.
- Contain contingency plans and emergency procedures in case of a disaster providing for:
 1. Prompt response and relief
 2. Allocation of responsibilities to role players
 3. Disaster recovery and rehabilitation
 4. Establishment of communication links
 5. Procurement of essential goods and services.
 6. Dissemination of information.

The primary function of Disaster Management in the event of a disaster is:

- Activation of relevant role-players in a central communication and co-ordination centre (JOC)
- Activation of community and other recourses
- Co-ordinated response and the facilitation thereof.
- Guidance, advice and provision management information
- Liaison with other role players i.e. District, Provincial and National Disaster Management Centres
- To implement measures for recovery

RISKS and who at risk.

Health Risks / ASO SEE PAGE: 31 after Definitions for Notifiable diseases.

1. **HIV / AIDS – High Risk / Communities (20 according to matrix)**
2. **TB – High risk / Communities (16 according to matrix)**
3. **Flu Mutations – Low Risk / Communities (8 according to matrix)**
4. **Sexually transmitted Infections – Med (10 according to matrix)**
5. SARS – Low Risk at present
6. Rabies – Low Risk
7. Malnutrition –Med Risk / Informal Communities (poorest of poor) (10)
8. **Pollution – Med Risk – Rural – Winter / Informal Communities (10)**
9. Bee Stings – Low Risk
10. Snake Bites – Low risk but exists.

Transport Risks (Travellers at risk)

1. **Taxi Accidents –Low Risk– Holliday Seasons (8)**
2. Bus Accidents – Low Risk / Travellers at Risk (8)
3. **Train Accidents – High Risk / Transportation of Hazardous**
4. **Truck / Tanker Accidents –Med Risk / Immediate surroundings at risk(12)**
5. Motor Vehicle & Cyclist Accidents –Low Risk (4)
6. Pedestrians – Low Risk (4)
7. **Aviation Accidents – Low Risk (all below)**

Essential Services and Support Infrastructure

1. **Electricity – Med – Rural Areas (12)**
2. **Sewerage – Low - Rural Areas (9)**

3. Water – Med Rural Areas
4. **Housing – Med**
5. Clinics – Med Risk
6. **SAPS – High risk**
7. SANDF- Low Risk
8. **Fire and Rescue– High Risk – Rural Areas (20)**
9. **Financial Risks / Council and Community**
10. **IT Risks / Council and Community**
11. **HR Risks / Council and Community**

Communities in informal settlements are most vulnerable to many types of risks including those of the proximity of certain or hazards and installations and or networks.

Local Municipalities are at risk especially in the areas of finance, IT and HR in Disaster situations and other threats like massive strikes, system failures etc.

Fires

1. **Domestic Fires –Med Risk– Rural – Winter / Informal Settlements (15)**
2. **Industrial Fires – Med Risk**
3. **Hazardous Materials – High Risk – Tankers (Trucks and Trains)**
4. **Veld and Bush Fires – High Risk – Winter – Rural Areas (15)**
5. **Explosions / Sabotage –Low Risk– Pipelines- Reservoirs (5)**

Types of Natural Disasters / Communities at risk

1. Urban Flooding / Heavy Downpours – Med Risk – Rivers and Streams (15)
2. Rural Flooding – Med Risk – Rivers and Steams (15)
3. Hail Storms – Med Risk / Thunderstorms
4. Draught – Low Risk
5. Sink Holes, Landslides and other similar risks – Low Risk – Old mine shafts. Etc.

6. Windstorms and whirlwinds – Low Risk– Rural and Informal Settlements (5)

Other Risks

- 1. Sabotage –Low Risk**
2. Taxi Violence –Low Risk
3. Labour unrest and Strikes – Low Risk
4. Racial Conflict –Low risk
5. Mass Murders and Hostage Dramas – Low Risk
6. Political Unrest – Low Risk
7. Vandalism – Low Risk
8. Crime – Med Risk
- 9. Poverty – Med to High**
- 10. Unemployment – Med to Risk**
- 11. Air Disasters- Low Risk**

Prevention and Mitigating Strategies

The Disaster Management framework of Lesedi Local Municipality is aiming to meet the following requirements:

- Preparedness
- Response
- Recovery
- Mitigation
- Prevention

Preparedness Phase

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: readiness and capability.

Examples

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- implementing hazard mitigation projects;
- developing hazard analyses;
- developing and maintaining emergency plans and procedures;
- conducting general and specialized training;
- conducting exercises;
- developing mutual aid agreements; and
- improving emergency public education and warning systems.

SOPs

The LLM departments and the Operational Area member jurisdictions that have responsibilities in this plan will prepare Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs. Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s).

Capability activities might include:

- assessment of the LLM and Operational Area resources;
- comparison and analysis of anticipated resource requirements and resources; and
- identification of local sources to meet anticipated resource "shortfall."

Response Phase

The response phase includes increased readiness, initial response, and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the LLM will initiate actions to increase its readiness.

Events, which may trigger increased readiness activities include:

- issuance of a credible long-term earthquake prediction;
- receipt of a flood advisory or other special weather warnings;
- receipt of a potential dam failure advisory;
- conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity;

- an expansive hazardous materials incident;
- a rapidly-deteriorating international situation that could lead to an attack upon the Republic;
- information or circumstances indicating the potential for acts of violence or civil disturbance;

Increased Readiness

Increased readiness activities may include, but are not limited to, the following:

- briefing of the Executive Mayor and other key officials in the LLM
- reviewing and updating of LLM Operations Plan & SOPs;
- increasing public information efforts;
- accelerating training efforts;
- inspecting critical facilities and equipment, including testing warning and communications systems;
- recruiting additional staff and volunteers;
- warning threatened elements of the population;
- conducting precautionary evacuations in the potentially impacted area(s);
- mobilizing personnel and pre-positioning resources and equipment; and
- contacting provincial and national agencies that maybe involved in field activities.

Initial Response

The Municipality's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

Initial Response Operations in this plan, provides hazard-specific guidance to the departments who are responsible for initial response operations in the District and Operational Area.

Examples of initial response activities include:

- making all necessary notifications, including Municipal departments and personnel, the District and the Provincial Government;
- disseminating warnings, emergency public information, and instructions to the citizens of the LLM;
- conducting evacuations and/or rescue operations;
- caring for displaced persons and treating the injured;
- conducting initial damage assessments and surveys;
- assessing need for mutual aid assistance;
- restricting movement of traffic/people and unnecessary access to affected areas; and

- developing and implementing Initial Action Plans.

Extended Response

The municipality's extended response activities are primarily conducted from the centralized communications center (CCC). Extended emergency operations involve the co-ordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Extended Operations provides specific guidance for the conduct of extended operations, including those functions performed by the CCC staff.

Examples of extended response activities include:

- preparing detailed damage assessments;
- operating mass care facilities;
- conducting coroner operations,

- procuring required resources to sustain operations;
- documenting situation status;
- protecting, controlling, and allocating vital resources;
- restoring vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- documenting expenditures;
- developing and implementing Action Plans for extended operations;
- disseminating emergency public information;
- declaring a local emergency; and
- coordinating with district and provincial agencies working within the municipality.

Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions and where possible execute improvements aimed at the implementation of mitigation measures. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

Part IV of this plan, *Recovery Operations*, describes in detail the roles and responsibilities of each level of government following a disaster. Part IV addresses the procedures for accessing national and provincial programs available for individual, business, and public assistance following a disaster.

Examples of recovery activities include:

(This must be done per department to form)

- restoring utilities;
- applying for provincial and national assistance programs;
- conducting hazard mitigation analyses;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.

Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the Municipality.

Mitigation efforts include:

- amending local ordinances such as zoning ordinances, building codes, and other enforcement codes;
- initiating structural retrofitting measures;
- assessing tax levies or abatements;
- emphasizing public education and awareness; and
- assessing and altering land use planning.

Prevention Phase

Actions aimed at development forms part of pre- and post emergency management activities and are aimed at (a) preventing if possible the occurrence of emergencies and disasters and (b) implementing development specific measures to prevent a re-occurrence of an emergency - thus creating robust societies.

Examples of activities include the following:

- regular vulnerability assessments and overviews submitted to departments and the LLM;
- including of emergency and disaster measures into the IDP of member jurisdictions and that of the LLM;
- including of emergency and disaster mitigation measures into all physical planning.
- Establish a Disaster Management Advisory Forum

AUTHORITIES / TERMS OF REFERENCE

The following provides the required authority for conducting and/or supporting emergency operations:

National

- Disaster Management Act, Act 57 of 2002.

DISASTERS ANALYSIS AND CONSEQUENCES

All disasters have basically the same combined consequences and effects.

CONSEQUENCES

Injuries, epidemics and death.

Entrapments, rescues and fires.

Disruption of people / persons.

Disruption of emergency / essential services.

Disruption of labour and the economy.

Disruption of management and administration.

ANALYSIS

Injuries, Epidemics and Death.

The institutionalised and manning of emergency posts.
The establishments of forward command post and CCC's

The identification and triage of sick / injured.
Emergency Medical Care on scene Paramedics / Doctors / Nurses etc.
Transfer and transport of the sick / injured.
Hospitalisation.
Discharge of minor cases from hospitals.
Support services.
Immunisation.
Supervision and control of aid.
The identification and storage of bodies.
Burials and mass burials.

Entrapment of Animals and People in Fires.

Fire in buildings, industries and strategic institutions.
Fire spread over a large area.
Water and power disruption.
Rescue work at emergency scenes.

Disruption of People / Persons

The co-ordination of all affected people at emergency scenes
Support services co-ordination.
The transfer and transport, housing of effected people
Physical care of effected people.
Community services of effected people.
Public liaison including tracing and re-uniting of families.
Co-ordination of salvage operations.

Disruption of Essential Services

Damage to reservoirs and reticulation systems.
Damage to sewage system installations.
Damage to electrical supplies.
Damage to road and rail networks.
Disruption of communication.
Disruption of traffic.
Disruption of refuse removal.
Pandemics and epidemics

Unpreventable Disasters / when they do happen (Emergency Management Framework)

The plan (framework) serves to enable stakeholders to effectively communicate at times of Disaster

Lesedi Local Municipality

Proposed CCC / JOC **Centralised Control Center / Joint Operations Center**

Municipal Managers Office / Boardroom. (New Municipal Offices)
Or C.C.C. Fire and Rescue Services Station Board Room in Rensburg.
Sedibeng Disaster Management Centre: S. Thlapolosa Cell: 082 9017310
Emergency Numbers: 016-440-1004.

