

# MSUNDUZI MUNICIPALITY



## DISASTER MANAGEMENT PLAN

Prepared by the Msunduzi Municipality Disaster Management Centre/Unit  
under the provisions of the Disaster Management Act 57, of 2002

Version Date: 1 April 2021 by: MR.J.G.PADAYACHEE

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## **FOREWORD**

South Africa has aligned itself to the United Nations International Strategy for Disaster Risk Reduction and in so doing also to the Africa Regional Strategy for Disaster Risk Reduction (ARSDRR). *“The New partnership for Africa Development (NEPAD) and the Africa Union Commission with support from UN/ISDR Africa, UNDP and UNEP developed the Africa Regional Strategy for DRR (ASRDRR) aimed at facilitating integration of DRR into development programmes of member states and institutional programmes.*

*The ARSDRR is an African Regional Disaster risk reduction framework for action whose mission is to reduce or eliminate the conditions that promote vulnerability to natural hazards and related technological and environmental phenomena which result in human, social economic and environmental losses in Africa.”*

### **Objectives of Africa Regional Strategy for Disaster Risk Reduction (ARSDRR)**

- *To increase capacity at sub-regional and national levels for mainstreaming and implementing DRR into development processes.*
- *To increase understanding and knowledge of DRR as an integral part of sustainable development.*
- *To reduce the social, economic and environmental impacts of disasters on African people and economies, for sustainable development.*

## **ACRONYMS**

CBO	Community based organisation
CoC	City of Choice
DMA	Disaster management Act No.57 of 2002
DMIS	Disaster Management Information System
DMM	Deputy Municipal Manager
DOC	Disaster operational centre
DRMAF	Disaster Risk Management Advisory Forum
DRMP	Disaster Risk Management Plan
DRR	Disaster Risk Reduction
EIA	Environmental Impact Assessment
FOG	Field Operational Guide
GIS	Geographical Information Systems
ISDR	International Strategy for Disaster Reduction
JOC	Joint Operation Centre
KZN PDMC	KwaZulu-Natal Provincial Disaster Management Centre
MDMC	Municipal Disaster Management Centre
NGO	Non-governmental Organisation
UNDP	United Nations Development Programme
UN-ISDR	United Nations- International Strategy for Disaster Reduction
VOC	Venue Operation Centre

## **DEFINITIONS**

**Adaptation** means-

- (a) “In relation to human systems, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities; and
- (b) In relation to natural systems, the process of adjustment to actual climate and its effects”. (Disaster Management Amendment Act: 16 of 2015).

**Climate Change** means “a change in the state of the climate that can be identified by changes in the variability of its properties and that persists for an extended period, typically decades or longer”. (Disaster Management Amendment Act: 16 of 2015).

**Disaster** “means a progressive or sudden, widespread or localised, natural or human-caused occurrence which:

- causes or threatens to cause-
- death, injury or disease;
- damage to property, infrastructure or environment; or
- disruption of life of a community; and
- is of a magnitude exceeds the ability of those affected its cope using only their own resources;” (Disaster Management Act: 57 of 2002).

**Disaster Management** “means is a continuous and integrated multi-sectoral and multidisciplinary process of process of planning and implementation of measures aimed at disaster prevention, mitigation, preparedness, response, recovery and rehabilitation. (Disaster Management Act: 57 of 2002).

**Disaster risk reduction** “means either a policy goal or objective, and the strategic and instrumental measures employed for-

- (a) anticipating future disaster risk;
- (b) reducing existing exposure, hazard or vulnerability; and
- (c) Improving resilience” (Disaster Management Amendment Act: 16 of 2015).



**Prevention** means activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters.

**Mitigation** means structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards.

**Preparedness:** means activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations

**Response:** means measures taken during or immediately after an incident or a disaster in order to bring relief to affected communities or individuals.

**Recovery:** means efforts, including development aimed at creating a situation where-

- a) Normality in conditions caused by a disaster is restored;
- b) The effects of a disaster are mitigated; or
- c) Circumstances are created that will reduce the risk of a similar disaster occurring (UNDP: Overview of Disaster Management Training Programme: 1992).

**Development:**

“means sustainable development and includes integrated social, economic, environmental, spatial infrastructural, institutional, organisational, organisational and human resources upliftment of a community aimed at:

- ensuring that development serves present and future generations;” (Municipal Systems Act: 32 of 2000) and
- improving the quality of life of its members with specific reference to the poor and other disadvantaged sections of the community.

**Rehabilitation:** Is the operations and decisions taken after a disaster with a view to restoring a stricken community to its former living conditions. (UNDP: Overview of Disaster Management Training Programme: 1992).

**Reconstruction:** Are the actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster. UNDP: Overview of Disaster Management Training Programme: 1992).

**Hazard** is a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

**Vulnerability:** The conditions determined by physical, social economic and environmental factors or process, which increase the susceptibility of a community to the impact of hazards.

**Disaster risk reduction** is the conceptual framework of elements considered with the possibilities to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards, within the broad context of sustainable development.

**Risk:** the combination of the probability of an event and its negative consequences.

**Risk Assessment:** A methodology to determine the nature and extent of a risk by analysing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend.

*Comment: Risk assessments (and associate risk mapping) include: a review of the technical characteristics of hazards such as their location, intensity, frequency, and probability; the analysis of exposure and vulnerability including the physical social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios. This series of activities is sometimes known as a risk analysis process.*  
<http://.unisdr.org/eng/terminology/terminology-2009.html> Accessed 02 June 2013)

**Environmental Impact Assessments** are studies undertaken in order to assess the effect on a specified environment of the introduction of any new factor, which may upset the current ecological balance

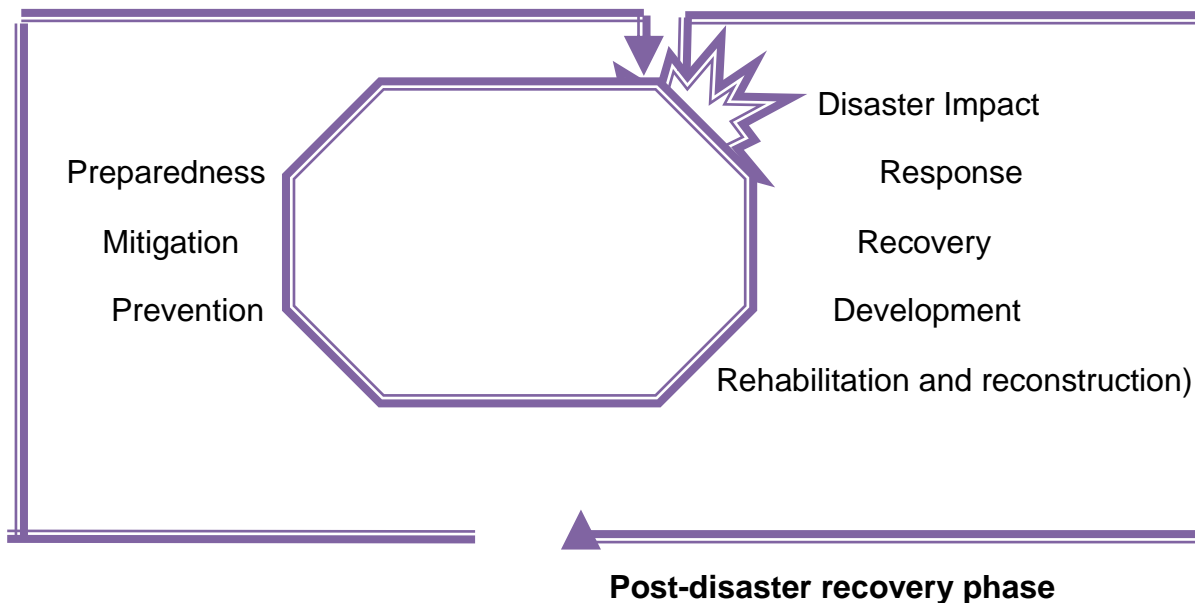
**Environmental degradation** is the reduction of the capacity of the environment to meet social and ecological objectives, and needs.

**Geographic Information System** is that combines relational databases with spatial interpretation and outputs often in form of maps. A more elaborate definition is that of computer programmes for capturing, storing, checking, integrating, analysing data about the earth that is spatially referenced.

**Capacity** is a combination of all the strengths and resources available within a community, society or organisation that can reduce the level of risk, or the effects of a disaster.

## THE DISASTER MANAGEMENT CONTINUUM

### Pre-disaster risk reduction phase



*Figure: 1. Disaster management continuum*

Source: White Paper, 1999: 32.

Figure 1, illustrates the continuum-it should be noted that Disaster Management is not only reactive, but also involve actions aimed at preventing disasters, or mitigating the impact of disasters. Different line functions and departments must contribute in vary degrees to Disaster Management in the various phases of the Disaster Management Continuum. The needs identified in the corporate disaster management plan will indicate

line functions and departments must contribute. These contributions will then be included in line function and departmental disaster management plans.

Disaster management plans cover the whole disaster management continuum, and must address actions before, during and after disasters. Disaster management plans are compiled in the basis of a generic plan including standard operating procedures and best practice, and then expanded with risk-specific plans that address disaster management for special circumstances where the generic plan needs to be adopted.

### **MSUNDUZI OVERVIEW**

The Municipality affectionately known as Msunduzi or the City of Choice is located along the N3 at a junction of an industrial corridor from Durban and Pietermaritzburg and an agro-industrial corridor stretching from Pietermaritzburg to Escourt. Regionally is identified at the cross section of the N3 corridor and Greytown Road corridor to the north, a tourist route to the Drakensberg and Kokstad Road to the South. It is the second largest city in KwaZulu-Natal and a contributor towards 80% of the GDP by 9 largest cities in South Africa. The Municipality consist of 39 wards and those wards are merged by Msunduzi Area Based Management into five zones, namely; Vulindlela, Edendale, Imbali, Central area and Northern area.

Figure below illustrates Msunduzi Ward Map:

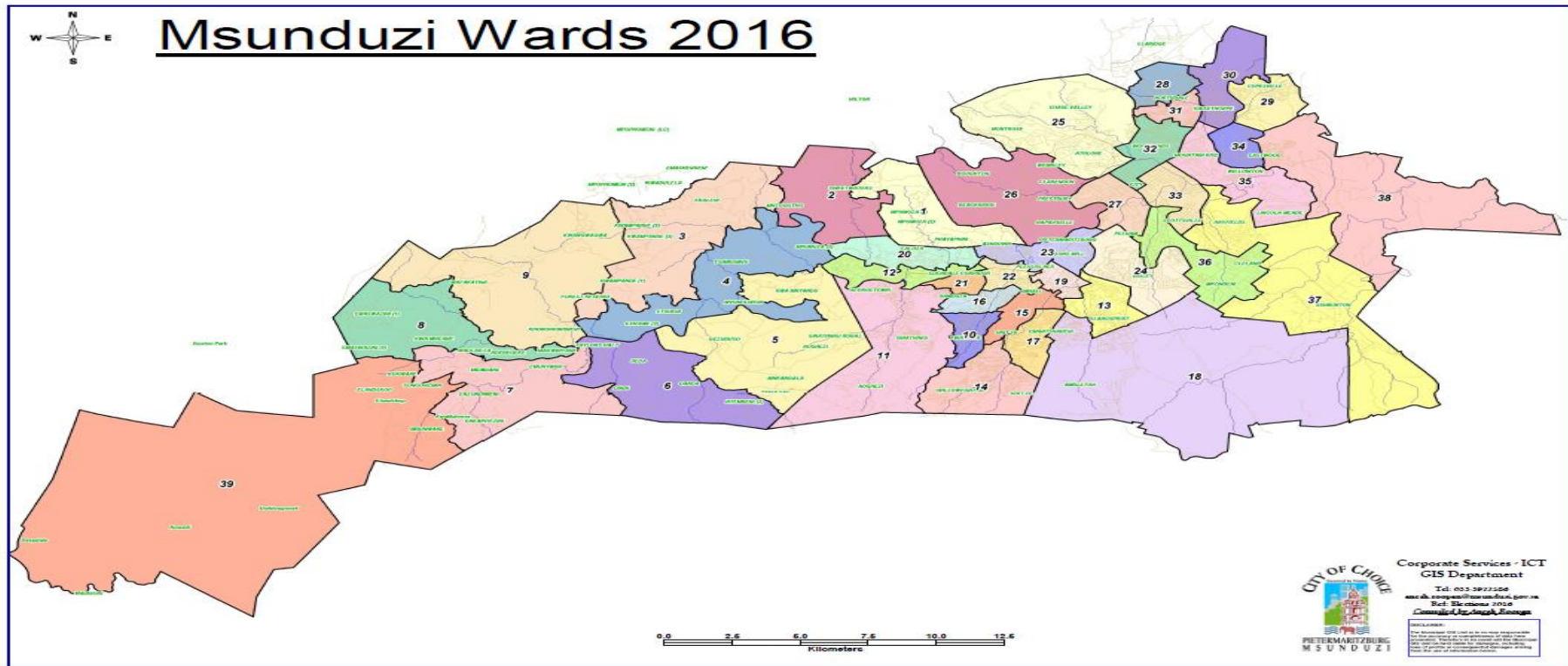


Figure 2: Map of Msunduzi Local Municipality

## **1. INTRODUCTION**

In terms of the Disaster Management Act, 57 of 2002, each organ of state must have the disaster management plan and review and update it regularly. Planning for disasters leads to organisational preparedness and readiness in anticipation of an emergency or disasters. This document aims to be a practical and implementable plan which will ensure an integrated approach to disaster management for the Msunduzi.

Throughout this document, reference has been made to the Disaster Management Act, 57 of 2002 and National Disaster Management Framework of 2005. It is therefore imperative to read this plan in conjunction with these documents. Each section of this plan addresses the multi-disciplinary, multi-sectoral and coordinated approach to disaster management as stipulated in the Disaster Management Act.

The workable objective criteria have been used to prioritise and plan for Msunduzi's ten identified risks, informed by the results of risk assessment conducted.

The municipal Systems Act, in section 25 indicates that each municipality should adopt a *“single, inclusive and strategic plan for the development of a municipality.”* The plan referred to is the Integrated Development Plan. The same Act in section 26(g) dictates that *“applicable disaster management plans”*, are a core component of the Integrated Development Plan of a Municipality.

Therefore, the challenge is to develop a disaster management plan, which all stakeholders-community, public, commercial, etc- of a municipal entity are able to comprehend and implement within their own setting and which indicates the procedures and processes required to minimise the threat of disaster utilizing a developmental approach. Another challenge includes community and other stakeholder participation in, not only the activation of disaster response procedures but also in mitigation and development initiatives, which would lead to sustainable development.

### **1.1 International perspective**

#### **The Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030**

The Sendai Framework for Disaster Risk Reduction (SFDRR) for 2015-2030 is formulated and adopted policy after the Hyogo Framework for Action (HFA) 2005-2015. The Sendai Framework for Disaster Risk Reduction (SFDRR: 2015-2030) outlines seven main targets and four priorities for action to prevent new and lessen existing disaster risks. The framework categorizes the importance in reduction of disaster risk and losses in lives, livelihoods, health, economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries. In order to realize the expected outcome of the framework, the following goal must be pursued namely: - Prevent new and lessen existing disaster risk through the implementation of integrated and inclusive economic, structural, legal, social, health, cultural, educational, environmental, technological, political and institutional measures that prevent and reduce hazard exposure and vulnerability to disaster, increase preparedness for response and recovery, and hence strengthen resilience.

The framework repeated the commitment to address disaster risk reduction and the building of resilience to disasters within the setting of sustainable development and poverty suppression, and to integrate, as suitable, both disaster risk reduction and the building of resilience into plans, policies, programs and budgets at all levels. In achievement of the predictable outcome and goal of the Sendai Framework for Disaster Risk Reduction (SFDRR: 2015-2030), there is a need for focused action within and across sectors by states at local, regional, national and global levels in the following four priority areas:



Priority 1: Understanding disaster risk.

Priority 2: Strengthen disaster risk governance to manage disaster risk.

Priority 3: Investing in disaster risk reduction for resilience.

Priority 4: Enhancing disaster preparedness for effective response & to “Build back better” in recovery, rehabilitation and reconstruction.

## **1.2 Climate Change Adaptation and Mitigation Strategy**

Msunduzi Municipality has developed a climate change adaptation and mitigation strategy which looks into several changes in climatic systems that are directly associated to climate change, such as increased temperatures, increased rainfall or decrease rainfall (drought), increase in extreme weather events and higher incidence of flooding. Effects of climate change are caused by the release of excessive amounts of Greenhouse Gases (GHGs) into the atmosphere by industries and domestic residents alike. GHGs come in the form of Carbon Dioxide (CO<sub>2</sub>), Ozone (O<sub>3</sub>), water vapour (H<sub>2</sub>O), methane (CH<sub>4</sub>) and many others. Activities that cause the release of these gases are:

- Burning of fossil fuels for energy and transportation
- Industrial activities
- Domestic burning of wood for fuel
- Increased generation of waste

These activities and their effects on climate could result in the following detrimental consequences, to name a few:

- Increase in disease outbreaks
- Even higher energy usage
- Extreme weather events which damage infrastructure

- Higher flood and drought instances
- Negative impacts on food security
- Water quality and quantity issues
- Negative impacts on biodiversity

These impacts on human health, as well as the health of the natural environment are worst felt at a local government level where impacts are direct. This establishes the need for the Msunduzi Municipality to protect its residents, infrastructure and environment by adhering to and enforcing its Climate Change Policy and implementing the Climate Change Adaptation and Mitigation Strategy. The Msunduzi Municipality Climate Change Policy focuses on two categories of strategies, namely, adaptation and mitigation.

The adaptation strategy that is developed by the Msunduzi Municipality it focuses on ensuring the Pietermaritzburg City residents are resilient against the irreversible impacts, and take advantage of the positive impacts of climate change. Mitigation strategy is aimed at reducing the severity of, or avoiding climate change altogether by certain strategies are implemented and or are evaluated.

## **2. EXECUTIVE SUMMARY AND LEGAL MANADATE**

Disaster risk management has become the major challenge the entire world is faced with currently owing to the ever growing population, climate change, and the ever changing environment in general. Natural and man-made disasters result in economic as environmental losses which place a need for systematic approach to management of risks.

The Constitution of the Republic of South Africa (Act 108 of 1996) places a legal responsibility on the Government of South Africa to ensure the health (personal and environment) and safety of its citizens. In terms of section 41(1) (b) of the Constitution, all spheres of government are required to “secure the well-being of the people of the Republic”. Section 152(1) (d) also requires that local

government “ensure a safe and healthy environment”. In the light of the above, and the established understanding of disaster management, the primary responsibility for disaster risk management in South Africa rests with Government.

Section 26 (g) of the Municipal Systems Act 32 of 2000 as well as sections 52 and 53 of the Disaster Management Act 57 of 2002 compels each other by saying that each municipal entity to develop a disaster Management plan as part of and an integrated part of their Integrated Development Plans. This plan establishes the arrangements for disaster risk management within the requirements of the Disaster Management Act, 57 of 2002 (the Act) and section 26(g) of the municipal Systems Act, 2000.

A level 1 Disaster Risk Management Plan applies to national or provincial organs of state or municipal entities that have not previously developed a coherent Disaster Risk Management Plan. It focuses primarily on establishing foundation institutional arrangements for DRM, putting in place contingency plans for responding to known priority risks as identified in the initial stage of the Disaster Risk Assessment (DRA), identifying key governmental and other stakeholders.

### **2.1. Disaster Management Amendment Act 16 of 2015**

The Act streamlines and unifies disaster management and promotes a risk reduction approach particularly at municipal and provincial levels. It eliminates the confusion around disaster declaration and addresses current legislative gaps.

### **2.2. National Disaster Management Framework of 2015**

The framework provides guidelines for the development of the provincial and municipal disaster management frameworks. This also provides the key performance areas and enablers required for the implementation of the Disaster Management Act.

### **2.3. Municipal Structures Act No. 117 of 1998 (As amended in 1999 and 2000)**

The Act defined new institutional arrangements and systems for local government. Importantly, the Act set a foundation for local government performance management and ward committee systems.

### **2.4. Fire Brigade Services Act No 99 of 1987**

This Act forms an essential element of disaster management in terms of norms and standards in the prevention of fires or any hazards leading to risks and or disasters.

### **2.5. National Veld and Forest Fires Act No. 101 of 1998**

This Act emphasizes the formation of Fire Protection Associations for the purpose of predicting, preventing, managing and extinguishing veld fires.

### **2.6. The National Environmental Management Act of 1999**

This Act provides for environmental management strategies and climate change adaptation so as to prevent and mitigate environmental disasters.

### **2.7. Policy Framework for Disaster Risk Management in the Province of Kwa-Zulu Natal (Provincial Gazette 545 of 4 February 2011 as amended by Provincial Gazette 372 of 22 January 2010).**

The framework provides guidelines for the development of the municipal disaster management frameworks. This also provides the key performance areas and enablers required for the implementation of the Disaster Management Act

### **3. PURPOSE AND AIM OF THE PLAN**

The purpose of the Msunduzi Disaster Risk Management Plan (DRMP) is to document the institutional arrangements for disaster management planning which includes the assignment of primary and secondary responsibilities for priority disaster risks posing a threat in the Msunduzi. It further provides the broad framework within which the disaster risk management planning requirements of the Act will be implemented by the departments and other entities included in the organisational structure of the Msunduzi. It establishes the operational procedures to be implemented in the event of a disaster occurring or threatening to occur in council's area. It aims to facilitate an integrated and coordinated approach to disaster management in the municipality which will ensure that the Msunduzi achieves its vision for disaster risk management which is to build a resilient society in the Msunduzi who are alert, informed and self-reliant by establishing risk reduction and resilience building as core principles, and developing adequate capabilities for readiness, effective and rapid, response and recovery. Lastly the plan established contingency measures in the form of specific and generic contingency plans in the line with the indicative risk profile of the municipality and to ensure a coordinated approach to disaster response.

This plan aims to familiarise key role-players in the Msunduzi with mainstream concepts of disaster risk reduction. It provides a brief background study of the Msunduzi disaster risk management plan contains a macro disaster assessment based on field research, observation, primary and secondary data sources. The Msunduzi DRMP has as far as possible been rooted in the current reality of the municipality. The macro disaster risk assessment provides the foundation towards risk reduction planning based on the identified and prioritised disaster risks and vulnerabilities of the Msunduzi. This DRMP for Msunduzi furthermore provides the municipality with a guiding framework for future disaster management planning by the municipality as a whole as required by the Disaster Management Act 57 of 2002 (DMA), the Municipal Systems Act 32 of 2000. This plan also gives guidance in relation to the declaration of a local

state of disaster, disaster classification and the institutional arrangement necessary for the successful implementation of the Act. This plan also focuses on disaster risk reduction as a key strategy to reduce disaster risk, decrease community vulnerability and ensure an increase in coping capacity.

#### **4. POLICY STATEMENT**

The Msunduzi Local Municipality is committed to maintaining an observant state of disaster preparedness, response, rehabilitation and reconstruction within a safe and sustainable for the communities at large as they all vulnerable to any kind of disasters. Free-thinking self-regard tells us that to be prepared is the greatest guard against disasters. Regardless of small and larger disasters, the Disaster Management Centre of Msunduzi invented the following plan to ensure that applicable actions are taken into consideration in the event of a disaster. This plan provides stakeholders with a set of disaster priorities, emergency procedure guidelines. It will be updated annually to ensure accurateness and currency.

#### **5. DISASTER MANAGEMENT STRATEGY**

The main strategy of all disaster management activities will be disaster risk reduction. A risk reduction strategy will ensure alignment with the strategies adapted internationally. In order to demonstrate the components, the following diagram is provided:

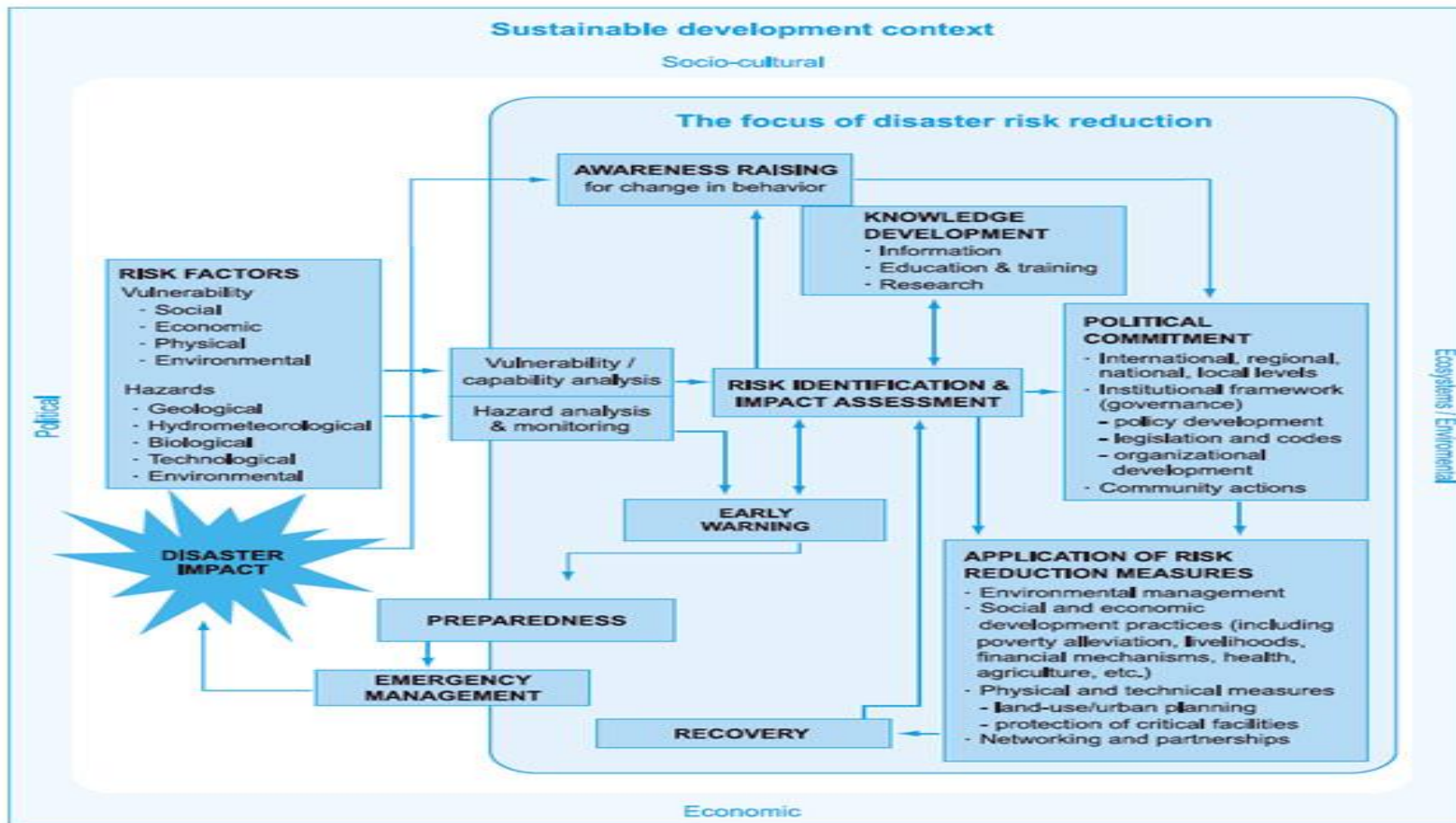


Figure 3: International Risk Reduction Strategies, Source: UNISDR (2004:5).

[www.irinnews.org/pdf/in-depth/dr/isdr-framework.pdf](http://www.irinnews.org/pdf/in-depth/dr/isdr-framework.pdf). Accessed: 20 June 2013

## **6. STAKEHOLDER CONSULTATION PROCESS**

The plan will be circulated to all departments in the MLM for consideration and comments. Comment will be incorporated into the plan or included into the hazard specific plans which are filed separately. The plan will be also placed on Msunduzi publicity available website for comments.

## **7. ASSUMPTIONS**

### **Situations**

The Msunduzi Local municipality is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Possible natural hazards include extreme cold, floods, thunderstorms, heavy rain, drought and other violent storms and fires (veld and shack). Other disaster situations could develop from man-made can be hazardous materials accidents, major transportation accidents, terrorism, or civil disorder.

### **Assumptions**

The amended Disaster Management Act, 57 of 2002, section 43 outlines the responsibility of Msunduzi Local Municipality to establish a Disaster Management Centre while section 44 delineates the responsibility for the protection of life and property. Local government has the primary responsibility for its own disaster management activities. When emergency/disaster exceeds the municipality's capability to respond, assistance will be requested from the District and Provincial. Simultaneously National government in terms of



section 49 (1) (b) will be informed of the incident/disaster. The district/ provincial and national government will provide assistance to the municipality, when appropriate.

## **8. CUSTODIAN OF THE PLAN**

The Head of the Msunduzi Disaster Management Centre is the custodian of the disaster management plan for the Msunduzi and responsible to ensure the regular review and updating of the plan.

The Head of the Centre will ensure that copies of the completed plan as well as any amendments to the plan are submitted to:

- the Disaster Management Centre of uMgungundlovu District Municipality
- the Disaster Management Centre of the KwaZulu-Natal Province;
- the National Disaster Management Centre (NDMC)
- Sector departments;
- the Msunduzi ward disaster management structures;
- each of the municipalities neighbouring the Msunduzi; and
- Other relevant stakeholders and any interested community member.

In terms of the section 52 of the Act each municipal organ of state and any other municipal entity operating within council's organisational structure is responsible for the development and maintenance of a disaster risk management plan for its functional area. Departmental plans and plans of other entities are an integral part of council's comprehensive disaster management plan and therefore the head of each department and of each entity must ensure to the plan are submitted to the Msunduzi MDMC/Unit.

## **9. ORGANISATIONAL STRUCTURE AND SUCCESSION**

The ultimate responsibility for disaster management in Msunduzi Local Municipality belongs with the Council in terms of section 55 (1) of the Disaster Management Act, 57 of 2002. The Msunduzi will exercise full authority over disaster situation exists entirely with the boundaries of its jurisdiction unless the disaster is reclassified as a district, provincial or national disaster.

If the entire municipality is affected or if there is a serious incident or a disaster, the District disaster management centre will be notified but it will not necessarily assume control of all functions. The District Disaster Management Centre (DDMC) may decide to restrict its activities relative to the affected area to monitoring, coordinating, and providing requested support.

In case of the threat or actual impact of a very destructive, widespread disaster in the Msunduzi LM, which covers an extended time period, the entire disaster management centre/unit may be activated.

The line of succession for the Msunduzi Local Municipality in the absence of the City Manager, i.e. next in command with authority for Disaster Management responsibilities would be the General Manager Community Services appointed by the Council, as described by section 48 of the Local Government: Municipal Structures Act. The line of succession for the office of the City Manager is the Snr. Manager Community Services, Public Safety, Emergency Services and Enforcement.

The line of succession for each department head is according to the operating procedures established by each department. Each department must detail the succession structures in its disaster management procedures.