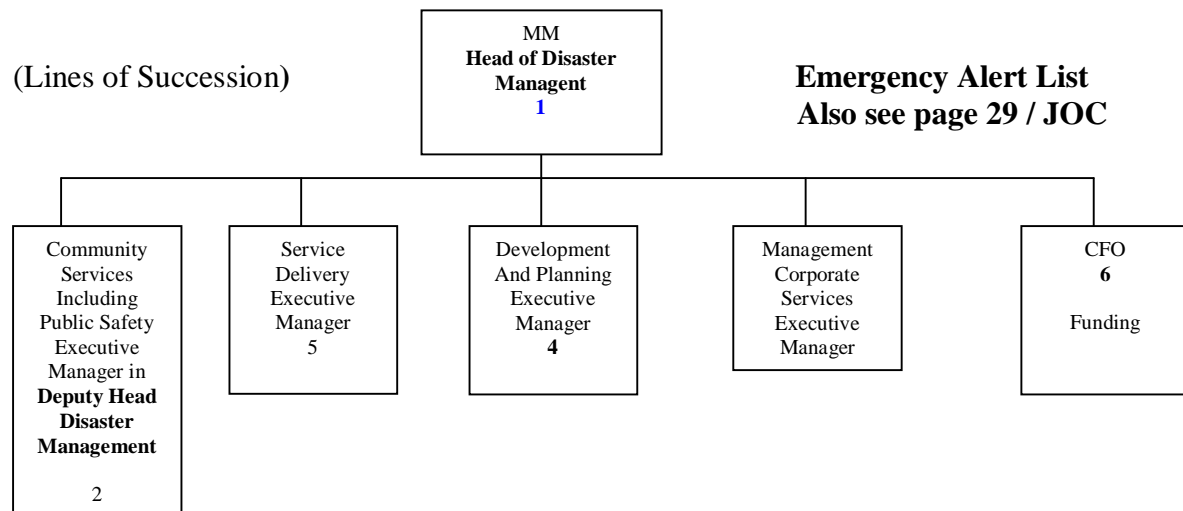
CONTINUITY OF GOVERNMENT

Lines of Succession (Indicated below 1, 2, 3 etc)

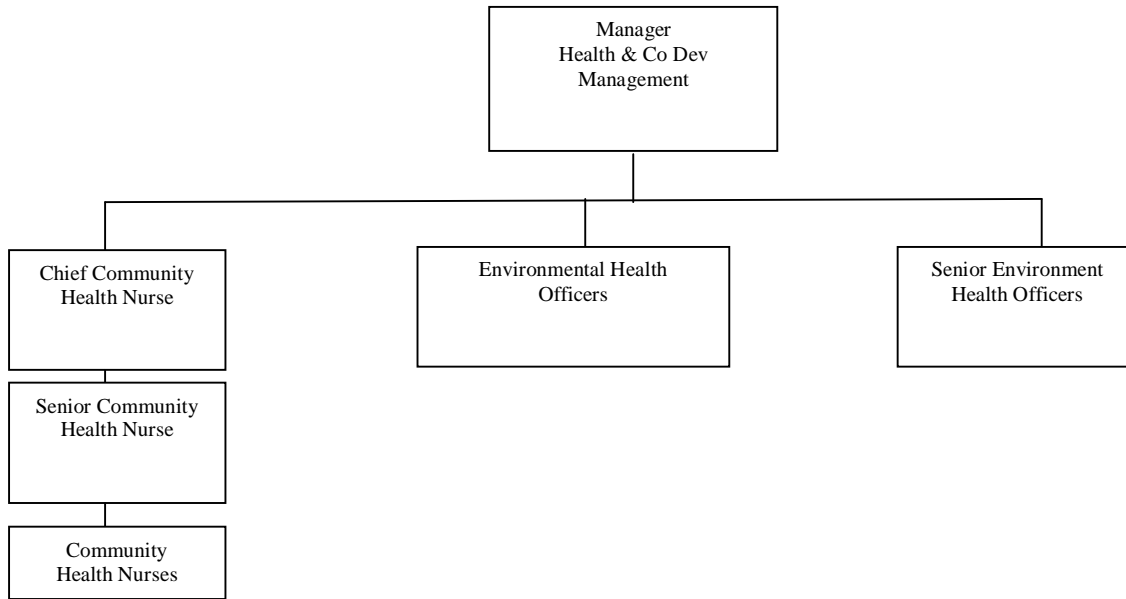
A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the District of the West Rand and all the local municipalities within the District continue to function as government entities.

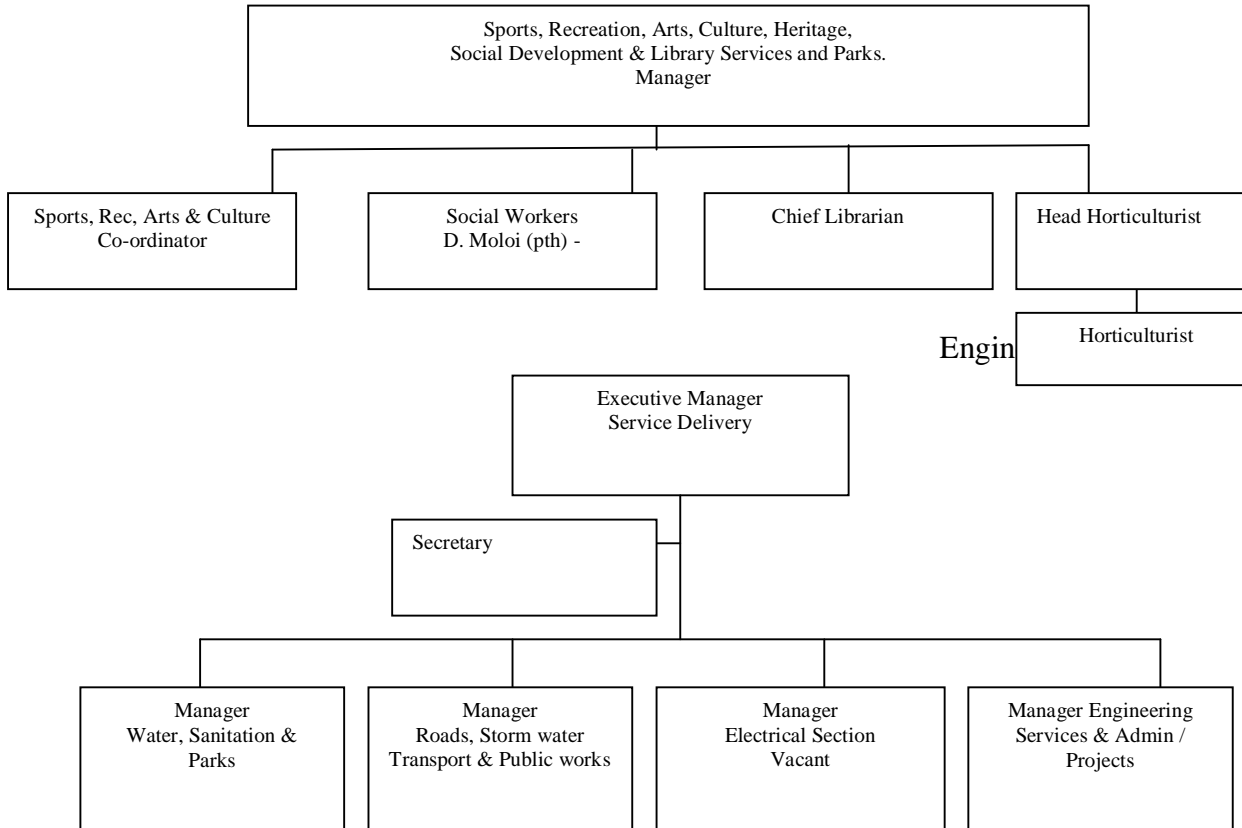
LESEDI LOCAL MUNICIPALITY TOP STRUCTURE



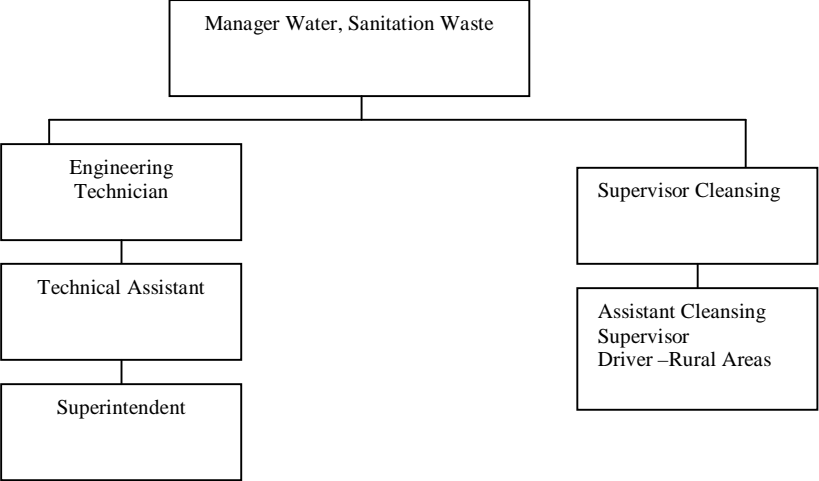
**Department Community Services
Section: Health**



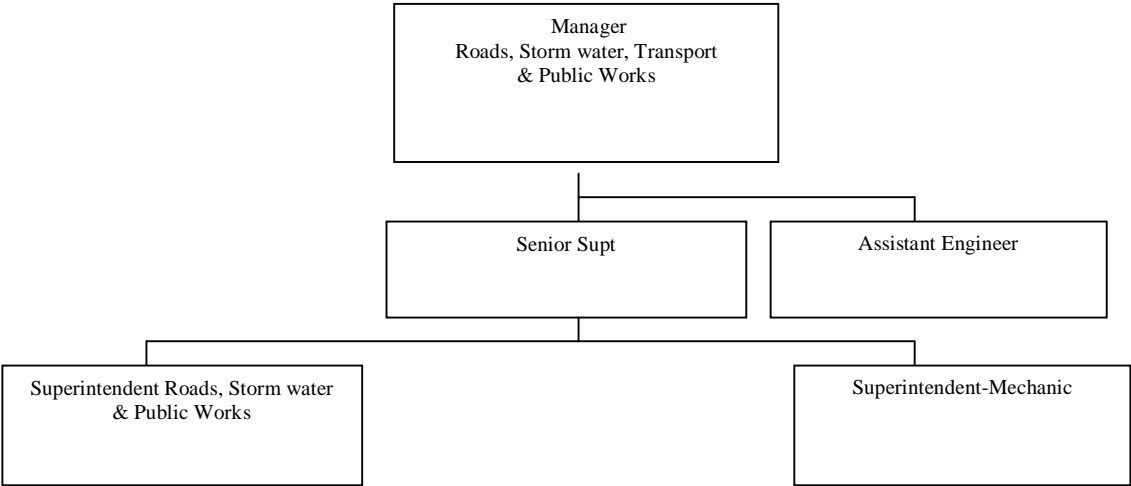
Department Community Services
Section: Sports, Recreation, Arts, Culture, Heritage,
Social Development & Library Services.