## **10. MUNICIPAL DISASTER MANAGEMENT CENTRE (MDMC)**

Referral to section 42 & 43 in DMA, 57 of 2002 and section 1.2.5.1 of the NDMF of 2005, the Msunduzi Disaster Management Centre/unit is the primary functional unit for disaster risk management in the municipal area. It (DMC) provides direction for the implementation of disaster risk management policies and legislation and integration and coordination of municipal disaster management activities and priorities in order to ensure that national, provincial and district/local objectives achieved. Furthermore, the DMC provides support to the National Disaster Management Centre and the Kwa-Zulu Natal Disaster Management Centre (PDMC) and District Disaster Management Centre.

<b>Action</b>	<b>Performance indicator</b>	<b>Time frame</b>	<b>Budget</b>	<b>Responsibility</b>
Establish and maintain institutional arrangements that will enable the implementation of the DMA;	The MDMC will ensure the establishment of institutional arrangements (as per above sections 5.2, 5.3 and 5.5)	March 2021	Nil	Municipal Manager, Human Resources, Finance Department, Disaster Manager

<p>Communicate the disaster risk profile of the Msunduzi to all planning departments in order to inform developmental planning.</p>	<p>The MDMC will ensure the establishment of institutional arrangements</p>	<p>March 2022</p>	<p>Nil</p>	<p>Municipal Manager, Human Resources, Finance Department, Disaster Manager</p>
<p>Provide disaster risk management input management to the IDP process.</p>	<p>The indicate risk profile of the Msunduzi will be communicated to all stakeholders</p>	<p>March 2022</p>	<p>Nil</p>	<p>General manager community services</p>

Monitor the integration of disaster risk reduction initiatives into development plans	HOD must be member of IDP planning committee and provides disaster risk management input to development planning.	Partially covered  Completion March 2022	Nil	General manager community services
Establish communication links.	The MDMC need to establish communication links with all relevant disaster management focal points in the Msunduzi	Already in place. Crisis response protocol to be expanded and regularly updated	No funding required	Senior manager operations disaster management
Facilitate the development of response and recovery plans.	Contingency plans for prioritised risks need to be developed by all divisions and municipal entities	March 2022	No funding required	General manager community services

	under the guidance of the MDMC			
Maintain public awareness mechanisms.	The MDMC will implement regular public awareness strategies in line with its indicative disaster risk profile.	Public awareness campaigns conducted	No funding required	Operations manager disaster management
Facilitate and promote disaster risk management education, training and research in the municipality	The MDMC will establish mechanisms to facilitate and promote disaster risk management education, training and research	Active involvement with war rooms and communities on an ongoing basis	No funds available	Manager disaster, admin clerk, finance dept.  Operations manager disaster management
Implement and maintain dynamic disaster risk	The MDMC will develop programmes for monitoring,	Incident statistics currently only	Limited funds in printing vote	Manager disaster management, admin clerk

management monitoring, evaluation and improvement programmes;	evaluating and improve disaster risk management in the Msunduzi.	form measurement active involvement with communities		
Regular reporting of disaster risk management activities.	The MDMC will submit an annual report on its disaster risk management activities to the DDMC, PDMC, NDMC and neighbouring MDMCs as per the requirements of the DMA and NDMF.	Complies with requirement	No funds required	Manager disaster management
Make recommendations regarding the funding of disaster	The HOD will need to make recommendations regarding disaster	Continually	No funds available	General manager community services. manager disaster management

risk management in the municipal area and the initiation and facilitation of efforts to make such funding available.	risk management funding in the Msunduzi to the relevant departments/divisions	Annually		General manager community services
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## **11. FOUNDATIONAL INSTITUTIONAL ARRANGEMENTS**

In terms of disaster management legislations (i.e. disaster management act 57 of 2002, Disaster Management Amendment Act 16 of 2015, National Disaster Management Policy Framework, (KwaZulu-Natal Disaster Management Policy Framework), the council of each local/district/metropolitan municipality must establish institutional capacity for disaster risk management in its area for implementing disaster risk management within the municipal sphere of government. Furthermore, these arrangements must be consistent with national and provincial arrangements and must provide the appropriate mechanisms to allow for the application of cooperative government to facilitate both intergovernmental and municipal intergovernmental relations as well as community participation for the purpose of disaster risk management. This is in line with the requirements of a level 1 Disaster Risk Management Plan as per section 3.1.1.2 of the National Disaster Management Policy Framework.

### **11.1 Interdepartmental Disaster Risk Management Committee**

It is further recommended that all metropolitan and district/local municipalities may establish interdepartmental disaster risk management committees for their areas. This is an internal coordination forum at management level where instructions from the



Advisory Forum can be implemented and tracked, and serves as a coordination forum for disaster management issues within the municipality. In addition, local municipality should establish their own disaster risk committee.

The established Msunduzi DM committee indicates that the management Committee of the Msunduzi is used as the managerial coordinating body for inter-departmental liaison and coordination. In order for this plan to be implemented successfully it is imperative for the Management Committee to adopt disaster risk management as a standing agenda point of the meeting. This will ensure that disaster risk management is addressed on a regular and on-going basis. Though the management Committee, high-level decision-making will inform the tasks of the different disaster management focal points in the respective divisions a municipal entity.

<b>Action</b>	<b>Performance indicator</b>	<b>Time frame</b>	<b>Budget</b>	<b>Responsible entity</b>
Including disaster risk management as a standing agenda point on the Top Management Committee agenda.	The Management Committee accepts disaster risk management as a standing agenda point and discusses related issues	On-going	None	General manager, community services

	on an on-going basis.			
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## **11.2 Disaster Risk Management Advisory Forum (DRMAF)**

The act appeals for the active participation of all stakeholders, including the private sector, NGOs, technical experts, communities, traditional leaders and volunteers, in disaster risk management planning and operations. Specific arrangements must be implemented to ensure the integration of stakeholder participation, to harness technical advice and to adopt a holistic and organised approach to the implementation of a policy and legislation. In order for all relevant role-players in the disaster management in the municipal area to co-ordinate their actions on matters relating to disaster risk management as prescribed in Section 44 of the Act, Council has established a Disaster Risk Management Advisory Forum/committee in 2013. As provided for in Section 51 of the Disaster Management Act 57 of 2002. The forum/committee comprises of the relevant stakeholders and role players including all Msunduzi departments, NGOs and CBOs, individuals or groups with special technical expertise.

This forum/ committee conveys the following responsibilities:

- give advice and make recommendations on disaster –related issues and disaster management
- contribute to disaster risk management planning and co-ordination
- establish joint standards of practise
- implement response management systems
- gather critical information about the municipality’s capacity to assist in disasters and to access resources
- assist with public awareness, training and capacity building.

Action	Performance indicator	Time Frame	Budget	Responsibility Entity
The MDMC to arrange a meeting of the DRMAF and invite all the relevant role players as per the relevant sections of the DMA and Msunduzi	A meeting of the DRMAF is arranged	Quarterly (4 times) a year	Not required	Disaster Management Centre/Unit
The DRMAF to establish permanent membership and establish a terms of reference.	All relevant role-players who will enjoy permanent membership on the DRMAF are recorded and a term of reference is developed and need to be adopted	November 2021	Not required	DMC/U

The DRMAF to consider the content of the Msunduzi DRMP and to provide input and advice in this regard.	Advice and input from the DRMAF has been noted and incorporated into the relevant documents where needed	On-going	Not required	DMC
The DRMAF to consider the indicative disaster risk profile of the Msunduzi and provide input to the MDMC.	The indicative risk profile of the Msunduzi assessed by DRMAF with written advice and comments to the MDMC.	On –going	Not required	DMC,All role Players
The DRMAF to consider the different sub-committees to function under the DRMAF (in relation to the indicative disaster risk profile).	Different permanent and ad hoc sub-committees for the DRMAF will be established	On-going	Not required	DMC,All role players

	such as NGO's sub –fora.			
The DRMAF to meet at least fourth times in a year	Four successful meetings of the DRMAF has been arranged	Ongoing quarterly	Not required	DMC,All role players

The NGO Forum as a sub-committee of the Msunduzi DRMAF is responsible for the development and alignment of their own terms of reference with this DRMP, and for the development of a social disaster relief contingency plan. Such a plan developed according to Contingency Plan.

According to the Terms of Reference of the NGO Forum it is responsible for:

- Relief resources mobilisation;
- Assist in relief distribution;
- Damage and needs assessment;
- Hazard identification;
- Assistance during response
- Coordination of relief efforts from various NGO's and CBO's;

- Participation in DRM activities in the Msunduzi such as awareness campaigns; and
- Provision of first aid services (especially during events/disasters/incidents in the community).

The NGO Forum consists of the representation of all the regions of Msunduzi:

Action	Performance indicator	Time Frame	Budget	Responsible entity
The NGO sub-committee to meet in conjunction with the meetings of the DRMAF	Bi-annual meetings of the NGO sub-committee need to be planned and completed.	On-going	Not required	DMC and relevant role players
The sub-committee to align their terms of reference with the main forum and for social disaster relief	An NGO sub-committee term of reference to be developed and adoption by the DRMAF	February 2021	Not required	DMC and relevant role players
The NGO sub-committee to develop a social	A social disaster relief contingency	March 2021	Not required	DMC and relevant role players

disaster relief contingency plan.	plan need to be developed and aligned with the indicative disaster risk profile of the Msunduzi			
The NGO sub-committee to develop a contingency plan for social disaster relief in line with the guidelines in the Msunduzi DRMF	A social disaster relief contingency plan need to be developed in line with the indicative requirement of the Msunduzi DRMF and adopted by the DRMAF	March 2021	No council funds required/funding from NGO'S	DMC and NGO's
The NGO sub-committee to develop standardised and agreed relief requirements in terms of	Relief requirements need to be developed and adopted by DRMAF.	March 2021	No council funds required from NGO's	Manager or designated person to assist NGO's at scheduled meetings

food provision, shelter and clothing				
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### 11.3 Other Sub-fora

Due to the dynamic nature of disaster risk management, the DRMAF must from time to time consider the establishment of the other sub-fora should the need arise. These sub-fora, as is the case of the NGO forum will be responsible for the development of their own Term of Reference for the fulfilment of a specific disaster risk management task assigned to them by the Head of the Msunduzi MDMC.

Action	Performance indicator	Time frame	Budget	Responsible entity
The MDMC/u to identify the need for additional sub-fora linked to the DRMAF.	Additional sub-fora need to be established to address a specific disaster risk management need	When need arise	Not required	DMC and relevant role players



## **11.4 Participation of Volunteers in Disaster Management**

The volunteers are citizens over the age of 16 who donate their time to assist the Disaster Management Centre/Unit in a variety of areas. These generous citizens are trained and enhance the Centre's ability to build safer and disaster resilient communities. In order to maintain an inclusive approach to the participation of volunteer's disaster risk management; volunteers are classified into three categories.

These categories are:

- Units of volunteers
- General volunteers
- Spontaneous volunteers

### **11.4.1 Volunteer Policy**

In accordance with the Disaster Management Act, 57 of (2002) section 58 (1) state that volunteers may be appointed within a metropolitan or a district municipality. All volunteers are subjected to the published Regulations as they admitted as a Disaster Management volunteer providing that they meet the service specific requirements of the Unit they wish to volunteer in. The Department: Community Services Public Safety through its Disaster Management unit had planned to establish a disaster management volunteer unit and draft Msunduzi Municipality Volunteer Policy has been developed and submitted to council for approval. Once the policy gets approved we as the municipality will benefit especial in service delivery to our community who affected by the incidents or disaster.

### **11.5 Divisional Disaster Risk Management Focal Points**

The Msunduzi DRMP will have to elaborate on the general and specific disaster risk management responsibilities of each division in the Msunduzi. In order to comply with the requirements of a Level 1 Disaster Management Plan each division/ department/municipal entity must complete the following actions:

<b>Action</b>	<b>Performance indicator</b>	<b>Time Frame</b>	<b>Budget</b>	<b>Responsible entity</b>
<b><u>KPA 1: Institutional capacity for disaster risk management</u></b>				
Identify one person in the administration of the division/ department/ municipal entity to serve as the disaster risk management focal point.	A disaster management focal point for the division/ departmental/ municipal entity need to be identified and include disaster risk management responsibilities on the scorecard/performance	February 2021	Not required	All council departments

	agreement of the individual.			
Assess the division/department /municipal entity institutional capacity for disaster risk management.	Each division/ department/municipal entity need to undertake an assessment of their own capacity to engage in disaster risk management and have submitted a report to the MDMC (such a report can contain training and capacity building requirements or infrastructure requirements.	February 2021	Not required	All council departments
In consultation with the disaster management structures of the	The development of their own assessment	January 2021	Not required	DMC and all other relevant role players

MDMC, take ownership (primary, secondary or tertiary responsibility) of an indicated risk in line with the core functions of the division/ department/ municipal entity.	of risk associated to their core function			
Conduct an annual resource analysis of critical resources and communicate such analysis with MDMC/u.	Identify short comings	August 2021	Funds to be identified	All relevant role players
<b><u>KPA 2: Disaster Risk Assessment</u></b>				
Generate an Indicative Provincial Disaster Risk Profile by establishing and maintaining a uniform methodology to continuously assess and monitor risk	Continuous risk assessment and monitor changes in provincial disaster risk profile	Ongoing	No Funds required	DMC

**KPA 3: Disaster Risk Reduction**

Integrate disaster risk reduction activities into the day-to-day planning and operations of the division/department/municipal entity.	There is a need to reduce risk in the Msunduzi that will be evidence of the integration of disaster risk reduction activities into all divisions.	August 2021	Funds required	All relevant role players
Identity and implement projects annually in line with departmental mandate which will reduce risk in vulnerable communities.	Developmental projects need to be identified, planned and executed to reduced disaster risk in Msunduzi.	September 2021	Funds required	DMC and relevant role players
Develop contingency plans in line with primary, secondary or tertiary responsibility of the division/department/municipal	Contingency plans for all prioritised risks in Msunduzi to be developed.	September 2021	Funds require	DMC and relevant role players

entity and unacceptable thresholds				
Submit an annual report on the risk reduction activities of the division/department/ municipal entity to the MDMC for inclusion in the annual municipal disaster risk reduction report to be submitted to the DDMC/PDMC as per the DMC	Annual reports of all divisional /departments to be timely submitted to the DDMC for inclusion in the Msunduzi annual report on Disaster Risk Reduction.	December 2021	No funds required	DMC, and information submitted by all units
<b><u>KPA 4: Response And Recovery</u></b>				
Compile standard operating procedures (SOPs) and relief operations guides in line with the requirements of the division/department/municipal entity specific contingency plan	Divisional Unit SOPs need to be developed	February 2021	No funds	All departments

Ensure that rehabilitation and reconstruction plans relating to the primary activities of the specific division/departmental/ municipal entity are developed in line with disaster risk management plans.	Rehabilitation and reconstruction plans need to be develop in line with division/departmental/ municipal entity disaster risk management plans	February 2021	Funds required	City Manager , Finance and all other internal departments
Ensure rehabilitation and reconstruction plans are based on developmental challenges and are development oriented.	Rehabilitation and reconstruction plans are based on developmental challenges.	December 2020	Funds required	City Manager, Finance and all other internal departments
<b><u>Enabler 1: Information management and communication</u></b>				
Communication disaster risk management data and information to all relevant departments.	Departmental/ Unit are communicating disaster risk management data and information on an on-going basis with written evidence.	Ongoing	No funds required	All relevant role players

Draft standard warning messages to be disseminated in the media for specific risks pertaining to the core function of the department.	Standard warning messages for specific primary, secondary or tertiary responsibility risks need to be drafted.	Immediate	Funding required	ICT and DMC
Carefully record all incidents, hazardous impacts and disasters in order to establish a historical record for forward planning.	Historical records of hazardous impacts and incidents pertaining to department/unit need to be maintained.	Ongoing	Funds required	ICT and DMC
<b>Enabler 2: Education, training, public awareness and research</b>				
Conduct a disaster risk management training needs analysis for the division/unit	A disaster risk management training needs analysis need to be compiled and forwarded to the skills development unit.	Ongoing	Funds required	ACM, treasury, Finance and DMC
Identify specific target groups for awareness campaigns and	Targeted groups need to be identified.	Ongoing	Funds required	ACM, Treasury, Finance ,DMC and Printing



coordinate such campaigns with the DDMC (e.g. early warning communication).				
Encourage research in disaster risk management related to the department's main responsibility.	Research relation to divisional/ unit specific disaster risk focus need to be custom-made and/ or undertaken	Immediate	Funds Required	All departments, Acting City Manager and DMC
<b>Enabler 3: Funding arrangements</b>				
Budget sufficiently for departmental disaster risk management activities.	Disaster risk management is budgeted for through the normal budgeting process of Msunduzi.	Ongoing	Funds Required	Acting City Manager and DMC
Allocate a percentage of the budget to implement developmental projects focussing on disaster risk management (capital as well as operational).	A percentage of division/department budget need to be allocated for developmental projects	Ongoing	Additional funds required	Acting City Manager and Disaster Management Centre

	focusing on reducing disaster risk.			
Co-finance disaster risk reduction projects with other divisions/ departments in line with the IDP of Msunduzi.	Disaster risk reduction projects need to be co-funded by Msunduzi divisions/departments	<b>Immediate</b>	<b>Funds required</b>	<b>Acting City Manager,DMC and all other department.</b>
Promote insurance and reinsurance of public assets.	Msunduzi public assets need to insured and reinsured where necessary.			

### **11.6 Mutual Assistance Agreements**

In accordance with the Act, national departments, provinces and municipalities must establish their level of capacity to deal with disaster risk reduction, response and recovery. Where necessary, and to strengthen this capacity, they must enter into mutual assistance agreements with their neighbours, the private sector, other organs of state and communities. At provincial and municipal level, co-operation and co-ordination efforts must be supported by cross-boundary mutual assistance agreements (that is, between provinces and municipalities and between municipalities), and by creating partnerships within each sphere with the private sector and NGOs through memoranda of understanding. Mutual assistance agreements and memoranda of understanding are legal documents. Their parameters must be clearly defined and they should include details of financial arrangements, reimbursements and liability. They must also be compliance with the national standard guideline on mutual assistance agreements developed by the NDMC.

### **11.7 Cross-Border Relationships**

It is of paramount important that the CoC maintains cross-border relationships with other municipalities. At present there are no cross boundary agreements exist between the municipalities and operational agreements this should be taken into account.

Where no policy or agreement exists, the City Manager and the Mayor will decide on the rendering or a request for cross boundary assistance. In the event of any cross boundary assistance being provided the agencies will bear their costs unless other arrangements for this are agreed to.

## **12 ROLES AND RESPONSIBILITIES OF THE DEPARTMENTS/SERVICES**

In order for this plan to be practical and executable, the internal and external departments have to carry out the following roles and responsibilities.

It is vital that the primary and secondary risk reduction and response responsibilities are noted. This section provides opportunity for the statement concerning the assignment of duties and responsibilities on municipal departments and includes the duties and responsibilities of National, Provincial and local departments, NGO's CBO'S and other stakeholders where these can be formalized.

*It must be noted that the primary and secondary functions of disaster management role-players provided below may from time to time, change or as a result of organisational or other restructuring, developments or amendments to the plan.*

**12.1 Office of the Mayor and City Manager**

Action	Performance indicator
<b><u>KPA 1: Institutional capacity for disaster risk management</u></b>	
Appoint the head/ manager of the MDMC	A head of the LMDMC/u has been appointed.
Ensuring all departmental involvement in disaster risk management matters by identify senior officials to serve on the disaster risk management structures of Msunduzi.	Senior officials to serve on the disaster risk management structures of Msunduzi have been identified.
Assign specific disaster risk management responsibilities to each Msunduzi department and ensure the inclusion of measurable disaster risk management criteria in the scorecard of each focal point	Specific DRM responsibilities need to be assigned to each Msunduzi department and measurable DRM criteria need to be included in the scorecard of each focal point.
<b><u>KPA 2: Disaster Risk Assessment</u></b>	
Ensure an Indicative Provincial Disaster Risk Profile is available	DMC to ensure risk assessment and monitor changes in provincial disaster risk profile

<b><u>KPA 3: Disaster risk reduction</u></b>		
Ensure the effective integration of the disaster risk management plan within the municipal IDP	The disaster risk management plan need to be integrated in the municipal IDP	
Implement sustainable livelihoods strategies as an integral part of the IDP process.	Sustainable livelihoods strategies need to be implemented in the IDP process.	
Enforce an IDP focus on poverty reduction strategies.	The IDP to focus on poverty reduction strategies	
Ensure land reform takes place and that access to resources by the most vulnerable communities is enhanced	Land reform to take place and the most vulnerable communities need access to resources	
<b><u>KPA 4: Response and recovery</u></b>		
Ensure emergency funds and stocks availability	DMC to liaise with finance support to ensure emergency funds and stocks need to be available.	
<b><u>12.2 COMMUNICATIONS UNIT</u></b>		
<b><u>Primary Roles &amp; Responsibilities</u></b>	<b><u>Secondary responsibilities</u></b>	<b><u>Performance indicator</u></b>
<ul style="list-style-type: none"> <li>Operational Support must coordinate emergency</li> </ul>	<ul style="list-style-type: none"> <li>Participate in Disaster Management Advisory Forum activities, when expert input from</li> </ul>	Operational support need to have procedures in place for emergency communication

<p>communication and have procedures in place to deal with the same.</p> <ul style="list-style-type: none"> <li>• They must provide adequate communication links with relevant stakeholders.</li> <li>• Update and execute the Communications and Marketing plan to ensure that stakeholders are properly informed of actions being taken to reduce and or combat the effects of the hazard.</li> <li>• Ensure proper communications with the media and other stakeholders for pre-disaster risk reduction and post-disaster response and recovery actions.</li> <li>• Assist with bulk printing of notices and brochures aimed at enhancing community awareness and preparedness.</li> </ul>	<p>service is required (at forum and /or task team level).</p>	
<p><b>12.3 <u>CITY DEVELOPMENT/G.I.S.</u></b></p>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum</li> </ul>	<p>GIS MAPPING</p>

<ul style="list-style-type: none"> <li>• GIS and development Planning data capture and maintenance: this includes the maintenance of the GIS database, GIS software, core GIS data sets as well as other functional GIS data sets.</li> <li>• GIS data dissemination properly compilation of maps and the provision of data to the DMC.</li> <li>• Manipulation of GIS resources for purposes of forward planning and response planning.</li> <li>• Provide GIS/technical assistance to the ICT dept.</li> <li>• Identification of land.</li> </ul>	<p>activities, when expert input from service is required (at forum and /or task team level).</p>	
<p><b>12.4 <u>CORPORATE SERVICES DEPARTMENT</u></b></p>		
<p><b><u>Primary Roles &amp; Responsivities</u></b></p>	<p><b><u>Secondary responsibilities</u></b></p>	<p><b><u>Performance indicator</u></b></p>
<ul style="list-style-type: none"> <li>• To ensure that procedures are in place to appoint temporary staff on</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum</li> </ul>	

<p>short notice if necessary to execute disaster risk responsibilities.</p> <ul style="list-style-type: none"> <li>• Ensure that the Conditions of service make provision for the utilisation of Msunduzi staff to assist with the mitigation of disasters</li> <li>• Coordinate operations in respect of matters related to business continuity and human resource management in order to ensure limited duplication with disaster risk management</li> <li>• Coordinate the handling of stress of employees involved with disaster relief and recovery operations</li> <li>• Coordination of strikes</li> <li>• Handling of communication between council and trade unions</li> </ul>	<p>activities, when expert input from service is required (at forum and /or task team level).</p>	<ul style="list-style-type: none"> <li>• Procedures to appoint temporary staff on short notice need to be in place.</li> <li>• Conditions of service includes a clause to the effect that staff may be used to assist with disaster mitigation need to be in place.</li> <li>• Formal agreements need to be implemented regarding the division of labour regarding DRM</li> <li>• Adequate continuity planning and structures need to in place for information management</li> <li>• An IT Disaster Recovery plan for Msunduzi information systems and data need to be need to be in place and implemented</li> </ul>
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<ul style="list-style-type: none"> <li>• Responsible for Occupational Health and Safety matters during and after a disaster</li> <li>• Assist with recruitment and screening of volunteers, when such requests are received</li> <li>• Assist with arranging of training courses aimed at enhancing disaster management related skills of employees from different departments.</li> <li>• Ensure adequate continuity planning and structures are in place for information management</li> <li>• Develop, implement and update the IT Disaster Recovery plan for Msunduzi information systems and data</li> </ul>		

<b><u>12.5.CORPORATE LEGAL SERVICES</u></b>		
<b>Primary Roles &amp; Responsibilities</b>	<b>Secondary responsibilities</b>	<b>Performance indicator</b>
<ul style="list-style-type: none"> <li>• Responsible for the management of council properties</li> <li>• Provide legal advice on disaster management related claims submitted</li> <li>• Land development for disaster assessment</li> <li>• Develop Memoranda of Understanding and Agreement in consultation with the Disaster Management activities</li> <li>• Provide legal support to Disaster management</li> <li>• Ensure that Municipal Courts are able to function during a disaster</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum and /or task team level).</li> </ul>	Legal documentation to be available eg. disaster act
<b><u>12.6 CUSTOMER RELATIONS MANAGEMENT.[I.G.R.]</u></b>		

<b>Primary Roles &amp; Responsibilities</b>	<b>Secondary responsibilities</b>	<b>Performance indicator</b>
<ul style="list-style-type: none"> <li>• Coordinate response (within are of responsibility).</li> <li>• Ensure departments deliver as per agreed plan of action.</li> <li>• Provide a focal point for information between the DMC and community.</li> <li>• Support the Disaster Management Plan.</li> <li>• Provide early warning systems to the community.</li> <li>• Coordinate provision of transport of volunteers.</li> <li>• Participate in Disaster Management Advisory Forum Activities, when expert input from service is required (at Forum and/or task team level).</li> </ul>	Attend advisory meetings	Monthly feedback and update

<b>13. <u>FINANCE DEPARTMENT</u></b>		
<p><b>Primary Roles &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To budget sufficiently for Disaster Management functions.</li> <li>• To ensure budget for departments specifically to overcome disasters/incidents</li> <li>• Ensure adequate disaster risk management funding in line with the requirements of the Disaster Management Act 57 of 2002 and the Municipal Finance Management Act for: Disaster risk management on-going activities; Disaster risk reduction; Mitigation and preparedness measures; Contingency reserve; Disaster response, recovery and rehabilitation and Education,</li> </ul>	<p><b>Secondary responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with stock control and issues.</li> <li>• Provide financial advice</li> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum and /or task team level).</li> </ul>	<p><b>Performance indicator</b></p> <ul style="list-style-type: none"> <li>• Project funding to be allocated for DRM measures.</li> <li>• Disaster risk management need to be adequately funded for: Disaster risk management on – going activities; Disaster risk reduction; Mitigation and preparedness measures; contingency plans; Disaster response, recovery and rehabilitation; and Education, training, capacity building and research.</li> </ul>

<p>training capacity building programmes and research.</p> <ul style="list-style-type: none"> <li>• Administer emergency purchases and funding in line with Disaster Management legislation.</li> <li>• Coordinate the assessment of damages.</li> <li>• To make provision for overtime during major incidents/disasters.</li> <li>• Coordinate disaster finance reporting mechanisms and provide detailed reports.</li> </ul> <p><b><u>14.Internal Audit</u></b></p> <ul style="list-style-type: none"> <li>• Provide assurance to Disaster Management Advisory Forum that roles and responsibilities were carried out as per corporate disaster management plan.</li> </ul>		
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**15.ICT**

- Coordinate the retrieval if ICT data should any have been lost.
  - Ensure Wide Area connections required are operational.
  - Provide ICT support to the Disaster Management centre and other Departments.
  - Provide maintenance services for ICT equipment.
  - Implementation of ICT Disaster Recovery Plan.
  - Provide disaster integration between depts.
  - Ensure that digital services are restored if damaged after a disaster.
- Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/ or task team level).

<b>16 .COMMUNITY SERVICES(PUBLIC SAFETY , ENFORCEMENT AND DISASTER MANAGEMENT)</b>		
<b>16.1 <u>Fire Department</u></b> <ul style="list-style-type: none"> <li>• Monitor and provide onsite advice on major hazardous installations (MHI) emergency planning.</li> <li>• Direct programmes aimed at reducing fire and medical risks in the communities including measures to ensure easy identification of water for use in a fire (hydrants).</li> <li>• The Fire and Rescue Division must attend to all firefighting and rescue functions (rescue of people and animals)</li> <li>• Coordinate and direct firefighting operations</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/ or task team level).</li> </ul>	<p>The MDMC/u is established but not equipped as per national legislation and policy</p> <p>Contingency plans and operating procedures for firefighting and rescue need to be developed</p>

<ul style="list-style-type: none"><li>• Coordinate and direct fire prevention through community education, awareness and fire safety programmes.</li><li>• Coordinate the handling of treating the handling/spread of hazardous chemicals.</li><li>• Provide basic training in fire fighting for council employees, fire service reservists, identified volunteers and community based organisations.</li><li>• Ensuring that knowledge and records of existing and potential hazards and risks are forwarded and kept updated at a central register.</li><li>• Conduct evacuation exercises public and private sector as risk reduction activities</li></ul>		
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<ul style="list-style-type: none"> <li>• Assist with municipal evacuation contingency plans</li> <li>• Monitor and provide onsite advice on major hazardous installations (MHI) emergency planning</li> </ul> <p><b>16.2 <u>EMERGENCY CONTROL CENTRE</u></b></p> <ul style="list-style-type: none"> <li>• Log disaster management incidents calls</li> <li>• Disseminate information for response</li> <li>• Keep records for incidents reported to ensure monitoring risk reduction projects</li> <li>• Disseminate early warning information</li> </ul>		
<p><b>16.3 <u>Traffic</u></b></p> <ul style="list-style-type: none"> <li>• Must execute traffic and road municipal by-laws for the city</li> <li>• Maintenance of law and order in terms of relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/ or task team level).</li> </ul>	<p>Contingency plan for the handling mass traffic and procedures need to be in place to practice road municipal by-laws.</p>

<ul style="list-style-type: none"> <li>• Coordinate access control to a disaster area.</li> <li>• Coordinate traffic control near/at an emergency housing centre.</li> <li>• Provide escort services to emergency vehicles.</li> <li>• Determine safe alternative routes.</li> <li>• Maintain up to date information on personnel with specialized skills that could be useful during and after a disaster.</li> </ul>		
<p><b>16.4 <u>Security</u></b></p> <p>Provide security in response to disasters and emergencies, if needed.</p>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/or task team level).</li> </ul>	<p>Contingency plans for the provision of security in response to disasters and emergencies need to be in place</p>
<p><b>16.5 <u>Disaster Management</u></b></p> <ul style="list-style-type: none"> <li>• Provision of two-way radio and telephonic communications.</li> <li>• Dispatching of response agencies</li> </ul>	<p>Ensure participation by all departments at advisory forum meetings. Attend all meeting related to disaster management.</p>	

<ul style="list-style-type: none"> <li>• Coordination of response actions</li> <li>• Facilitate and disseminate hazard and risk assessments.</li> <li>• Facilitate departmental response to the incident.</li> <li>• Reports incident to District, Provincial and National Disaster Management centres in terms of Disaster Management Act, Act 57 of 2002.</li> <li>• Assists with evacuation of affected communities.</li> </ul>		
<p><b><u>16.6 Parks department Sports, and Recreation</u></b></p> <ul style="list-style-type: none"> <li>• Provision of halls open spaces and sports grounds should suitable venues be required for emergency housing.</li> </ul>	<p>Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/or task team level).</p>	<p>A contingency plan for mass burials need to be in place</p>