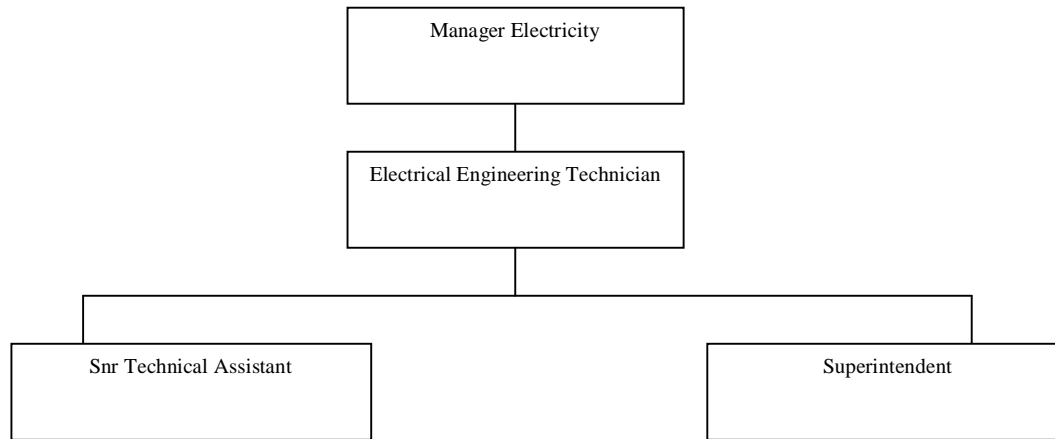
Water, Sanitation



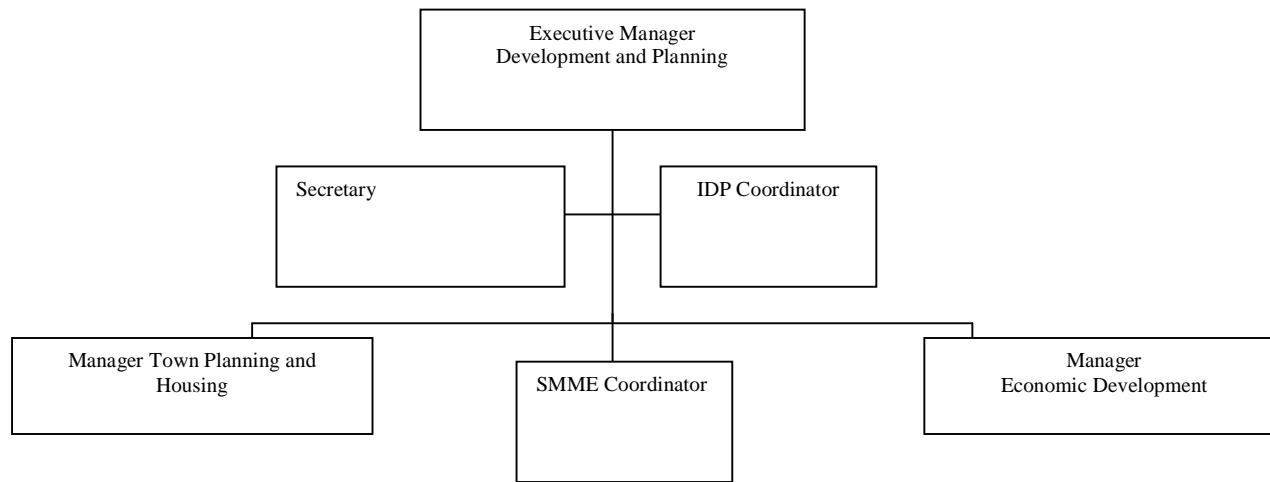
Roads, Storm water, Transport & Public Works