<ul style="list-style-type: none"> <li>• Coordinate the removal of fallen trees that are causing a hazard, in conjunction with fire services.</li> <li>• Ensure up to date information is available on departmental resources that could be utilised for disaster management purposes (i.e. capacity and facilities at venues/site).</li> <li>• Assist with vehicles and drivers for mass transport purposes.</li> <li>• Coordinate the fallen trees that are causing a hazard.</li> <li>• Prepare a plan for mass burials (cemeteries, social development)</li> </ul>		
<p><b>16.7 <u>Library and Information</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate the distribution of leaflets, posters and the like through library points, to enhance</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/or task team level).</li> </ul>	

<p>awareness and preparedness (Library and Information Services).</p> <ul style="list-style-type: none"> <li>• Provide public access to general disaster management information including the use of Intranet, in conjunction with ICT (Library and Information Services).</li> </ul>		
<p><b>17. <u>Environmental Health</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that relevant disaster management aspects are reflected as a component of the department's IDP submissions (section 26 (g) of the Municipal Systems Act: Core components).</li> <li>• Coordinate the actual and potential outbreak of epidemics due to environmental health hazards.</li> <li>• Monitor and provide advice on air pollution related measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Disaster Management Advisory Forum activities, when expert input from service is required (at forum, and/or task team level).</li> </ul>	<p>Contingency plans for unexpected health risk issues need to be developed.</p>

<ul style="list-style-type: none"><li>• Provide advice and monitor decontamination measures.</li><li>• Coordinate the implementation of projects aimed at greater awareness and preparedness of communities on environmental health risk issues.</li><li>• Coordinate the hygienic preparation of emergency food supplies and monitor the quality of stocks used for that purpose.</li><li>• Monitoring the portability of emergency of water supplies.</li><li>• Ensure that up to date data is maintained and forwarded to a central register, on environmental related hazards and risks.</li><li>• Coordinate environmental health projects aimed at reducing communities' risks and hazards exposure.</li></ul>		
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<ul style="list-style-type: none"> <li>• Procurement &amp; monitoring of acquired additional funds; equipment and other resources for use by Environmental Health, during disaster relief operations or for major proactive projects.</li> <li>• Coordinate external and internal resource management data base for disaster management purposes and ensure that it remains updated.</li> <li>• In conjunction with Waste Management, monitor and address waste collection and disposal that could pose a (major) health risk.</li> <li>• Participate in major recreational and sports events where Environmental Health planning needs to be addressed, in particular where the municipality</li> </ul>		
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<p>has been tasked to do so, or is hosting the event.</p> <ul style="list-style-type: none"> <li>• Advice and monitor sanitation measures during and after a disaster (i.e. toilets, washing and laundry facilities).</li> <li>• Provide advice and monitor hygiene issues at emergency accommodation facilities in conjunction with the Human Settlement directorate.</li> <li>• Monitor the collection and preparation of bodies and facilities used for mass disposal.</li> </ul>		
<p><b>18. <u>Parks and Cemeteries</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that relevant disaster management aspects are reflected as a component of the department's IDP submissions</li> </ul>		<p>Contingency plans for mass burial need to be developed.</p>



<p>(section 26 (g) of the Municipal Systems Act: Core components).</p> <ul style="list-style-type: none"><li>• Coordinate and prepare sites for the mass burial of deceased.</li><li>• Provision of open municipal spaces and parks should suitable venues be required for emergency housing/ shelter</li><li>• Report on illegal usage of open municipal land owned by the Directorate, which could lead to the development of hazards such as fires and health risks.</li><li>• Ensure that all new proposed parks development projects are submitted to Disaster Management for information and comment.</li><li>• Ensure up to date information is available on departmental resources that could be utilised for</li></ul>		
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<p>disaster management purposes. (i.e. capacity and facilities at venues/sites for temporary shelters).</p> <ul style="list-style-type: none"> <li>• Procurement &amp; monitoring of acquired additional funds: equipment and other resources for use by Parks and Cemeteries need to be addressed.</li> <li>• Assist with decontamination measures.</li> <li>• Assist with the mass disposal of bodies.</li> </ul>		
<p><b>19. <u>Waste Management</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that relevant disaster management aspects are reflected as a component of the department's IDP submissions (section 26 (g) of the Municipal Systems Act: Core components)</li> </ul>		

<ul style="list-style-type: none"> <li>• Compile disaster management plans that will enhance risk reduction measures and effective response, relevant to waste management</li> <li>• Coordinate waste management services during disaster or emergency situations including the waste removal from created temporary shelters</li> <li>• Identification of suitable temporary refuse collection points for communities to use during a crisis</li> <li>• Compile contingency plans to accommodate unforeseen large quantities of waste to be disposed of at existing landfill sites</li> <li>• Prepare and distribute community awareness information on safe storage and disposal of refuse</li> </ul>		
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<p>during a major disruption in services delivery</p> <ul style="list-style-type: none"> <li>• Provide bulk containers at predetermined collection points during major disruptions of service</li> <li>• In conjunction with Environmental Health, monitor and institute remedial action necessary at illegal dumping areas that could pose a (major) health risk from developing.</li> <li>• In conjunction with Fire Brigade, monitor and institute remedial action necessary at illegal burning waste/debris at unauthorized areas that could pose major incidents from developing.</li> <li>• Participate in major recreational and sports events waste management planning needs in particular where the municipality</li> </ul>		
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<p>has been tasked to do so, or is hosting the event</p> <ul style="list-style-type: none"> <li>• Procurement &amp; monitoring of acquired additional funds, equipment and other resources for use by Waste Management, during disaster relief operations for major proactive projects.</li> <li>• Serve on disaster management advisory forum (task teams) when matters related to Waste Management need to be addressed</li> <li>• Coordinate hazardous waste removal (safe storage and disposal thereof)</li> <li>• Coordinate the removal and safe disposal of carcasses after a disaster</li> <li>• Participate in disaster management forum activities,</li> </ul>		
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<p>when expert input from service is required (at forum and/ or task team level)</p> <ul style="list-style-type: none"> <li>• Provide for safe sewerage disposal and repairs systems</li> </ul>		
<p><b>20. <u>LANDFILL/REFUSE</u></b></p> <p>Ensure that relevant disaster management aspects are reflected as a component of the department's IDP submissions (section 26 (g) of the Municipal Systems Act: Core components)</p> <ul style="list-style-type: none"> <li>• Compile disaster management plans that will enhance risk response, relevant to waste management</li> </ul> <p>reduction measures and effective</p>		<p>Develop and submit contingency plans for Fire and Safety precautions to be submitted to DMC</p>

<p><b>21. <u>AREA BASED MANAGEMENT</u></b></p> <ul style="list-style-type: none"> <li>• Assist with gardening of communities when community awareness arranged</li> <li>• Assist with assessments after incidents</li> <li>• Attend war room meetings</li> <li>• Assist with disaster relief</li> <li>• Facilitate IDP programmes for the wards</li> <li>• Assist with loud hailing if there is an event.</li> </ul>		
<p><b>22. <u>BUSINESS ENTERPRISE, ECONOMIC DEVELOPMENT DEPARTMENT</u></b></p>		
<p><b>Primary roles and responsibility</b></p>	<p><b>Secondary roles and responsibilities</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Performance indicator</b></p>

<ul style="list-style-type: none"> <li>• Integrate the symbolic disaster risk profile of Msunduzi with all economic development programmes and projects in order to ensure no or minimal disruption of natural and anthropogenic hazards on the economic development of Msunduzi</li> <li>• Create opportunity for local development in support of a robust society</li> <li>• Support community-based interventions in disaster recovery.</li> <li>• Assist with human skills development.</li> <li>• Support initiatives which create opportunity for disaster victims to recover from hazard impact and regain dignity.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend relevant disaster management advisory or task team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• The indicative disaster risk profile of Msunduzi need to be integrated with all economic development programmes and projects</li> </ul>
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<ul style="list-style-type: none"><li>• Ensure that economic growth contributions to vulnerability reduction and disaster risk avoidance within Msunduzi</li><li>• Ensure that economic growth contributions to vulnerability reduction and disaster risk avoidance within Msunduzi</li><li>• Identify areas of vulnerability related to different economic activities</li></ul>		
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<p><b>23. <u>Nature Conservation</u></b> <b><u>Environmental &amp; Agriculture</u></b></p> <ul style="list-style-type: none"> <li>• Apply various forms of environmental protection and management (e.g. reforestation, river-basin planning, agricultural practices, soil conservation and natural control techniques) and enforce the adherence to the above through the Management and Community Leader meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Attend relevant disaster management advisory or task team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• The presents of environmental degradation need prevalent activities Areas of vulnerability related to the most prevalent economic activities need to be identified</li> <li>• Economic growth and development need to have a specific focus on vulnerability reduction</li> </ul>
<p><b>24. <u>Human Settlement /Housing</u></b></p> <ul style="list-style-type: none"> <li>• Adequately plan for emergency housing</li> <li>• Compile a strategy and plan to provide for alternative housing, temporary shelter in case of emergencies</li> <li>• Compile a contingency plan to provide for alternative housing</li> </ul>	<ul style="list-style-type: none"> <li>• Attend relevant disaster management advisory or task team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Contingency plan for emergency housing need to be in place</li> <li>• A strategy and contingency plan to provide for alternative housing, temporary shelter in case of emergency need to be in place</li> </ul>

<p>during localised events and disasters. This should include criteria of the circumstances when alternative housing will be provided</p> <ul style="list-style-type: none"> <li>• Compile a response to deal with informal settlements at various levels. (Including illegal squatting).</li> <li>• Relocation procedures as prevention measure and during emergencies</li> <li>• Communication development related information to the MDMC especially information on high risk developments.</li> <li>• Include DRM principles in spatial development frameworks</li> <li>• Integrated risk management within all project management activities</li> </ul>		<ul style="list-style-type: none"> <li>• A contingency plan to provide for alternative housing during localised events and disasters, including criteria of the circumstances when alternative housing will be provided should be in place</li> <li>• A response strategy to deal with informal settlements must be in place</li> <li>• Relocation procedures must be in place</li> <li>• Spatial and development frameworks must include DRM Principles</li> <li>• MDMC need to be always aware of high risk developments</li> </ul>
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<b><u>25. INFRASTRUCTURE SERVICES DEPARTMENT</u></b>		
<b><u>Roads and Storm Water/Energy and electricity</u></b>		
<b>Primary roles and responsibility</b>	<b>Secondary roles and responsibilities</b>	<b>Performance indicator</b>

<ul style="list-style-type: none"> <li>• Conduct flood damage assessment</li> <li>• Ensure continuous of water supply to Msunduzi</li> <li>• Monitor and maintain flow meters in rivers Msunduzi</li> <li>• Create adequate supportive infrastructure to enhance sustainable livelihoods</li> <li>• Develop and maintain storm water infrastructure</li> <li>• Maintain maximum water discharge capacity in storm water infrastructure</li> <li>• Strive to maintain a healthy balance between flood prevention and environmental conservation</li> <li>• Develop and implement an effective infrastructure maintenance programme</li> </ul>	<ul style="list-style-type: none"> <li>• Attend relevant disaster management advisory or task team meetings</li> <li>• Assist with monitoring of levels of water pollution.</li> </ul>	<ul style="list-style-type: none"> <li>• Updated damage flood assessment</li> <li>• Maintenance records of water supply infrastructure need to be in place</li> <li>• Records of flow meter inspections need to be in place</li> <li>• Adequate supportive infrastructure to enhance sustainable livelihoods need to be created</li> <li>• Maintenance records of storm water infrastructure need to be available</li> <li>• Procedures/guidelines need to be in place for maintained of storm water infrastructure and need to be enforce</li> <li>• Plans/ procedures need to be in place for the deployment of water</li> </ul>
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<ul style="list-style-type: none"> <li>• Prioritisation of restoration of disrupted water supplies</li> <li>• Coordinate the emergency supply of water during events and prolonged disruption</li> <li>• Appropriate warning signage for risk areas (dams, rivers and roads)</li> </ul> <p><b>25.1 <u>Electricity Dept/Unit</u></b></p> <ul style="list-style-type: none"> <li>• Conduct contingency planning for prolonged electricity failures</li> <li>• Provide water tankers in emergency and disaster situations</li> <li>• Establish communication links with Disaster Operations Centre.</li> <li>• Communication development related information to the MDMC especially information on high risk developments.</li> </ul>		<p>tankers in emergency and disaster situations</p> <ul style="list-style-type: none"> <li>• Proper guidelines to ensure a balance between flood prevention and environmental conservation need to be available and enforced</li> <li>• An infrastructure maintenance programme need to be implemented</li> <li>• Contingency plans for prolonged electricity failure need to be available</li> <li>• Working generators need to be available</li> <li>• A database needs to exist of critical facilities in terms of electricity.</li> <li>• Relevant lists of telephone/cell phone numbers and e-mail addresses need to be available</li> </ul>
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<ul style="list-style-type: none"> <li>• Identify areas of risk in terms of electricity provision</li> <li>• Identify critical facilities for priority electricity provision (e.g. hospitals, Msunduzi systems)</li> <li>• Maintain a database of critical facilities in terms of electricity</li> <li>• Provide generators in the case of electricity crises during emergencies and disasters</li> <li>• Responsible for ensuring that electricity cables and facilities do not present a hazard</li> <li>• Responsible for coordinating awareness on the safe usage of electricity</li> <li>• Coordinate emergency supplies of electricity to reservoirs</li> <li>• Responsible for the emergency supply of electricity to a temporary</li> </ul>		<ul style="list-style-type: none"> <li>• Universal provision of basic services such as, water, sanitation and electricity</li> <li>• A list of areas at risk in terms of electricity provision need to be available</li> <li>• A list of critical facilities for priority electricity provision need to available</li> <li>•</li> </ul>
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housing centre established for evacuees/refugees.

- Responsible for any other power and electricity related to the management of a disaster

**25.2 Roads**

- Repair and maintain roads
- Provision of emergency access roads
- Street names in informal settlements to be painted on sidewalks.