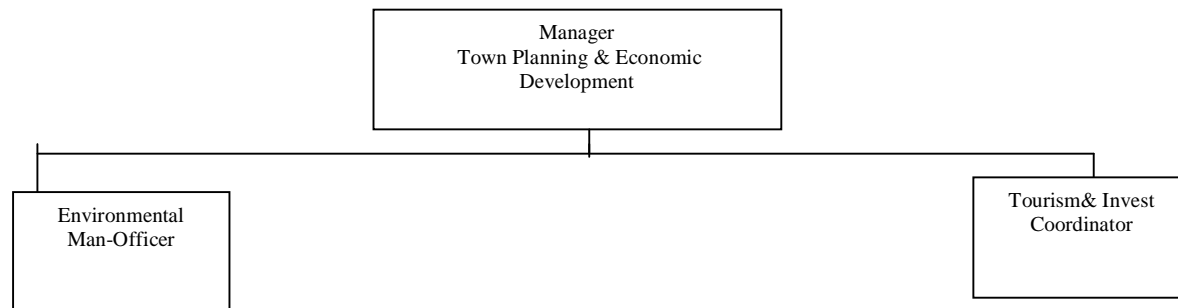
Electrical Engineering



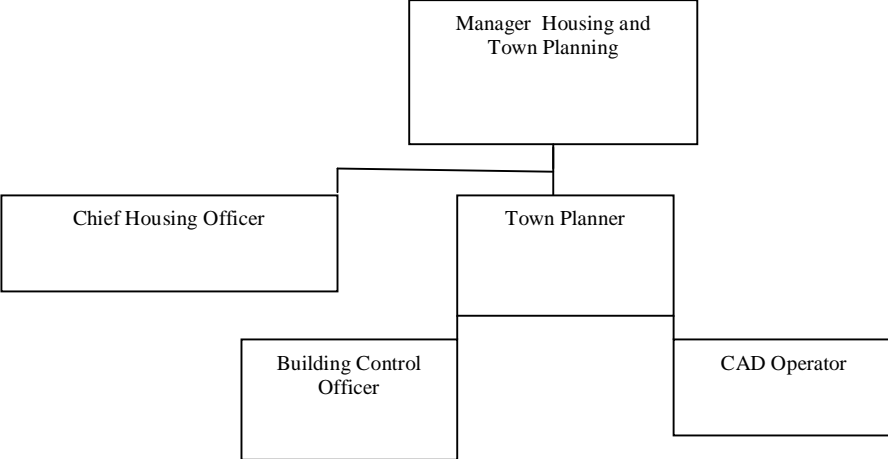
Development and Planning



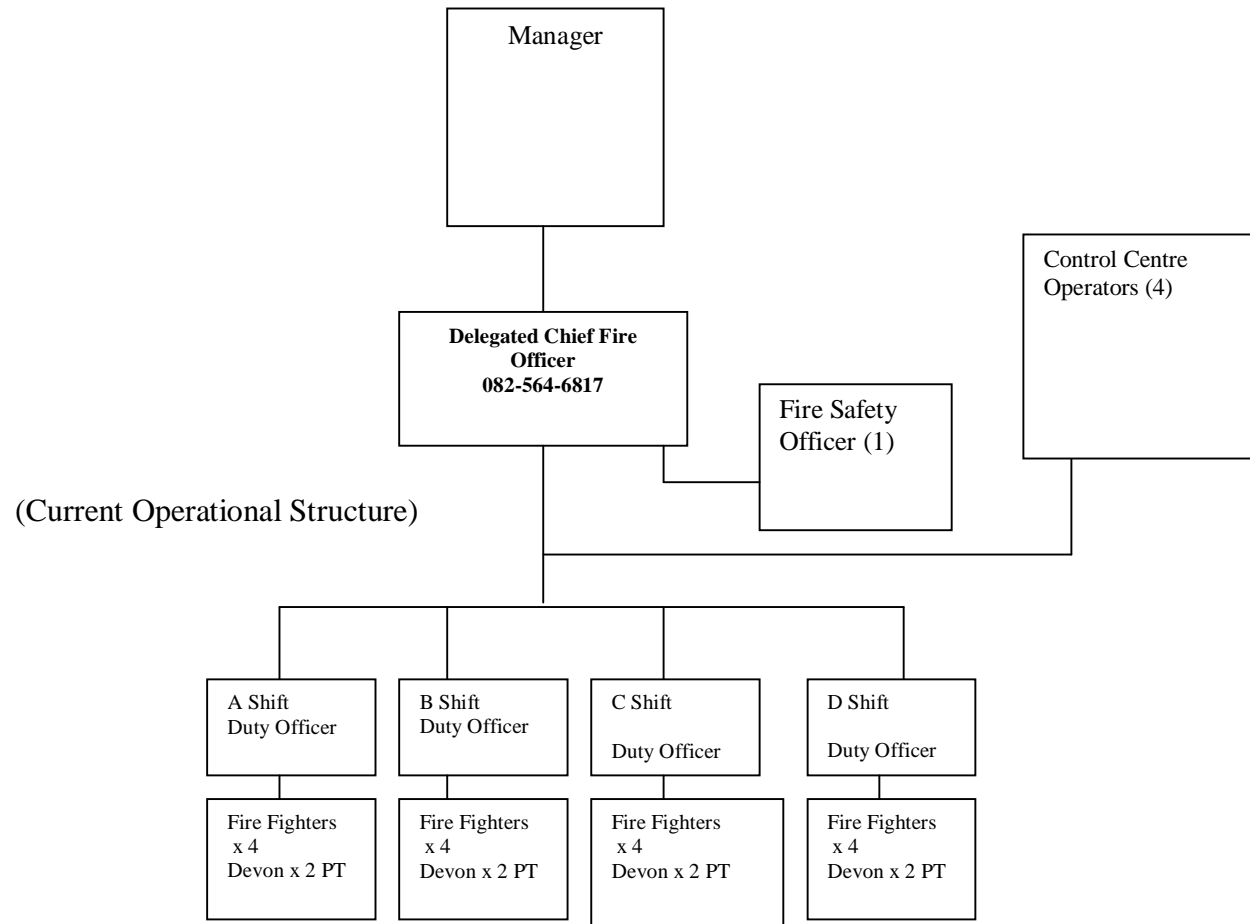
Economic Development



Housing and Town Planning



**Safety and Security Section (Fire and Rescue and Traffic)
Integrated into Community Services**

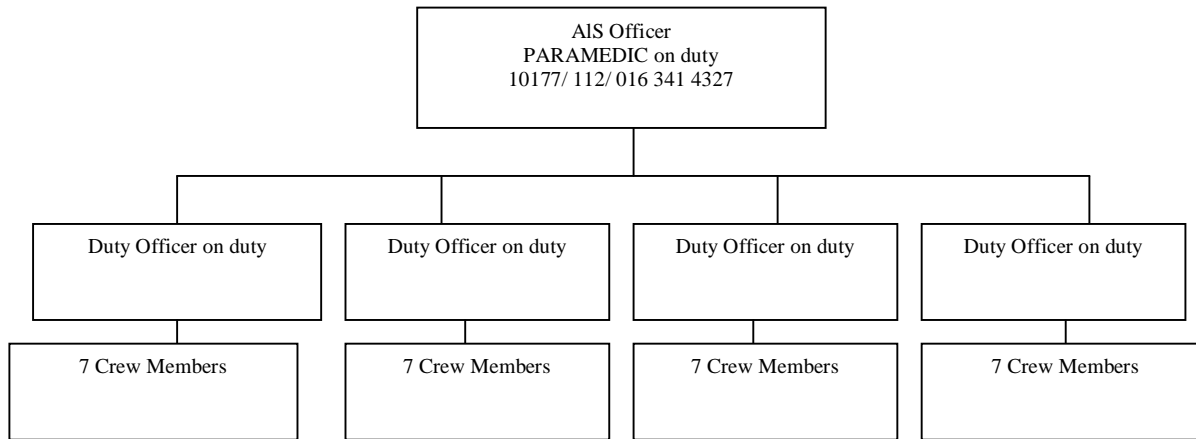


Devon Fire: Manned by Part Time Personnel as an interim solution.

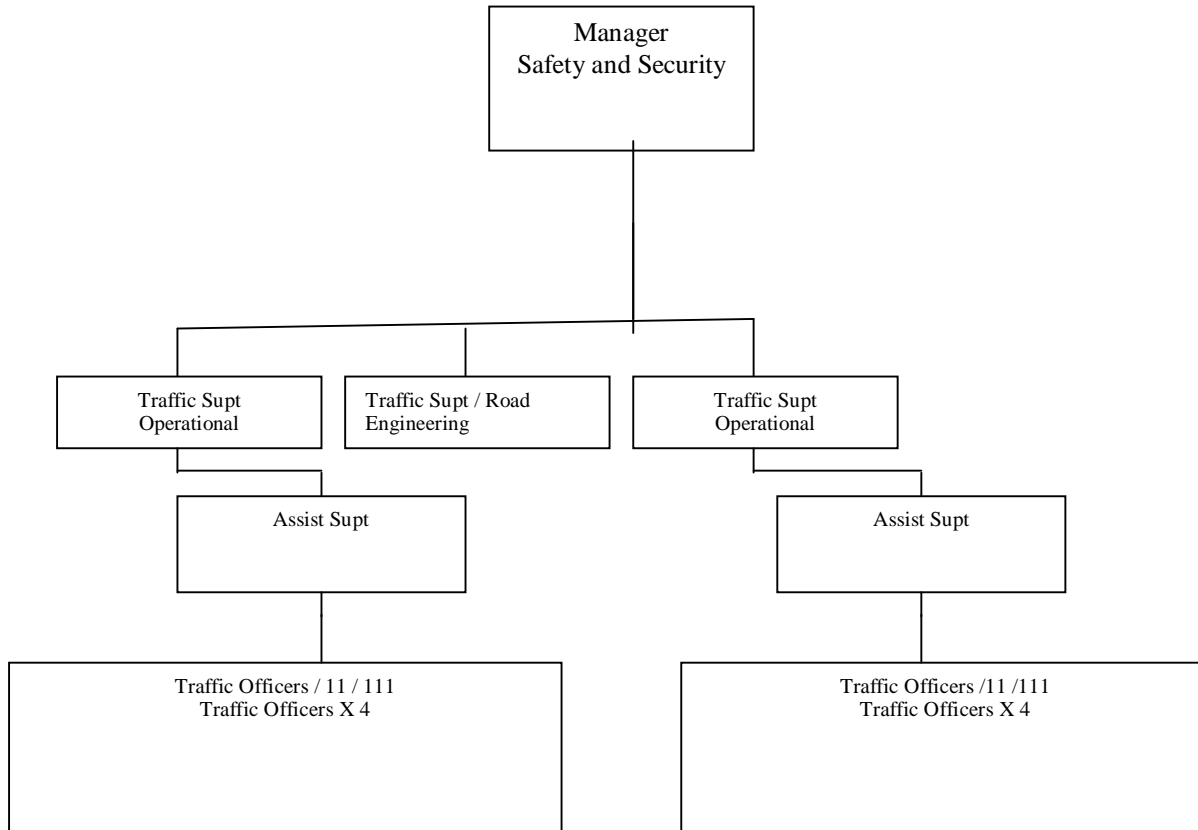
Emergency Medical Services

This Section forms an integral part of Fire and Rescue and operates from Lesedi but forms part of the Sedibeng District Council

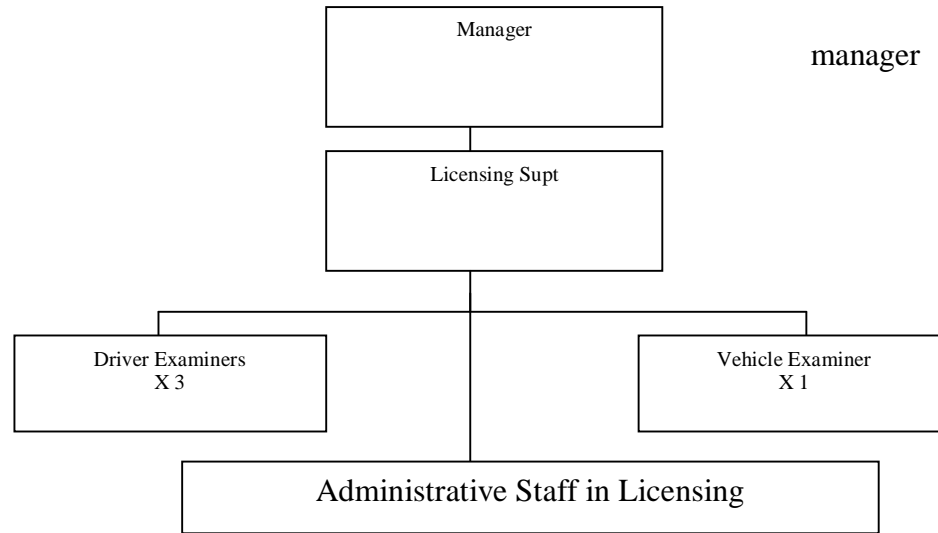
Lesedi (Base) Structure



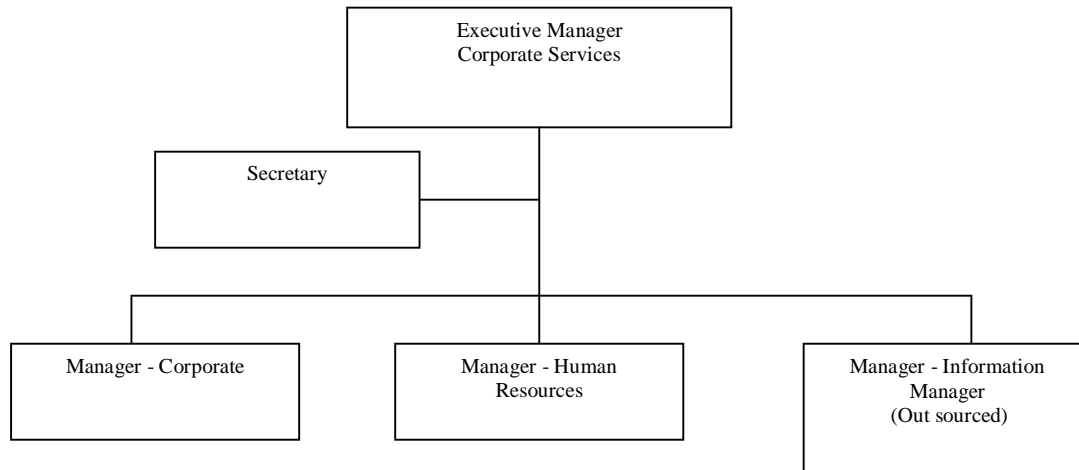
Traffic Services



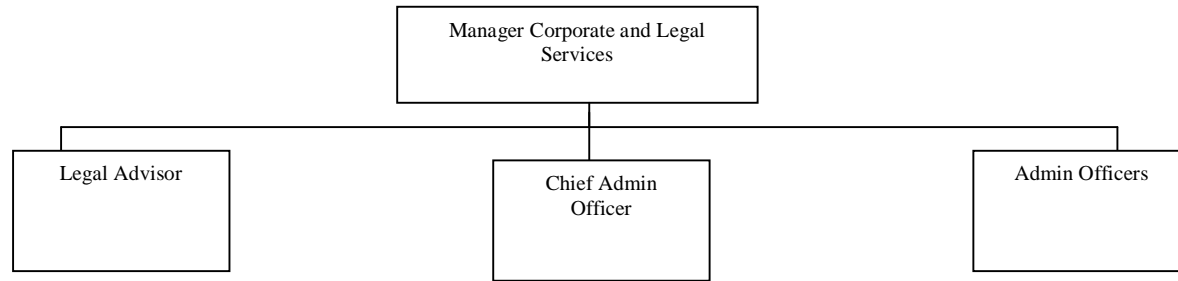
**Licensing:
(A Competency of the Sedibeng District Council)**



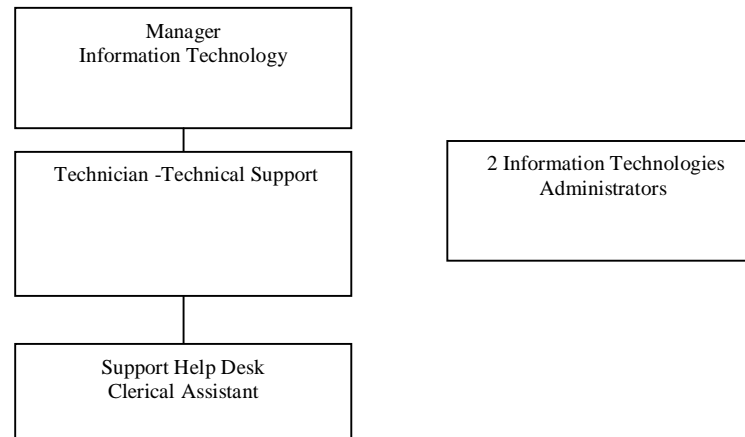
Management Corporate Services



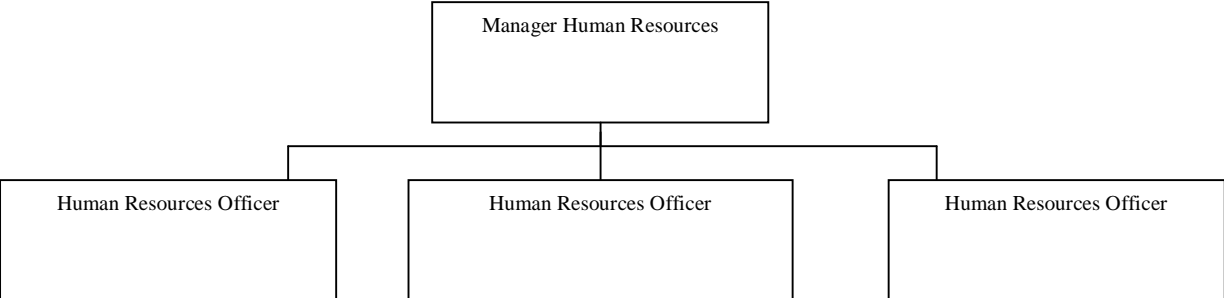
Corporate and Legal Services



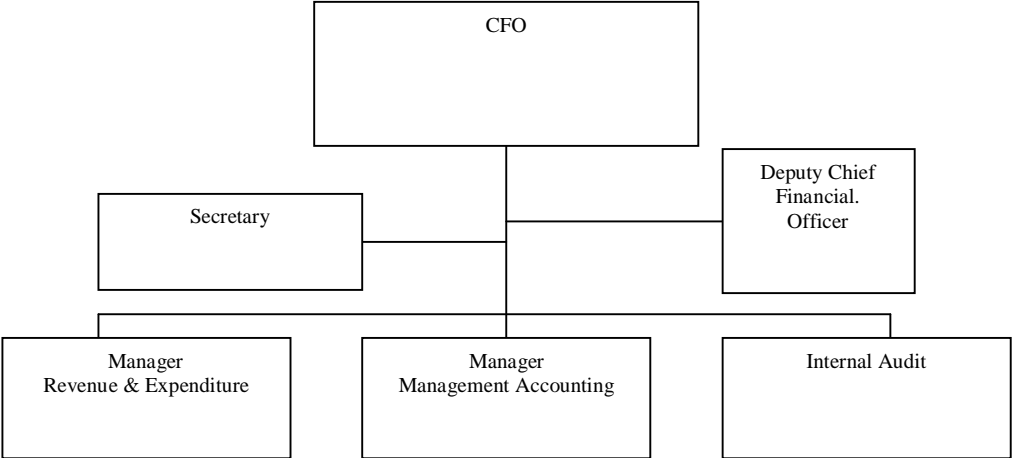
Information Technology



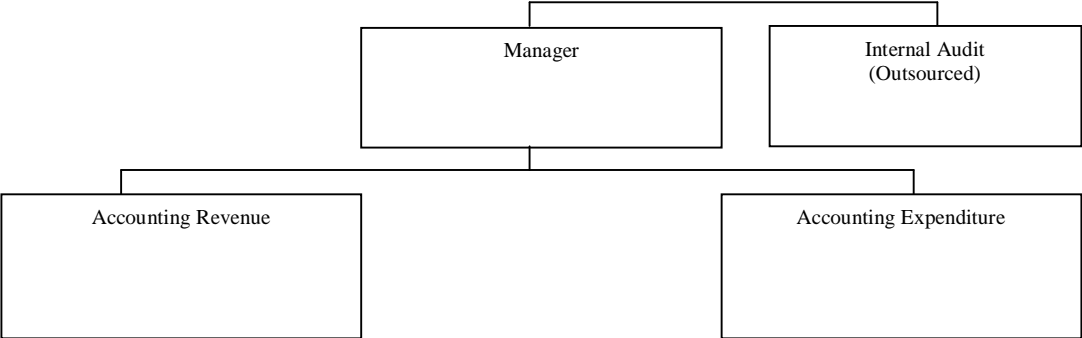
Human Resources



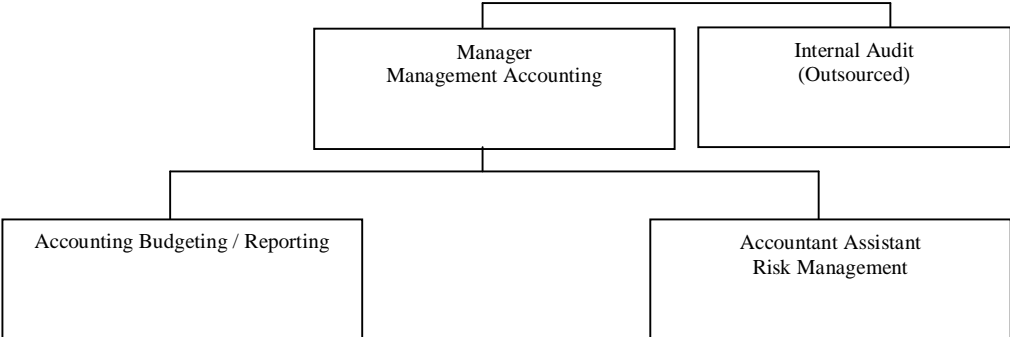
Finance



Revenue



Accounting



FUNCTIONAL MATRIX (INSTITUTIONAL ARRANGEMENTS)

P = Primary Responsibility **S = Support Responsibility**

Public Information; Management; Damage Assessment; Warnings; Fire and Rescue; Traffic; Transportation; Communication; Engineering and Construction; Care and Shelter; Medical and Public Health; Personnel; Procurement; Recovery

Section / Depts. Institutions	Public Information	Management	Damage Assessment	Alerting / Warning	Fire and Rescue	Law Enforcement	Transportation	Communication	Engineering and Construction	Care And Shelter	Medical and Public Health	Personnel	Supply / Procurement	Recovery
Fire & Rescue	S		P		P			S	S		S	S		
Eng Services			P				S	S	P		P			P
EMS							P				P			
Community Services	P		S	S	S	S	S	S	S	P	S	S	S	p
DM	P	P	P	P			P			P	S		S	S
MSS	P			S								P		
SAPS / Traffic	S					P								
SANDF	P		S	P	S	P		P		S	P	S		
Treasury													P	P
DPP														P
Escom	S		S					S	P					P
Telkom								P						
Red Cross							S			S		S		S
J&A					S		S				S	S		

EMERGENCY NUMBERS

A.

INSTITUTION NAME	NUMBER
Fire and Rescue Services / Lesedi	016- 341- 4327 / 10177
Emergency Medical Services / Sedibeng	016- 341- 4327 / 10177
SAPS / Heidelberg	016- 341- 2222
SAPS / Ratanda	016- 343- 7014
SANDF Gauteng Tactical Operations HQ Operations (24 Hours) Air force HQ Operations(24 Hours) Heidelberg Base 24 hour number:	011- 212-25 42 / 64 012- 355- 3028 012- 312- 2481 / 2034 016-340- 2201
A. G. Visser Hospital Suikerbos Hospital Manager Hospital Supt Disaster Manager	016-341- 1100 016-349-2431 084- 588-8078 083- 603- 841 082 – 459 -7717
Traffic Control / Lesedi Gautrans Traffic Services	016-340- 4300 A / hours 016- 341-4327 016-340-4000
Water and Electricity	016-340- 4300 A / h 016 341- 3116
Disaster Management / Lesedi Disaster Management Sedibeng District Council Disaster Management / Sedibeng District Manager Disaster Management Provincial Government (24 hour contact from April 2008)	016-340- 4300 A / h 016 341- 4327 016-440-1004 cell: 082-901-4310 Interim: Colin Deyner cell: 082-490-9973
Netcare	082-911
NECSA Control 24 Hrs / Biological and Chemical	012 305 3333

SA Red Cross Society Mobilisation Nationwide	011-339-1992
	011 873-6364
	079-499-9590

INSTTUTIONS

DOCTORS / GENERAL PRACTITIONERS

Heidelberg Town

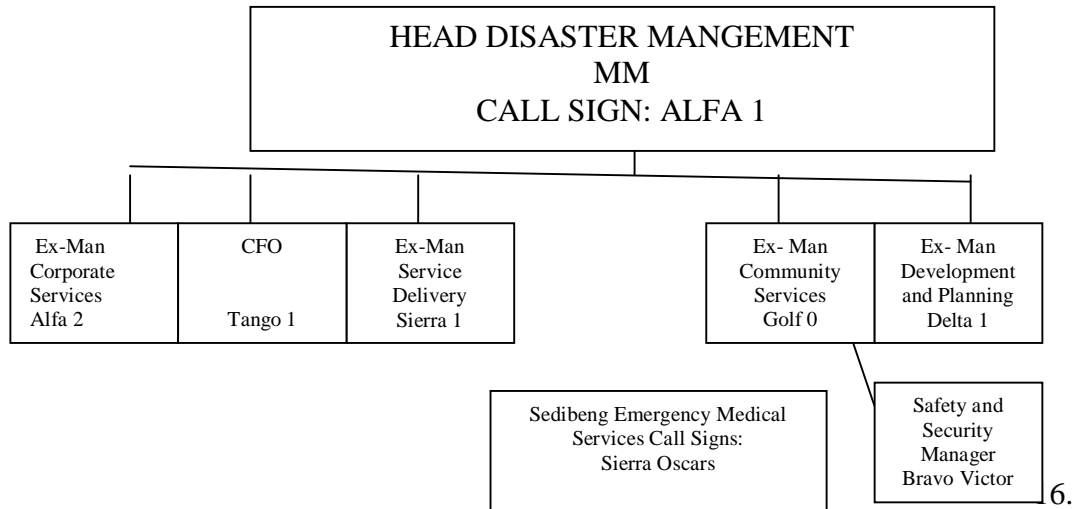
Dr. Koller B	016- 341-4121	016-341-4588 / cell: 082-925-2594
Dr. Snyman H	-	016-341-6496 / cell: 083-370-7602
Dr. Kruger T	-	016-341-7024 / cell: 082-412-3399
	-	
Dr. Gosling B	016-341-2348	016-341-2301 / cell: 083-281-9196
Dr. Meyer J		cell: 082-554-5714
Dr. Venter J.F	016-341-6150 / 1	cell: 082-876-2869
Dr S. Lee		cell: 082-825-6682
Dr. S.J. Potgieter		cell: 082-877-3788
Dr. Momberg	016-341-2892	cell: 082-895-7915 Or 073-171-7478
Dr. Moloji	016-343-7038	cell: 083-271-8187
Devon Clinic	017-688-0140	Provincial Clinic
Shalimar Ridge		
Dr. Osman	016-349-6767w)	016-349-6767 (h) cell: 083-786-1081
Disaster Management Center Province Colin Deyner		