<p><b><u>25.3 PUBLIC TRANSPORT/FLEET</u></b> <b><u>(Internal &amp;external)</u></b></p> <ul style="list-style-type: none"> <li>• Transportation of people and goods during evacuation procedures.</li> <li>• Provision of traffic management equipment, e.g. cones</li> <li>• Participate in Disaster Management Advisory activities, when expert input from service is required (at forum and/or task team level</li> <li>• Making arrangements for providing transport for affected families</li> <li>• Plan for mass transportation during emergencies and disasters</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with bulk transport.</li> <li>• Attend relevant disaster management advisory or task team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• An emergency transportation contingency plan need to be developed</li> <li>• Contingency plans for mass transportation during emergencies must be in place</li> </ul>
<p><b><u>26. SOCIAL DEVELOPMENT DEPARTMENT</u></b></p>		
<p><b>Primary roles and responsibility</b></p>	<p><b>Secondary roles and responsibilities</b></p>	<p><b>Performance indicator</b></p>

<ul style="list-style-type: none"> <li>• Identify socially vulnerable communities.</li> <li>• Ensure that communities at risk have access to basic services in line with developmental focus and strategic objectives of the Msunduzi in order to reduce vulnerabilities.</li> <li>• Compile an in-departmental response and relief plan for all eventualities with specific emphasis on the human elements</li> <li>• Develop and implement procedures for provision of emergency food, blankets and shelter (in coordination with housing, City Planning and Environmental Management Department)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend relevant disaster management advisory or task team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Records of socially vulnerable communities and the reason(s) they are deemed vulnerable (vulnerability assessments) need to be available</li> <li>• An in-departmental response and recovery plan for all eventualities need to be available</li> <li>• Procedures for the provision of emergency food need to be on records</li> <li>• An indigent register need to be available</li> <li>• A list “poverty pockets” and the relevant details of each pocket (e.g. location an extent and nature of poverty) need to be on records</li> <li>• Information relating to the amount of and locations of child</li> </ul>
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<ul style="list-style-type: none"><li>• Maintain an indigent register which will contribute to vulnerability identification.</li><li>• Provide on information “poverty pockets”</li><li>• Provide information on child headed families.</li></ul>		headed households need to be available
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<p><b><u>27. SOUTH AFRICAN RED CROSS</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate the appeals for international aid requested.</li> <li>• Coordinate international aid received, (in the form of goods, equipment and finances). Serve on relevant Disaster Management Advisory Forum and Task Teams.</li> <li>• Administration of victims.</li> <li>• Distribution of assistance in shelters.</li> <li>• Donation management.</li> <li>• Provision of food and any other material needs in shelters.</li> <li>• Volunteers training and usage.</li> <li>• Participate in cooperation Agreements.</li> <li>• Monitor adherence to implementation of the Sphere Project.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist aid related training.</li> <li>• Home nursing training.</li> <li>• Search and rescue operations.</li> <li>• Establishment of an emergency housing centre (temporary shelter assistance).</li> <li>• Establishment of first aids posts.</li> <li>• Implementing awareness and preparedness programmes relevant to Red Cross expertise.</li> <li>• Providing a tracing service for evacuated/rescued persons.</li> </ul>	<p>Attend disaster forum meetings</p>
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<p><b>28. <u>SPCA</u></b></p> <ul style="list-style-type: none"><li>• Safety and rescue of animals during major incidents/disasters</li></ul>		Attend disaster management forum
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<p><b><u>29. South African Police Services (SAPS)</u></b></p> <ul style="list-style-type: none"> <li>Maintenance of law and order in terms of relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Providing a protective role in the event of relief work being carried out where the community could become a “nuisance factor”.</li> <li>Assisting in search operations for missing person.</li> <li>Assisting with rescue operations trapped persons/animals.</li> <li>Assisting with warning/instruments to the community.</li> <li>Assisting with cordoning off affected areas.</li> <li>Patrolling of evacuated areas against possible looting.</li> </ul>	<p>Attend disaster management forums</p>
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**30. South African National Defence Force (SANDF).**

- In terms of the Constitution of the Republic of South Africa (Act 108 of 1997) Section 200, the SANDF's primary role is:
- "to defend and protect the Republic, its territorial integrity and its people, in accordance with the Constitution and the principles of international law regulating the use of force".

- Assisting with rescue and search operations.
- Assisting with emergency repairs of roads/bridges.
- Assisting with emergency water supplies and restoration of essential services.
- Assisting with protection duties at evacuated areas.
- Providing bulk transport.
- Supply and manning of (mobile) medical facilities and /or casualty clearing posts.
- Supply of helicopter for search, rescue and transport purposes.
- Assisting with access control/cordons.

	<ul style="list-style-type: none"><li>• Assist with manpower/transport during extensive proactive campaigns in the area.</li><li>• Providing mobile telecommunications links.</li><li>• Assist with handling of medical personnel at hospitals.</li></ul>	
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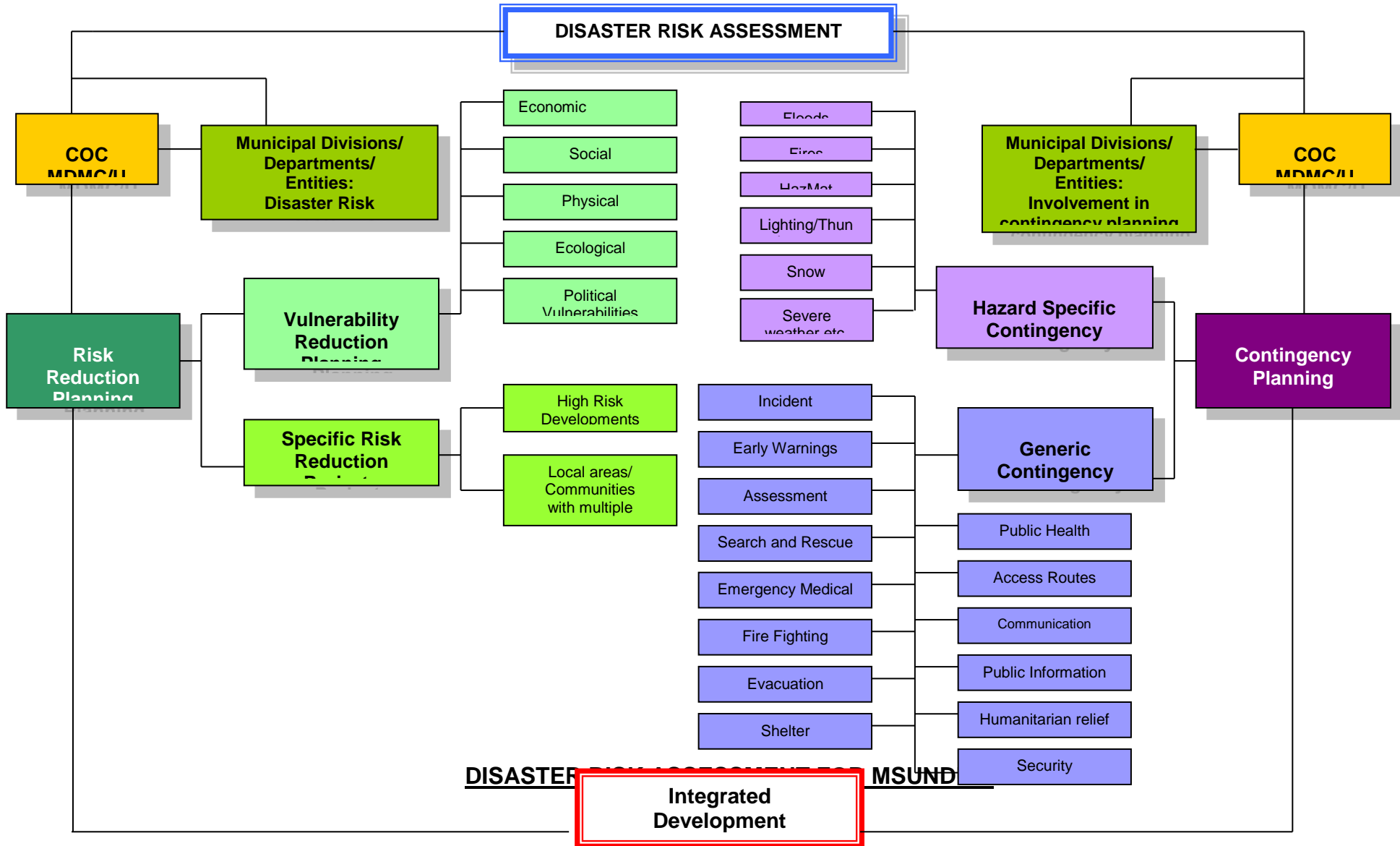
**31. SA Council of Churches (SACC) and other faith based organisations**

- After a disaster (**re-active measures**).
- Providing counselling to the bereaved, in the affected area and/ or at an emergency housing centre.
- Assisting with appeals for addressing of the needs of those affected by the disaster.
- Assisting with procurement of feeding and housing items and other important survival needs.
- Continued follow up on counselling/other needs during the recovery and re-construction phases after the disaster.
- Assisting with potential conflict resolution measures at an emergency housing centre/temporary housing centre.

	<ul style="list-style-type: none"> <li>• Could further be requested to become involved in the overall recovery and rehabilitation process for affected communities.</li> </ul> <p><b>Pro-active measures:</b></p> <ul style="list-style-type: none"> <li>• Assisting with implementing programmes aimed at enhancing hazard awareness and preparedness measures.</li> </ul>	
<p><b>32. <u>South African Weather Services</u></b></p> <ul style="list-style-type: none"> <li>• Provide early warning of weather related incidents and potential disasters.</li> <li>• Assist with the expansion of localised weather stations for the Disaster Management Centre.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend relevant disaster management advisory or task team meetings</li> </ul>	
<p><b>33. <u>District (uMgungundlovu)</u></b></p> <ul style="list-style-type: none"> <li>• Provide support to the Msunduzi Local Municipality.</li> </ul>	<p>Submit any amendments of rules and regulations</p>	

	Invite Msunduzi local municipality to attend meetings/workshops in relation to disaster	
34. Non-Governmental Organisational  Assist in emergency relief	Provide emergency meals , assist in housing, relocation etc.	Attend disaster management advisory meetings

### 35. DISASTER RISK ASSESSMENT



Phase one of the project included a literature and document study in order to ensure that all known and relevant information in the Msunduzi is taken into consideration. Part of this phase was meetings with the staff of the MDMC in order to conduct a macro disaster risk assessment based on the experience and perceptions of the MDMC staff.

Phase two of the project included data and information sourcing from various internal as well as external sources. The sources obtained enabled the consultant to ground truth the macro risk assessment of phase one and also to add to the existing knowledge base of disaster risk in the Msunduzi. Through the geo-referencing of historical incidents an accurate profile of hazardous events could be recorded and probability analysis could be conducted. This allowed ensure a better and verified macro-risk assessment. By making use of the macro-risk assessment, a prioritised list of disaster risks in the Msunduzi could be identified which in turn provided the impetus to phase three of the project.

The third phase included the identification of disaster risk management planning priorities for the Msunduzi. In this phase the current developmental (IDP) projects of the Msunduzi was assessed in terms of their contribution to disaster risk reduction in the Msunduzi and in doing so their disaster risk reduction factor in relation to the indicative disaster risk profile of the Msunduzi could be determined. This allowed for the adaptation of the macro-risk profile of the Msunduzi to take into consideration the developmental initiatives by various Msunduzi divisions and departments to reduce disaster risk.

In addition to the above, the fourth phase of the project identified special disaster risk reduction projects which different departments and divisions should consider which will lead to the further reduction of disaster risk.

The fifth phase of the project related to the requirements for the development of generic and specific contingency plans for the prioritised risks of the Msunduzi. Institutional arrangement for the development of contingency plans was specified. The contingency plans must be developed in accordance with the specified template of the Msunduzi.

### **36. THE DISASTER RISK PROFILE OF THE MSUNDUZI**

The preliminary risk and vulnerability assessment performed with the aid of a questionnaire to all community members within the wards in a form of conducting the workshops. The research found the following risks to be of greatest priority in the Msunduzi. This priority was determined by taking into consideration the severity, frequency and magnitude of the event as well as the associated vulnerabilities and the mandate of the MDMC to manage such risks (as an example, the risk of terrorist attack was taken into consideration but due to the sensitive nature of this hazard and the mandate of other government departments – e.g. SAPS, NIA, and SANDF - this was not placed on the prioritised list but the MDMC are compelled to coordinate with these relevant departments in order to ensure appropriate disaster risk management plans and contingency measures are in place). The assessment of these disaster risks are driven by the formulae as part of the Msunduzi Disaster Management Information System.

Disaster Risk formula:

$$\text{Disaster Risk} = \frac{\text{Hazards x Vulnerability}}{\text{Capacity/Manageability}}$$

<b>Disaster risk priority</b>	<b>Risk type</b>
1	Structural Fires (shack/house)

2	Flooding/Heavy rainfall
3	Veld fires
4	Drought
5	Thunderstorm(Lightning) and Strong Winds
6	Severe weather conditions (Lightning, Heatwave, Hailstorm, Snow)
7	Water borne diseases
8	Building collapse
9	Hazardous materials (storage, transportation and usage)
10	Special events
11	Mission Critical Systems Failure (MCFS)
12	Social Unrest (Xenophobia Attacks)
13	Drowning

**Table 1: Priority disaster risks of the Msunduzi**

The assessment indicated the area's most at risk to a variety of hazardous impacts in the Msunduzi are those located to the northwest, east and central particularly the following areas were identified as the most at-risk areas.

**Priority Risks** are:

- Structural fire / Veld fire
- Flooding
- Drought
- Thunderstorm and Strong Winds

**Hazard Identification and Analysis**

All the hazards identified at Msunduzi Municipality are taken from the historic incidents data. Msunduzi Municipality has 39 wards. Area Based Management combined wards into five zones, namely: -

Zone 1 (Vulindlela) wards 1-9 &39

Zone 2(Edendale) wards 10,11,12,16, 20, 21, 22 & 23

Zone 3(Imbali), wards 13,14,15,17,18 &19

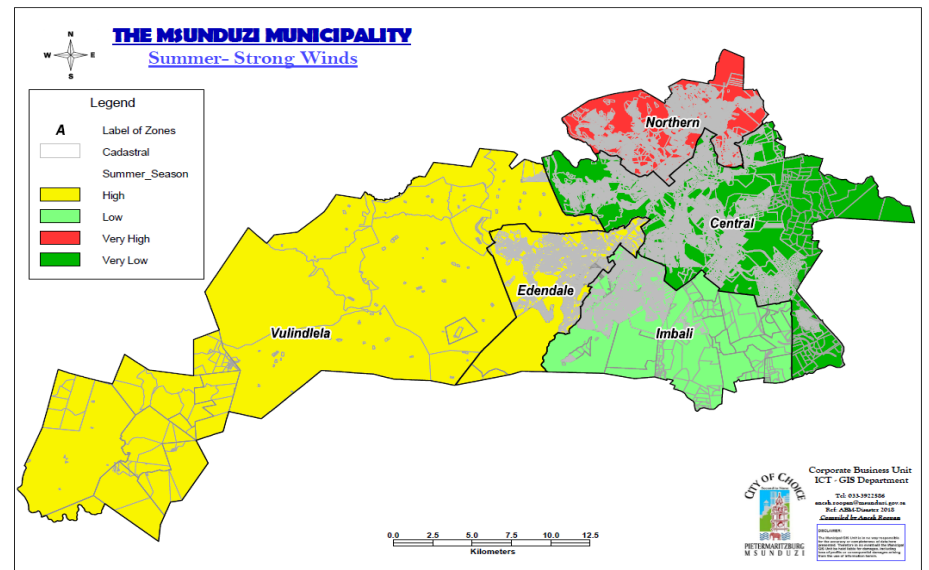
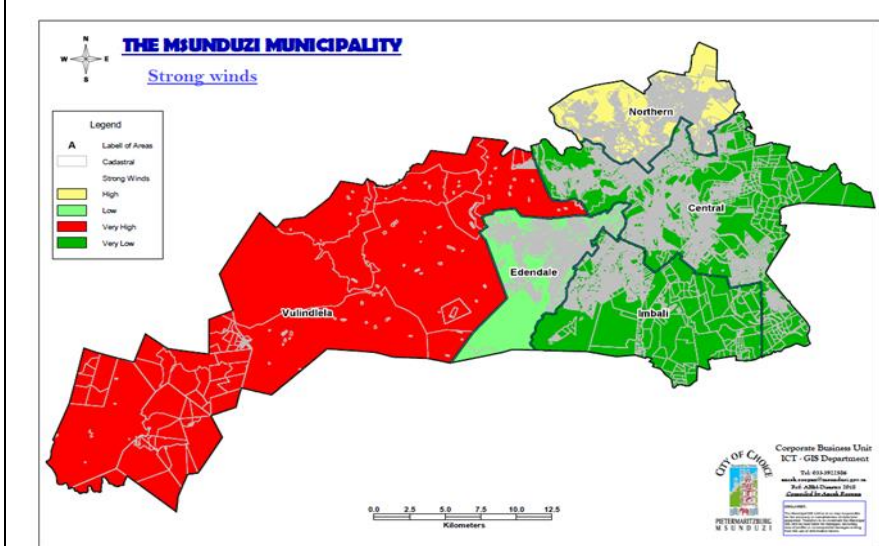
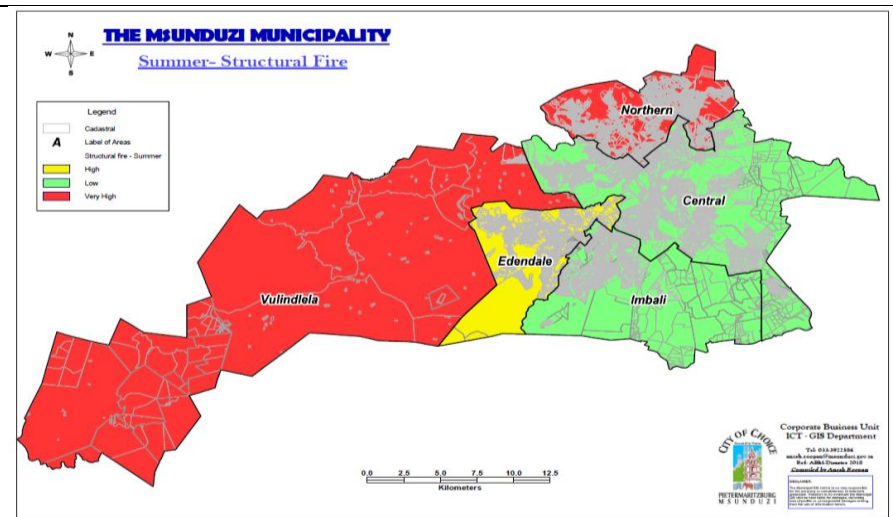
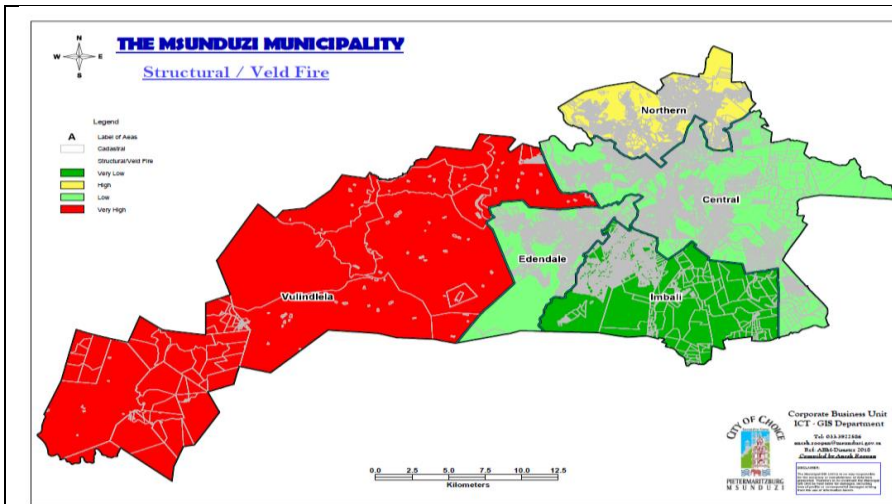
Zone 4(Central Area) wards 24,26,27,33,35,36,37 & 38