B. INTERNAL & EXTERNAL RADIO NETWORK & CALL SIGNS

FIRE, RESCUE & SERVICES / BRAVO MIKE
 SEDIBENG EMERGENCY MEDICAL SERVICES
 GAUTRANS TRAFFIC INSPECTORATE
 LESEDI LOCAL MUNICIPALITY

CHANNEL 63
 CHANNEL 63
 CHANNEL 31
 CHANNEL 1, 2, 3

INTERNAL (Lines of Succession)



KEY PERSONNEL CALL SIGNS

Administration

Municipal Manager	Alfa 1
Exec Man - Corporate Services	Alfa 2
Caretaker	Alfa 5
CFO	Tango 1

Current

Fire and Rescue Services / Manager Safety and Security:

Bravo Victor
Bravo 1
Bravo 2
Bravo 3
Bravo 5
Bravo 6

Emergency Medical Service / Sedibeng / Manager:

Contact number for Emergencies: 10177 / 016 341 4327

Call Signs:

A Shift DUTY Officer	10177 / 016 341 4327
B Shift DUTY Officer	10177 / 016 341 4327
C Shift DUTY Officer	10177 / 016 341 4327
D Shift DUTY Officer	10177 / 016 341 4327

Electricity (Exec. Manager Engineering Services): cell: 082-377-4061

Echo 3
Echo 4
Echo 5

Health

Golf 1
Golf 2
Golf 3
Golf 4
Golf 5
Golf 6

Town Engineers

Sierra 3
Sierra 4

Public Works

Oscar 1
Oscar 2
Oscar 3
Oscar 4
Oscar 5

Water

Whisky 1
Whisky 2
Whiskey 3
Whiskey

Parks

Papa 1
Papa 2
Papa 3

Mechanical Workshops

Mike 1
Mike 2
Mike 3
Mike 4

Treasury

Tango 1
Tango 2
Tango 8

Traffic / Manager Safety and Security**Victor Mike / Offices**

Victor 1
Victor 2
Victor 3
Victor 4
VR 1

Fire and Rescue Control Center

Call Signs: Bravo Charlie Oscar
Center Call Sign: Bravo Mike

BCO1
BCO2

BCO3
BCO4

External Support Services

Farming Community Heads / Lesedi

Old Nigel Farming

Head: Nick Scoombie Cell: 082-784-4752

Devon Area:

Head: Jurg Hayward Cell: 082-578-6241
 Deputy Head: Willie de Swardt Cell: 078-257-8624

Heidelberg Farmers (Malanskraal)

Head: Loutjie v Vuuren Cell: 083-410-1257
 Deputy Head:

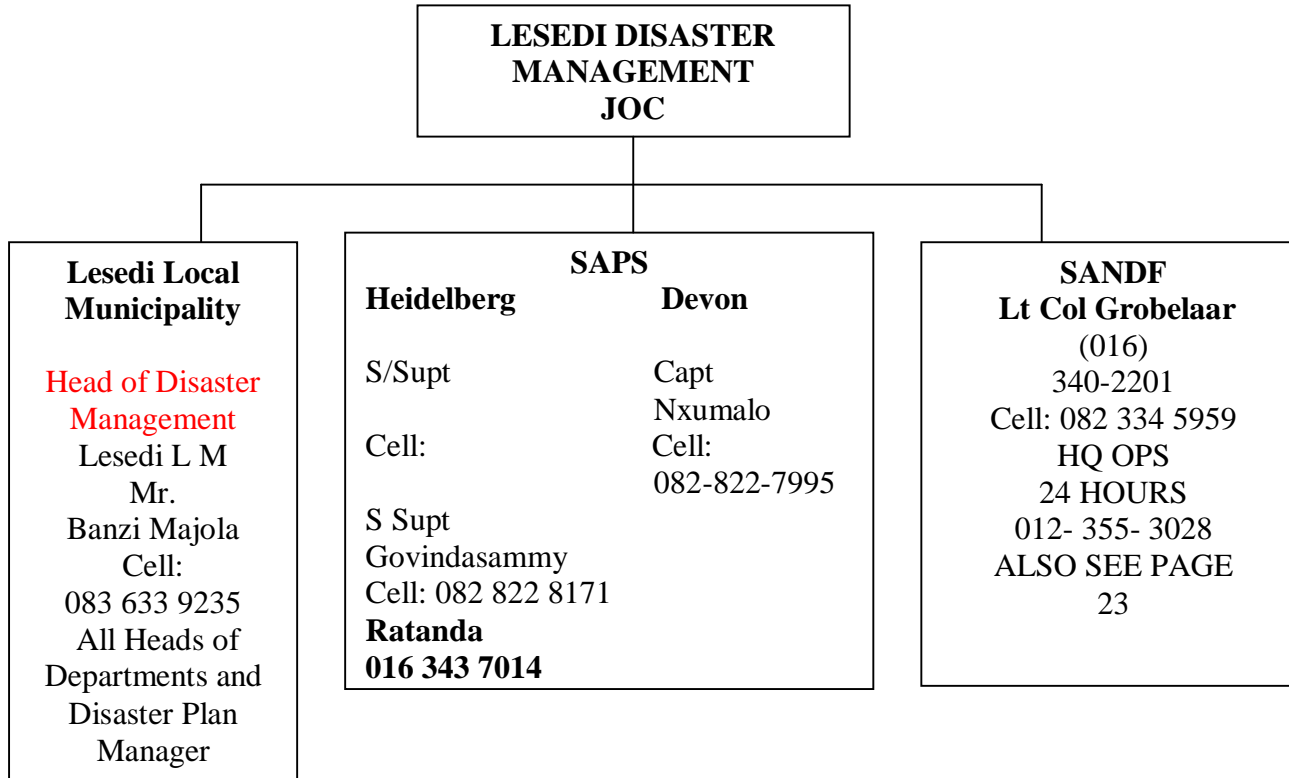
Heidelberg Farmers (Groenpoort)

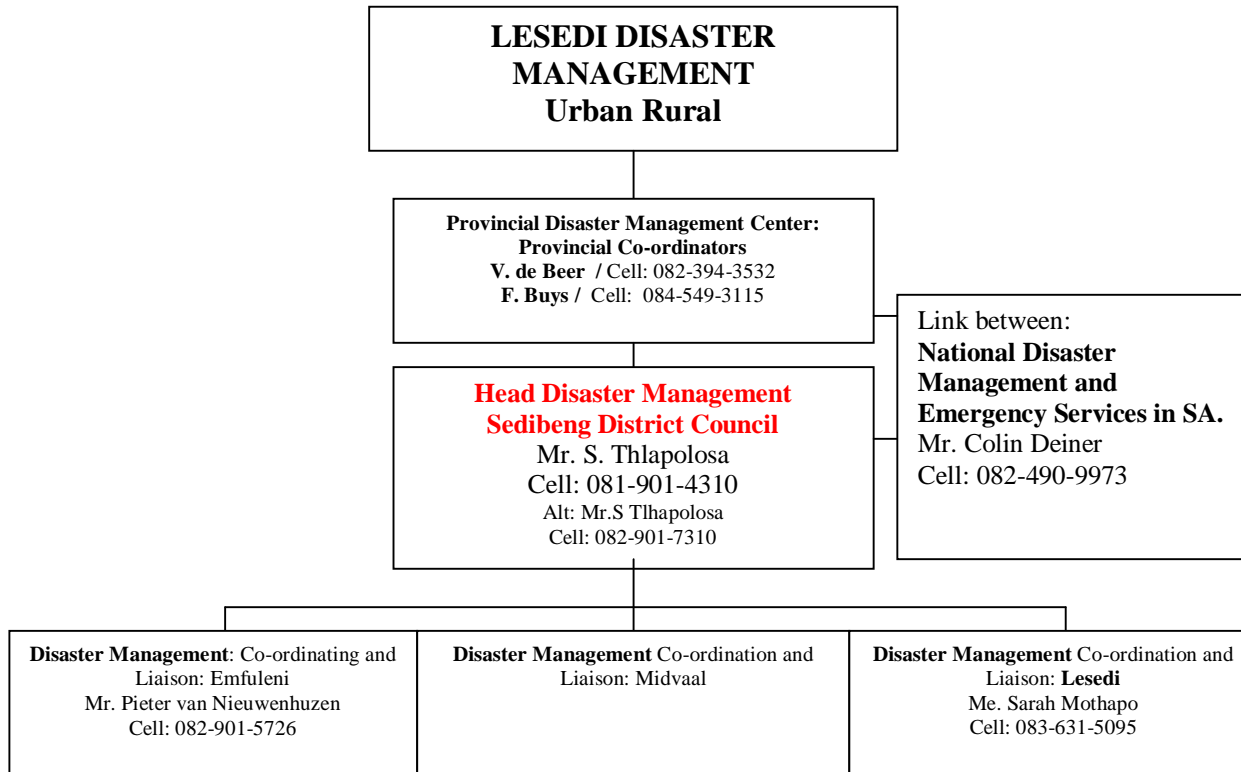
Head: Fanie Potgieter 082-928-3322
 Deputy Head: Thys van Heerden 082-886-2931

The above persons are in contact via the MARNET radio and telecommunication with their respective teams. (Also see page 22Urban and Rural)

JOC

Joint Operations Center / Heads ORGANIGRAM





Sector Police

See SAPS / Heidelberg on previous page/ Supt Olivier

Wards Urban and Rural

Chief Radio Communication: D. McCalgan L4 WU	Chief First Aid Rita Malan L6 WU	Chief Fire Fighting P. Brits L5WU cell: 082-701-1248	Chief Traffic Control D.J. van Vuuren L8 WU cell: 082-961-8926	Ambulance AHWU School Bus T1WU
---	---	---	---	-----------------------------------

The above will be confirmed when the information is received from Saps Capt Hirschorn as sector police will be added here

PROVINCIAL AND STATE INSTITUTIONS

SAPS	Situated in Voortrekker Street / Tel: 016-341-2570 Contact person: Supt. Govansammy cell: 082-824-1246
Devon SAPS	Situated in Celbounre cnr Pria street in Devon / Tel: 017-688-8000 / Contact person: Capt G.T. Nxumalo / Cell: 082-822- 7995.
SANDF	Situated in Louw Street. Area Manager: Dr Sume 082-880-8440. 012- 355- 3028 24 HOURS / ALSO SEE PAGE 23
Gautrans Traffic	Situated in Pretorius street Tel: 016 341-4000 Contact person: Corrie Barnard cell: 082-887-6746
Gautrans Roads	Situated in Station Street Contact person: Mrs Roets cell: 082-476-2691
Post Office(Tech)	Situated in Begemann Street tel: 011-869-2137 Area Manager Technical Division tel: 10212
Correctional Services	Situated on the R22 opposite the AG.Visser Primary School Contact person: Mr. Shabungu cell: 082- 577-4252

ROAD AND RAIL NETWORK

The N3 highway passes trough the municipal area

The N17 passes through the municipal area

The following road passes through Heidelberg

Nigel / R42

Vereeniging / R42

Vaaldam / R549

Balfour / R22

Old Alberton and Laagerspoort roads / R 103

The railway line between Jhb and Durban passes through Heidelberg.
Railway line in Devon running from Sasol to Sentra Rand / Goods line / Hazmat.