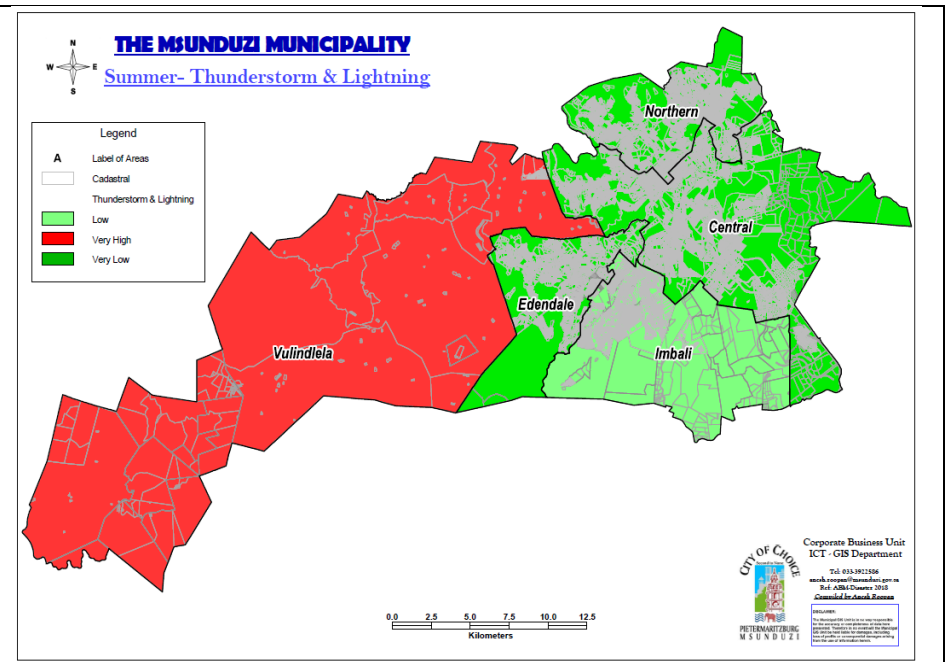
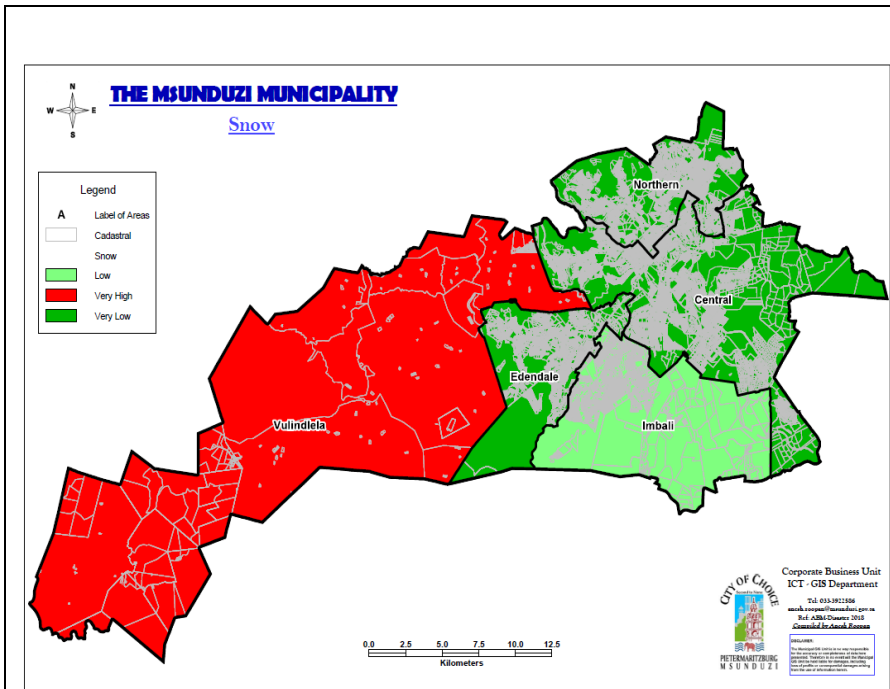
Zone 5(Northern Area) wards 25,28,29,30,31,32 & 34

Maps below identifies areas that are vulnerable to hazards.

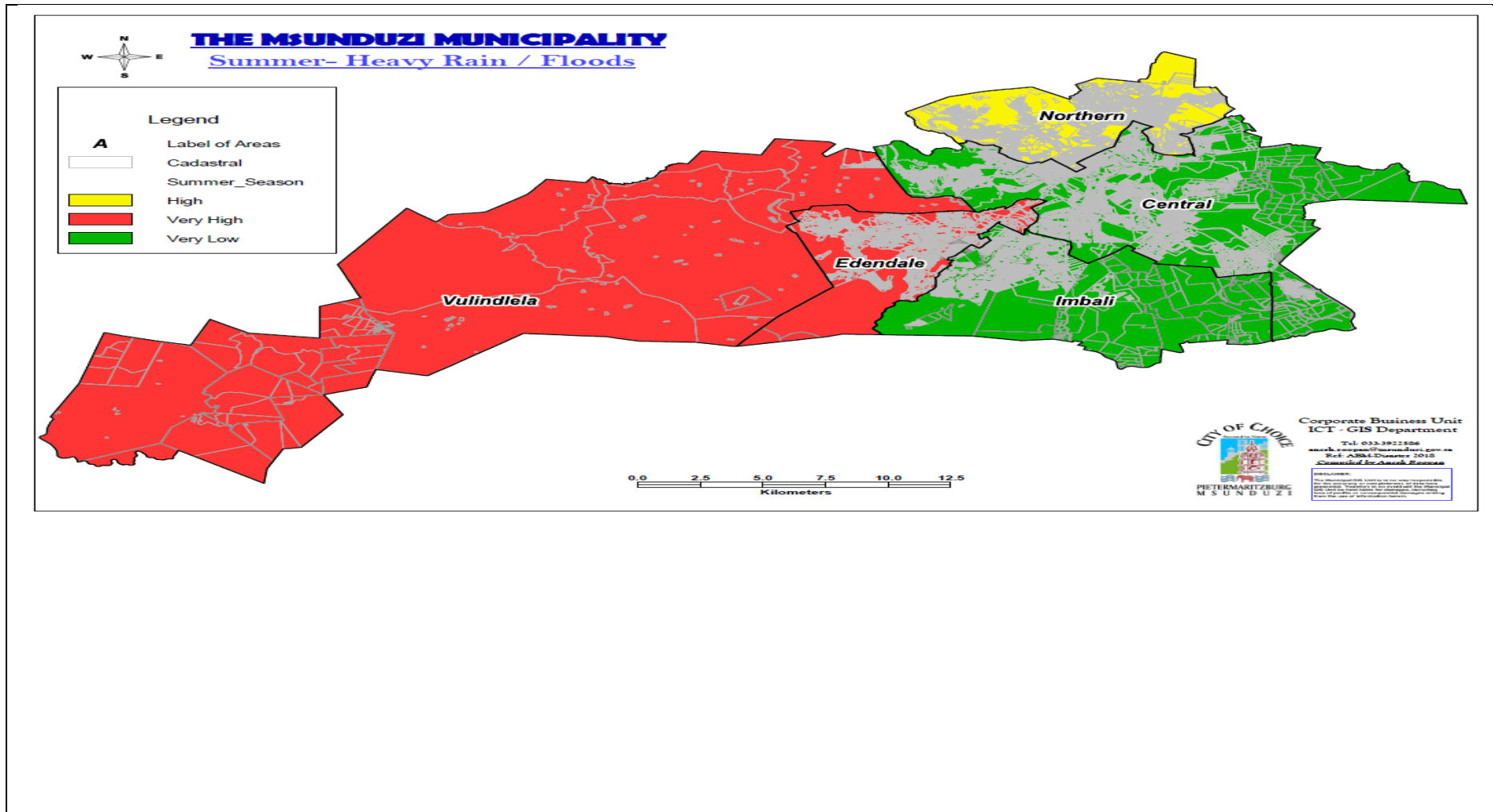
<b>Winter Season Map</b>	<b>Summer Season Map</b>
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**Summer Season Map**



**Macro hazard assessment**

The risk to disasters occurs when there is a possibility of injury or losses to people's lives, deterioration of health status, loss to infrastructure and damage to the environment. The ISDR defines disaster risk as the "potential disaster losses in lives, health status, livelihoods, assets and services which could occur to a particular community over some specified future time period". (2004:16)

Wisner et al. (2004:49) identify three elements: disaster risk, vulnerability and hazard as essential in formulating risk. These elements can be further used to determine the level of risk. They are of the view that risk can be calculated using the equation:  $R = H \times V$  (Disaster Risk = Hazard x Vulnerability)

The ISDR (2002:41) identify a fourth element (capacity) to this equation which entails the potential of communities to manage or reduce the extent of the hazards or vulnerability. This element is reflected in the risk equation as follows:  $R = H \times V / C$  (Risk = Hazard X Vulnerability/Capacity).

The pressure and release model is based on the view that a disaster is the intersection of processes generating vulnerability and hazards. (Wisner et.al 2004:50). In view of this, having studied the PAR model one can therefore conclude that the Risk Equation is the eye of the PAR model as it plays an important role in determining the degree in which a hazard will affect people.

The following table contains a macro hazard assessment for the Msunduzi in order to prioritise disaster risks. A three-point scale was used for the standardisation of the assessment and Disaster Risk equation which emanates from a PAR model of Wisner et al, 2004 which.

Scale used:

- High

- Medium
- Low

#### Manageability/Capacity

Manageability means: Capable of being managed or controlled.

Capacity means:

*“a combination of all the strengths and resources available within a community, society or organisation that can reduce the level of risk, or the effects of a disaster”.*

*Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributions such as leadership and management. Capacity may also be described as capability.”* (<http://www.unisdr.org/en/library/lib-terminology-eng%20home.htm> Accessed 19 August 2013).

HAZARD	GEOGRAPHICAL LOCATION WARD (#)	PROBABILITY	FREQUENCY	INTENSITY	PREDICTABILITY/FOREWARNING	EXPOSURE	IMPACT	KNOCK-ON EFFECT
1. Structural Fires (Shack)	In formal Settlements e.g. 1) Jika-Joe (33) 2) Sacca (37) 3) Mayfair Rd (28) 4) Crest Rd (28) 5) Shamrock (28) 6) Wayside (28) 7) Nkululeko (28) 8) Skomplaas (29) 9) Shoti (29) 10) Pakkies (29) 11) Namibia (29) 12) Mason (29) 13) Khan Rd (29) 14) Nhlalakahle (31) 15) Coalyard (32) 16) Maryvale (34) 17) Jesmondene 18) Mageba (35) 19) Woodstock (35)	High	All seasons	High	Low	Properties and communities	High	People's lives, infrastructure, Livestock

2. Floods/ heavy rainfall	1) Smero (20) 2) Dambuza (21) 3) Machibisa (21) 4) Plessislaer (22) 5) Peacevalley (23) 6) Sobantu, Dark City area, Suncrush Sites (35) 7) Jika-Joe (33)	High but seasonal	Rainy season	High	Low	Properties, livelihoods and infrastructure.	High	Drownings, injuries, Death, human health concerns, infrastructure, properties, ecosystems, cholera outbreak and other diseases
3. Drought	Vulindlela areas (1-9 &39)	High but seasonal	Once in 10yrs	High	High	Environment, water resources	high	Costs and losses to livestock producers, increase in food price, loss of biodiversity, public safety from forest and range fires, ecosystems
4. Fires (veld)	1) Vulindlela areas (1-9 &39)	High but seasonal	April- October	High	Medium	Environment, properties	Medium	Animal stock, environmental degradation, spread to buildings, vehicles
5. Lightning and Thunderstorm	Vulindlela and Edendale	High	High	Medium	High	Communities and infrastructure	High	Damaged infrastructure, deaths, injuries

6. Severe weather conditions	Nhlalakahle/Mayf are Rd (28)  Swapo A, B, C Masson KwaShoti & Skomplas Hannivile (29)  Springvalle Shamrock Crest place Comet place Mattison Drive Ezinketheni (30)  Coal yard Site 11, Happy Valley (32)  Thembalihle, Madiba, Cinderella Park (34)	High	All seasons	Medium	Low	Properties, livelihoods and infrastructure.	Medium	Damage infrastructure, damage to property, loss of life
7. Building collapse	All areas in Msunduzi	Medium	All season	Low	Low	Buildings and people	Medium	Deaths, injuries
8. Hazardous materials	Along the major routes, e.g. N3, the industrial such as Mkondeni.	Medium	Occasional	low	Low	Environment. Communities	Medium	Pollution



9. Special events	All facilities handling events such as sports, large gathering. E.g. Harry Gwala City Hall Atlantic Stadium Ward community halls & sport fields High court	Medium	seldom	Medium	Low	People attending the gatherings.	Medium	Injuries, death, damaged infrastructure, environmental degradation
9. Snow	Vulindlela areas (1-9 &39)	High but seasonal	Seldom	Medium	Low	Environment	Medium	Road accidents, loss of biodiversity, Human health concerns, Livestock
10. Strong winds	Vulindlela and Northern Areas	High but seasonal	High	Medium	Low	Communities and infrastructure	High	Damaged infrastructure, deaths, injuries
11. Mission Critical Systems Failure (MCFS)	All facilities. Dam pump Eskom power station	Medium	Seldom	Medium	Low	All infrastructure and facilities.	Medium	Road Accidents, damage properties, persons and animal deaths
12. Transport accidents	Major routes, Airport and train station	Medium	Occasional	Medium	Medium	Commuters and infrastructure	high	Fatalities, injuries, property damage, infrastructure damage
13. Social Unrest (Xenophobia Attack)	1) Pietermaritz (27) 2) Between West & Pine street (27) 3) Tamboville (34)	Medium	Seldom	Low	Low	Foreigners, community members, infrastructure	Low	Death, injuries

### Macro vulnerability assessment

The macro vulnerability assessment considered the elements which are vulnerable due to the possible impact of a hazard on the indicated geographical areas. The table below contains a breakdown of the social, physical, economic, environmental and political/institutional vulnerability factors which contributes to the increase in disaster risks.