ASSISTANCE AGREEMENTS

Existing for Fire Services / needs to be updated
Sedibeng District Council has agreements with their neighbours and we fall under the District when it comes to disasters or incidents we cannot handle.

SUPPORT / ASSISTANCE

Sedibeng District Council Disaster Management. Sam Thlapolosa
cell: 082-901-4310

EMERGENCY HOSPITALS

Chief professional Nurse: Ms C. Ackerman
73 JG Strydom Street, Rensburg, Heidelberg. A/h tel: 016-341-2449
Health Practitioner: Mr E. Pretorius, 22 Rissik Street Heidelberg Tel: 016-341-7282

Town Hall, Banquette Hall and Market Hall (can take 200 people)
Keys obtainable from: J. Mofokeng / cell: 079-580-4968
or Manager Health and Waste: Mr C.P Verster / cell: 082-376- 9203
Suikerbos Church Hall (can take 100 people)
Keys available from Ds. Rousouw / tel: 016-349-1591
Ds. Fourie / tel: 016-341-3715

NG Church (Klipkerk) (can take 32 people)

Keys available from: Ms. Faure / tel: 016-341-3483 (w) 016-341-4256 (h)

Reformed Church Hall (Von Belkum) (can take 24 people)

Keys available from: Ms. H. van Heerden tel: 016-341-6725 (w) 016-341-3365 (h)

or Rev. Z. Roberts tel: 016-341-1625 (w) 016-341 2384.

NG Church Hall (Rensburg) (can take 150 people)

Keys available from: Rev: V. Classen tel: 016-341-2722 (w) 016-341-2720 (h)

or Ms. K Roos tel: 016-341-2722 (w)

Army Gymnasium Hall (can take 70 people)

Keys available from: Colonel R.V. Ludonga tel: 016-340-9111 (w) 016-340-2200 (h)

AG Visser Primary School (can take 100 people)

Keys available from: Mr. L. Ehlers cell: 072-171-0110 or 016-341-6143

Mr. Roodman tel: 341-6134 (w) 016-342-2345 (h)

Vischkuil Community Hall (can take 50 people)

Keys available from: Ms. I. Le Grange tel: 011-730-1216 (w) 011-730-1877 (h)

Nomnekane Primary School Devon: Tel 017-688-0322

Zikhethele Secondary School Devon Tel: 017-688-0313

Contact: Mr. T.F. Maseko Cell: 082-448-0503

Sithembiso Primary School Devon: Tel: 017-688-0257

Contact: Mr. J.J.K. Vilakazi Cell: 082-473-0809

TEACHING INSTITUTIONS / Potential Temporary Shelter
--

Pre- Schools

Bambi Tel: 016-341-2709

Chompe Day Care Tel: 016-341-3718

Day Care Center Tel: 016-349-1217

Pre- Primary Day Care Tel: 016-349-1766

Primary Schools Continued...

Toddlers Teachers Tel: 016-341-6871

Humpty Dumpty Tel: 016-341-7501

Speel en Leer Tel: 016-341-3834

Lindokuhle Day Care Tel: 016-343-7702

Primary Schools

A.G Visser Primary School Tel: 016-341-6143

Boneha Primary School Tel: 016-343-7108

Fountain Five Tel: 016-343-8768

Heidelberg Indian Tel: 016-341-3894

Heidelberg Public Tel: 016-349-1201

Qhaqholla Primary Tel: 016-343-7006/9

Sakhile Primary Tel: 016-343-7112

Sedhaven Tel: 016-342-0621

Sithokomele Tel: 016-343-9302

Volkskool Tel: 016-341-6216

Ratanda Primary Tel: 016- 343-7810

High Schools

Emmesdal Tel: 016-349-7151

J.W. Luckhoff Tel: 016-342-2301

Volkskool Tel: 016-341-3165

Khanya-Lesedi Tel: 016-343-8904

Kudung Tel: 016-342-3477

Ratanda Tel: 016-343-8615

Sedaven Tel: 016-342-0621

Tsyane Adult Center Tel: 016-343-7344

Other Support Institutions and Emergency Accommodation**Ratanda****Apostolic Faith Mission**

Pastor Kenneth Selomo

Tel: 016-341-2216

Cell: 082-266-1472

African Methodist Episcopal Church Calvary

Rev M.M. Khosana

Tel: 016- 592-4500

Cell: 083-692-1924

Assemblies of God

Pastor W. Dlamini

Tel: 016-343-7355

Cell: 083-494-1308

Old Apostolic Church

Pr A.F. Engelbregt

Tel: 016-341-7118

Cell: 084-885-3654

Pr A.J. Wright

Tel: 016-349-2926

Cell: 072-615-7143

Pr A.D.J. Scoombie

Tel: 016-349-6600

Cell: 082-415-9410

Devon Area: To be forwarded to us when available after Meeting with role players

Businesses / Food Stores / Potential Food Suppliers / Essential Supplies

Pick and Pay / Pick and Pay Center

Mr. N. Flood

Cell: 083-321-0217

Mr. A. Pearson

Cell: 082-463-1898

Tel: 016-341-4810

Checkers / Checkers Center

Mr. A. Gardner

Tel: 012-621-0000
Adri Vos / Management
Cell: 083-754-7814

Spar / Spar Center

Mr. B. van Zyl
Tel: 016-349-2595
Mr. P. Fotsios
Cell: 083-444-7340

New Center Supermarket / 9c Kismet Street

Mr. Ahmed Adia
Tel: 016- 341-2287
Cell: 083-455-2584

Kwik Spar / Rensburg / 65 Romyn Street

Mr. N. Theodoropoulos Tel: 016-341-2478

Cell: 073-736-1685

British American Tobacco

Contact Person: Ronnie Vorster
Tel: 016-341-5141
Cell: 082-377-1231

Areas

In the structure of the IDP Document of which his plan forms part

Population

In the structure of the IDP Document of which his plan forms part

Population

In the structure of the IDP Document of which his plan forms part

History of Heidelberg / now Lesedi

The town Heidelberg was established when Heinrich Ueckermann bought part of a farm Langlaagte for 7 Pounds and 10 s and started a general dealer in 1861. The shop was situated where the main road between the then Port Natal (Durban) and Potoschefstroom crossed the main road between the Cape and Pretoria. In 1865 he appointed T.W. Fannin as surveyor for a town development, which he named his alma mater in Germany.

During the First War of independence Heidelberg served as capital of the Zuid Afriaansche Republiek under the Triumvirate of Paul Kruger, P.J. Joubert and M.W. Pretorius from 1880 to 1881.

In 1885 the Witwatersrand gold reef was discovered in the Heidelberg district and the office of the Mining Commissioner was established here. Heidelberg developed as a typical rural Victorian town. Many buildings dating back to the period 1890 to 1910 have been preserved.

Airfield: (Sedibeng District Municipality Competency)

Operated by: Heidelberg Aviation Association

Contact: Louis Wilken Tel: 016-341-7720

Cell: 083-629-0751

<u>Grid Reference:</u>	<u>ICAO</u>	<u>Runways</u>	<u>Alt.ft</u>	<u>VOR</u>
S26 30 30 / E 28 23 30	FAHG	06 / 24 / L/R	5119ft	HGV116.7

<u>Radio:</u>	<u>Afgas</u>
125.4	Yes

Remarks: Min Overfly 6500ft

Runway 06R24L =Hard surface 1200meters

Runway 06L/24R = Grass surface 1000 meters

Two runways = Grass

Airfield electrified Fence

Next to N3 South and North in Heidelberg.

Plant and Equipment within Lesedi Local Municipality (Engineering Services)

Major Vehicles /

6 x Dyna Trucks with Ladders

23 x Tractors

1 x Mercedes Truck with a crane

3 x Medium Fire Fighting Pumpers

3 x Unimog Fire Fighting Pumpers

6 x Graders including Tractor drawn Graders

3 x Front End Loaders

7 x Tipper Trucks

4 x Water Tankers

Hazmat Unit

Various Trailers, LDV's, Small Fire Fighting Units, 4 ton Trucks and LMV's.

Major Power Generators / W. Matthee

- 300kva /J. Slabert / 083 676 7025
- 500kva / E. Erasmus / 083 693 8155
- 100kva Old Town Hall
- 100kva Civic Centre

Concepts and procedures in dealing with emergency situations

CORE FUNCTIONS / WARNINGS A-B-C-D AND PROCEDURES

Core functions during Large Scale Emergencies / Disasters

There is a magnitude of functions necessary to manage disasters properly and effectively. The following functions are some of the key areas that need to be considered:

1. Warning
2. Direction and Control

3. **Public Information**
4. **Evacuation**
5. **Patient / Victim care**
6. **Emergency Services**
7. **Resource management**
8. **Search and rescue**
9. **Media liaison**
10. **Declaration of Disasters and the sourcing of funds**

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

Purpose

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in the LLM. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System, multi-agency or inter-agency co-ordination, the operational area concept, and established mutual aid systems.

Incident Command System (ICS)

General

The Incident Command System (ICS) is a standardized on-scene emergency management concept specifically to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish objectives pertinent to an incident.

Functions

The five functions of the ICS organization are **command, operations, planning, logistics, and finance.** Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. Operations are responsible for the co-ordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. Planning is responsible for the collection, evaluation, documentation, and use of information about the development of the incident. Logistics is responsible for providing facilities,

services, personnel, equipment, and tracking the status of resources and materials in support of the incident. Finance is responsible for all financial and cost analysis aspects of the incident, and/or any administrative aspects not handled by the other functions.

Principles

The principles of ICS are that the system provides the following kind of operations: single jurisdictional/agency involvement, single jurisdictional responsibility with multiple agency involvement, and multiple jurisdictional responsibilities with multiple agency involvement. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond. The system will be applicable and acceptable to all user agencies. The system is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

Components

The components of ICS are:

- common terminology;
- modular organization;
- unified command structure;
- consolidated action plans;
- manageable span-of-control;
- pre designated incident facilities;
- comprehensive resource management; and
- integrated communications.

Common terminology

Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

Modular organization

Modular organization is the method by which the ICS organizational structure develops based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: management; operations; planning; logistics; and finance. These may, as the incident grows, be organized and staffed into sections. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

Unified command

Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies.

This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

Consolidated action plans

Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated action plans for an incident documents the tactical and support activities required for the operational period.

Span-of-control

Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

Pre-designated incident facilities

The need for pre-designated incident facilities is identified within ICS.

The determination of the types and locations of facilities to be used will be based upon the requirements of the incident.

Comprehensive resource management is the identification, grouping, assignment and tracking of resources.

Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

Forward Command post

The Forward Command Post is readily available for use a multi functional organisational ICS facility. Activation of the FCP is done via the CCC.

Mutual Aid System

The foundation of the LLM's emergency planning and response is a Municipal wide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the Lesedi Local Municipality Mutual Aid Agreement. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

The District is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the co-ordination and flow of mutual aid, the Province has been divided into six mutual-aid Districts. The general flow of resource requests within the mutual aid systems is depicted in the diagram on page.

Discipline-specific

The Municipal system includes several discipline-specific mutual-aid systems, such as, **but not limited to, fire and rescue, law enforcement and, emergency managers.** The adoption of SEMS does not alter existing mutual aid systems.

Mutual-aid

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies Mutual Aid Co-ordinators must be selected and function at the Operational Area, Municipal and District levels.

District Disaster Co-ordinators have been identified to co-ordinate medical mutual aid during disasters. It is expected that, during a disaster, a District's Operational Area Mutual Aid Co-ordinator will be assigned to the LLM CCC.

The basic role of a mutual aid co-ordinator is to receive mutual aid requests, co-ordinate the provision of resources and to obtain available secondary and tertiary medical care (hospitals).

Volunteers

Volunteer and private agencies are part of the LLM Operational Area's mutual aid system. The South Africa Red Cross are essential elements of LLM's response to meet the care and shelter needs of disaster victims. Private sector medical/health resources are an essential part of the Municipalities medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. These agencies are represented at the LLM CCC when activated or requested.

Co-ordination of requests

Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities.

Marshaling areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

Mobilization centres are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

Incident facilities include Incident Command Posts, staging areas, bases, and camps. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During an emergency, the LLM Operational Area will co-ordinate mutual aid requests. Requests should specify, at a minimum:

- number and type of personnel needed, and/or;
- type and amount of equipment needed;
- reporting time and location;
- authority to whom forces should report;
- access routes into the affected area(s);
- estimated duration of operations; and
- Risks and hazards.

Mutual Aid Agreements The following depicts the mutual aid agreements in which the Lesedi Local Municipality is a participant:

- Fire and Rescue Service

Multi-Agency/Inter-Agency Co-ordination

Multi-agency or inter-agency co-ordination is agencies and disciplines involved at any level of the SEMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

SEMS Functions

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The local government level manages and co-ordinates the overall emergency response and recovery activities within its jurisdiction.

The district level manages and co-ordinates information and resources among operational areas within the mutual aid District designated and between the operational areas and the provincial level. This level, along with the provincial level, co-ordinates overall provincial agency support for emergency response activities.

The provincial level manages provincial resources in response to the emergency needs of the other levels, manages and co-ordinates mutual aid among the mutual aid Districts and between the District level and provincial level, and serves as the co-ordination and communication link with the national disaster response system.

Co-ordination With Other Levels Of Government (NOT IN PLACE AS YET)

The Lesedi Local Municipality has identified the jurisdictions, volunteer agencies, and private agencies within the Municipal geographical area that may have an emergency response role during an emergency or disaster, which affects Lesedi. Their emergency roles have been identified and provisions for co-ordination with each of them made.

The Municipality will also work with the district, provincial and national agencies that have emergency responsibilities to ensure they are integrated into municipal emergency operations.

Reactive Response

WARNINGS (Fire Service has specific procedures for specific events)

A-WARNINGS: This is the first warning of an emergency situation. All services and personnel to be placed on standby. CCC to contact MM and all HOD's

PROCEDURE

1. Report is received relayed to the DO Op's who informs the MM directly.
2. The instruction is given by the Head of Disaster Management / MM to activate the Emergency Alert List or activates it personally (preferred) if needed. *(Page 14 and 29)*
3. Departmental Heads activate their respective departments/ committees/ organizations to be on standby.
4. No person may leave the Municipal area without the direct permission from his HOD.

B- WARNINGS: This is a Disaster of limited consequences and relatively small intensity. All key (HOD's / Managers / Supervisors) personnel must report for the emergency. (Must report to the MM).

PROCEDURE

Call Received

CCC / Fire and Rescue Services will respond operations staff and report the emergency to the Operations Divisional Officer on duty who will respond and report MM, EM Corp Services and Emergency Medical Services Chief.

The Following services will respond to the emergency / disaster area immediately if necessary: (See Functional Matrix on Page 19) or

- a. Fire and Rescue Services / Lesedi Local Municipality
- b. Emergency Medical Services / Sedibeng District Municipality.
- c. Traffic Control / Lesedi / Gautrans.
- d. Administrative team.
- e. Manager Engineering Services.
- f. Medical teams / Doctors, Nurses and other support services i.e. Medical and Trauma Helicopter Services as needed.
- g. Administrative team must notify hospitals.

The person or persons arriving on the scene first must establish a forward command post. This person should ideally stay in command of the scene as he / she has all the relevant information. All other services must report the forwarding command post.

This person will also be the link between the JOC and operational persons. (Must get a Radio a.s.a.p. / Engineering Services?)
(Place a Traffic cone / bollard on the roof of car in the meantime)

C-WARNINGS: A Major Disaster

The entire Disaster Management Team Emergency Activation List) must be activated including Disaster Management Head of the Sedibeng District and his / her team.

PROCEDURE

Fire and Rescue Services Control will report the emergency to the Senior Officer on duty who will respond immediately, report to the MM, EM Corp S & MS&S and Emergency Medical Services Chief. The MM will activate or delegate someone to activate the Emergency Alert List. (Page 14 and 29)

The responsible official organizes the control centre and the necessary Management Officials to man the centre (CCC).

The Operations Divisional Officer Fire and Rescue (Lesedi Local Municipality) and the Advanced Life Support Officer (Sedibeng District Council) perform the necessary triage and implement respective Contingency Plans. (Checklist per event)

The required Heads of Departments contact their respective MMC's and activate their respective Contingency / Emergency plans.

The Heads of Disaster Management Lesedi Local Municipality, JOC Members and Sedibeng District Municipality DMC prioritise actions and activities.

The person who first arrives on the scene establishes a Forward Command Post where he / she can be the link between the scene and the in-committee members reporting at regular intervals as per contingency plans for emergency response.

HOD's co-ordinate their respective services from the CCC / JOC through the Incident Commander.

D- WARNINGS: The abolishment of the Emergency Situation / Repairs and Salvage.

PROCEDURE

The head of Disaster Management notifies all participants of the abolishment of the Emergency Situation. Management decides on action to be taken for Repairs and Salvage to return the situation to normal.

Key Information:

Notifiable diseases in the Republic of South Africa

Anthrax
Brucellosis

Cholera
Diphtheria

Haemorrhagic fever disease of Africa: Congo Fever, Dengue Fever, Ebola Fever, Lassa Fever, Marburg Fever, Rift Valley Fever.

Lead Poisoning
Leprosy
Leptospirosis
Malaria
Measles
Meningococcal Meningitis (including Meningococcaemia)
Paratyphoid Fever
Plaque

Poisoning from agricultural stock remedy registered in terms of the Fertilizers, Farm, Agricultural Remedies and Stock Remedies Act, No 36 of 1947.

Poliomyelitis
Primary malignancy of the bronchus, lungs and pleura
Psittacosis
Rabies
Smallpox
Tetanus

Toxoplasmosis
Trachoma
Trypanosomiasis
Tuberculosis (all forms of tuberculosis)
Typhoid Fever

Typhus Fever (epidemic louse-bourne typhus fever, endemic rat flea typhus fever)

*Viral Hepatitis A and B and undifferentiated
Yellow Fever.*

Primary Prevention and Response Sheets for the above Diseases has been forwarded to Emergency Departments namely: Fire and Rescue as well as Ambulance Services. Additional copies are available from the offices of the Health Section.

Identification of Resources

Equipment

Own Resources

Inhabitants

Factories, Industry and Private Institutions
Neighbouring Councils
District, Provincial and State Departments

Manpower (See Functional Matrix)

Employees
Volunteers
SAPS
SANDF / Commando
District, Provincial and State Departments
Trade and Industry.

Note:

All Heads of Departments must ensure that a disaster plan exists in their respective departments.

Disaster Declarations / Classifications

Management Act, 2002 which reads:

Disaster declarations shall be dealt with in accordance with Disaster

- 1) In the event of a [local disaster](#) the council of a municipality having primary responsibility for the co-ordination and management of the disaster may, by notice in the provincial gazette, declare a local state of disaster if –
 - a) existing legislation and contingency arrangements do not adequately provide for that municipality to deal effectively with the disaster; or
 - b) other special circumstances warrant the declaration of a local state of disaster

How to read the plan in a disaster:

Before anything can commence a Joint Operations Center must be established (See Page 14 and 29) where all HOD's and the Manager Safety and Security must get together.

- First go to page 22/1 (Functional Matrix) to see who is responsible for what
- Then to page 23 and 24 for all emergency numbers
- This is followed by key personnel cal signs on page 25, 26
- Reactive response procedure is on page 42 and 43.

(Please note that fire services have specific contingencies for specific events).