COMMUNITY : COC	Vulnerable elements exacerbating the possible impact of the hazard				
HAZARD	SOCIAL	PHYSICAL	ECONOMIC	ENVIRONMENT AL	POLITICAL/ INSTITUTIONAL
1. Fire (Shack)	<ul style="list-style-type: none"> <li>• Lack of knowledge on fire prevention</li> <li>• Incorrect risk perception</li> <li>• Unemployment</li> <li>• Child headed households</li> <li>• Domestic disputes</li> <li>• Social behaviour e.g. substance abuse</li> <li>• Lack of natural conservation</li> <li>• Need for self-preservation</li> </ul>	<ul style="list-style-type: none"> <li>• Building methods</li> <li>• Type of structures, use of combustible materials</li> <li>• Incorrect use of fuels for heating</li> <li>• No access to fire protection/ equipment</li> <li>• Lack of electricity services</li> </ul>	<ul style="list-style-type: none"> <li>• Poverty</li> <li>• Lack of awareness and education</li> <li>• Conflict between various “classes” in communities</li> <li>• Lack of safety nets</li> </ul>	<ul style="list-style-type: none"> <li>• Settlement in fire prone area.</li> <li>• Weather conditions, seasonal factors e.g. windy season, dry season etc.</li> <li>• Presence of high trees next to settlement especially alien vegetation.</li> </ul>	<ul style="list-style-type: none"> <li>• Faction fighting</li> <li>• Inadequate enforcement of building codes</li> <li>• Inadequate development</li> <li>• Land redistribution</li> <li>• Political expectations</li> <li>• Inadequate planning</li> <li>• Exclusivity</li> <li>• Unchecked urbanisation and urban sprawl</li> <li>• Unchecked land invasion</li> </ul>

		<ul style="list-style-type: none"> <li>• Shacks build too close to each other</li> <li>• Displacement</li> <li>• Unsafe/old equipment</li> <li>• Unsafe practices e.g. placement of cooking utensils</li> <li>• Storage of bulk fuels used generally for heating close to shacks</li> <li>• Incorrect farming techniques</li> </ul>			
2.Fires veld	<ul style="list-style-type: none"> <li>• Lack of knowledge on fire prevention</li> <li>• Arson</li> <li>• Environmental ignorance</li> <li>• Social behaviour e.g. smoking, uncheck open fires.</li> <li>• Incorrect agricultural practices</li> </ul>	<ul style="list-style-type: none"> <li>• Absence of fire breaks</li> <li>• Illegal dumping of combustible material</li> <li>• Unavailability of fire protection equipment</li> <li>• Grazing fields destroyed</li> </ul>	<ul style="list-style-type: none"> <li>• Uncontrolled might lead to burning of feedlots, loss of farming equipment, tools etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Overgrowth of alien vegetation</li> <li>• Maintenance of road reserves</li> <li>• Negative impact on ozone layers</li> <li>• Air and land pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of information</li> <li>• Influencing people to settle in specific areas for political gain</li> <li>• Insufficient resources to combat veld fires.</li> <li>• Unchecked land invasion</li> </ul>

	<ul style="list-style-type: none"> <li>• Lack of access to early warning messages through IT/media</li> </ul>	<ul style="list-style-type: none"> <li>• Fire breaks getting out of control</li> </ul>		<ul style="list-style-type: none"> <li>• Wild animals attracted to suburbs in search of food / running from fires</li> <li>• Pest control problems</li> <li>• Damage to sensitive environmental species</li> </ul>	
3. Floods	<ul style="list-style-type: none"> <li>• Settling in flood prone areas</li> <li>• Settling too close to riverbanks</li> <li>• Settling in pathway of storm water</li> <li>• Illegal dumping in storm water drains</li> <li>• Dumping in rivers and spruities blocking water runways</li> <li>• Acts to deforest immediate environment</li> </ul>	<ul style="list-style-type: none"> <li>• Improper household drainage systems</li> <li>• Absence of storm water drainage systems</li> <li>• Effective urban storm water drainage systems might cause floods in receiving end areas and suburbs</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of education</li> <li>• Lack of safety nets</li> <li>• Availability of budget for maintenance of storm water management</li> <li>• Lack of access to early warning messages through IT/media</li> </ul>	<ul style="list-style-type: none"> <li>• Improper management and or development in wetlands</li> <li>• Deforestation</li> <li>• Seasonal factors</li> </ul>	<ul style="list-style-type: none"> <li>• Poor development planning</li> <li>• Poor storm water planning</li> <li>• Poor maintenance of dam wall structures</li> <li>• Maintenance of storm water systems</li> </ul>

		<ul style="list-style-type: none"> <li>• Soil type and structure</li> <li>• Unplanned developments</li> <li>• Plane areas</li> </ul>			
4. Severe weather conditions(Snow)	<ul style="list-style-type: none"> <li>• Lack of awareness/training</li> <li>• Non-compliance to building codes</li> <li>• Settling in illegal areas</li> <li>• Types of housing structures and materials used</li> <li>• Dangerous social behaviour</li> <li>• Ignorance of early warning signals</li> </ul>	<ul style="list-style-type: none"> <li>• Soil type (drainage)</li> <li>• Geographic location</li> <li>• Storage of hazardous material</li> <li>• Insufficient lightning protection</li> <li>• Poor building structures</li> <li>• Abuse of natural water resources</li> <li>• Poor maintenance of farming and other equipment, storm water manholes</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of access to early warning messages through IT/media</li> <li>• Poor farming practices</li> <li>• Urbanisation</li> <li>• Lack of development and implementation of early warning systems</li> </ul>	<ul style="list-style-type: none"> <li>• Abuse of natural resources</li> <li>• Poor farming practices</li> <li>• Research / advanced technological interference with nature processes</li> </ul>	<ul style="list-style-type: none"> <li>• Poor urban planning</li> <li>• Lack of integrated development planning</li> </ul>
5. HAZMAT	<ul style="list-style-type: none"> <li>• Social behaviour e.g. smoking in prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• Storage facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Clean-up costs</li> </ul>	<ul style="list-style-type: none"> <li>• Spillages impact</li> </ul>	<ul style="list-style-type: none"> <li>• Building regulations</li> <li>• Enforcement of legislation and regulations</li> </ul>

	<p>areas, drunk driving etc.</p> <ul style="list-style-type: none"> <li>• Non-compliance to legal requirements</li> <li>• Continuous training of HAZMAT workers</li> </ul>	<p>compliant with regulations, location etc</p> <ul style="list-style-type: none"> <li>• Transporting vehicles compliant with legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of roads mainly used for HAZMAT transport</li> <li>• Protective clothing provision and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Pollution</li> <li>• Early warnings in place for extreme weather conditions</li> <li>• Environmental impact assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping of HAZMAT registers</li> <li>• Monitoring and planning of transport routes</li> </ul>
6. Strong winds	<ul style="list-style-type: none"> <li>• Settling on specific areas types prone to strong winds</li> <li>• Lack of information and education</li> <li>• Unsafe practices e.g. settling in windy areas</li> <li>• Uncontrolled community settling</li> <li>• Ignorance</li> <li>• Misinterpretation of Councils responsibility relating to repair of private property damage</li> </ul>	<ul style="list-style-type: none"> <li>• Building structures</li> <li>• Maintenance of water pipes and taps</li> <li>• Control on traditional and municipal land allocation activities</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of safety nets</li> <li>• Poverty</li> <li>• Delays in informal settlement relocations</li> <li>• Geological survey funding</li> <li>• Insurance coverage for community structures/ areas</li> </ul>	<ul style="list-style-type: none"> <li>• Soil type</li> <li>• Lack of drainage</li> <li>• Geological surveys prior to development</li> <li>• Environmental impact assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Building codes enforcement</li> <li>• Aggressive awareness programs</li> <li>• Strict development and settlement control mechanisms</li> </ul>
7. Special events	<ul style="list-style-type: none"> <li>• Risky social behaviour</li> <li>• Large gatherings</li> </ul>	<ul style="list-style-type: none"> <li>• Specific location</li> <li>• Venue capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Public entry fees</li> <li>• Emergency resources and costs for stand-by</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient security</li> <li>• Event planning</li> </ul>

	<ul style="list-style-type: none"> <li>• Uninvited attendees</li> <li>• Cultural clashes</li> <li>• Lack of crowd control</li> <li>• Substance abuse</li> <li>• Unusual emotional states</li> <li>• Type of event</li> <li>• Crowd expectations</li> <li>• VIP presence</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent / temporary structures present</li> <li>• Adequate facilities/amenities</li> <li>• Security at adjacent premises</li> <li>• Lack of knowledge of access and evacuation routes</li> </ul>		<ul style="list-style-type: none"> <li>• Environmental analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and security regulations compliance</li> <li>• No disaster prevention plans</li> </ul>
8. Mission critical systems failure	<ul style="list-style-type: none"> <li>• Sabotage</li> <li>• Irresponsible care for equipment</li> <li>• Improper usage</li> <li>• Crime e.g. theft</li> <li>• Bypass of meters/equipment</li> <li>• Illegal connections</li> <li>• Abuse of natural resources</li> <li>• Rage</li> <li>• Despondent council employees</li> </ul>	<ul style="list-style-type: none"> <li>• Illegal connections overloading systems</li> <li>• Planning and maintenance of systems</li> </ul>	<ul style="list-style-type: none"> <li>• Non-payment for services rendered</li> <li>• Maintenance of systems</li> <li>• Non-compliance to control measure over resources e.g. watering outside restriction times</li> </ul>	<ul style="list-style-type: none"> <li>• Pollution</li> <li>• Extreme weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate accounting systems</li> <li>• Alternative sourcing options available</li> <li>• Disaster risk management plans</li> <li>• Safety and environmental regulations enforcement</li> <li>• Compliance to national and provincial regulations</li> </ul>

<p>9. Transportation incidents</p>	<ul style="list-style-type: none"> <li>• Social behaviour e.g. tiredness, substance abuse</li> <li>• Road rage</li> <li>• Crime e.g. Hijackings , vandalism</li> <li>• Adherence to road regulations</li> <li>• Overloading of vehicles</li> <li>• Rubbernecking at incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of clear road names/maps/signs</li> <li>• Poor road conditions</li> <li>• Poor vehicle condition</li> <li>• Lack of appropriate lighting after hours</li> <li>• Overloaded vehicles</li> <li>• Vehicles not roadworthy</li> <li>• Lack of SOS communication assistance</li> <li>• Insufficient trained and effective Municipal traffic and EMS personnel in incident management</li> </ul>	<ul style="list-style-type: none"> <li>• Road maintenance</li> <li>• Emergency service provision and costing</li> <li>• Policing costs</li> <li>• Safety nets</li> <li>• 3<sup>rd</sup> party insurance</li> <li>• Availability of alternative routes</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• License renewals</li> <li>• Enforcement of traffic regulations</li> <li>• Integrated infrastructure planning</li> </ul>
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<p>10. Building collapse</p>	<ul style="list-style-type: none"> <li>• Exceeding max people capacity</li> <li>• Vandalism</li> <li>• Crowd and spectator control</li> <li>• Terrorism</li> </ul>	<ul style="list-style-type: none"> <li>• Building structure</li> <li>• Building maintenance</li> <li>• Location</li> </ul>	<ul style="list-style-type: none"> <li>• Reconstruction costs</li> <li>• Insurance costs</li> <li>• Search and rescue costs</li> <li>• Law suits</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental impact assessment prior to development</li> <li>• Geological analysis prior to dev. (soil analysis)</li> <li>• Early warning systems in place</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of compliance to building and safety regulations</li> <li>• Lack of emergency planning</li> </ul>
<p>Xenophobia attack</p>	<ul style="list-style-type: none"> <li>• Acceptance of cheap labour by foreign nationals</li> <li>• Lack of employment</li> <li>• Monopolization or retail outlets (tuck shops)</li> <li>• Exploitation of vulnerable groups (drugs, human trafficking's, etc.)</li> <li>• Participation of some foreign nationals in criminal activities</li> </ul>	<ul style="list-style-type: none"> <li>• Illegal informal settlement</li> <li>• Abuse of rights</li> <li>• Toleration between communities</li> </ul>	<ul style="list-style-type: none"> <li>• Poverty</li> <li>• Lack of awareness and education</li> <li>• Conflict between various "classes" in communities</li> <li>• Lack of safety nets</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage the foreign nationals to participate in community works such as clean-up campaign as a way of giving it back to the community</li> <li>• Public awareness and education</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of tolerance between communities</li> <li>• Lack of compliance to a settling regulations</li> </ul>

### **Ward Level Risk Assessment**

For communities, wards or even for entire municipality more detailed risk assessments adds value to preparedness of the municipality. This can also provide very useful insight into the issues communities face on a daily basis.

### **Fire Risk and Fire Hydrant Assessments**

Fire is a high risk in the municipality more fire detailed assessments related to fire risk and fire services will reduce the level of risk and improve the preparedness and response to incidents. These studies could evaluate the best possible business models to implement fire service, improve the current service, source funding, and determine the best possible location of satellite stations and fire hydrant assessments.

## **37. DISASTER RISK REDUCTION**

Disaster risk reduction is the key strategy for disaster management. The implementation of disaster risk reduction strategies, by all departments of the MLM, will result in the integration of these strategies into sustainable development.

### **Risk Reduction Actions**

- Through training, shift the approach from disaster response to risk reduction.
- Integrate risk reduction into sustainable development planning.
- Provide for sufficient budget for staffing and administration.
- Maintain the legislative requirement for a Municipal Disaster Management Advisory Forum.
- Keep accurate information on hazards, vulnerability and capacity assessments.
- Develop and implement risk assessment and environmental impact assessments.

- Use effective indicators for forecasting and prediction of disasters.
- Implement early warning and dissemination strategies.
- Institute disaster reduction training, education and awareness in schools, the community and other institutions.
- Increase media involvement in disaster risk reduction (e.g. disaster risk reduction day).
- Ensure risk monitoring capabilities.
- Interface between environmental management, city development and disaster risk reduction.
- Develop and implement sustainable livelihood strategies.
- Support urban renewal and local economic sustainable development strategies, i.e. land use planning.
- Ensure effective preparedness, logistic and response planning.
- Develop focal points for Disaster Management within each customer Care Centre which would bring disaster management to the residents.
- May establish and maintain volunteer units.
- Continue research into disaster risk reduction.

### **Risk reduction capacity to cope for Msunduzi**

The organisation structure for risk reduction within the municipality includes Msunduzi Disaster Management Unit, the Disaster Management Advisory forum, the Interdepartmental Disaster Management Committee and Crisis Response Protocol.

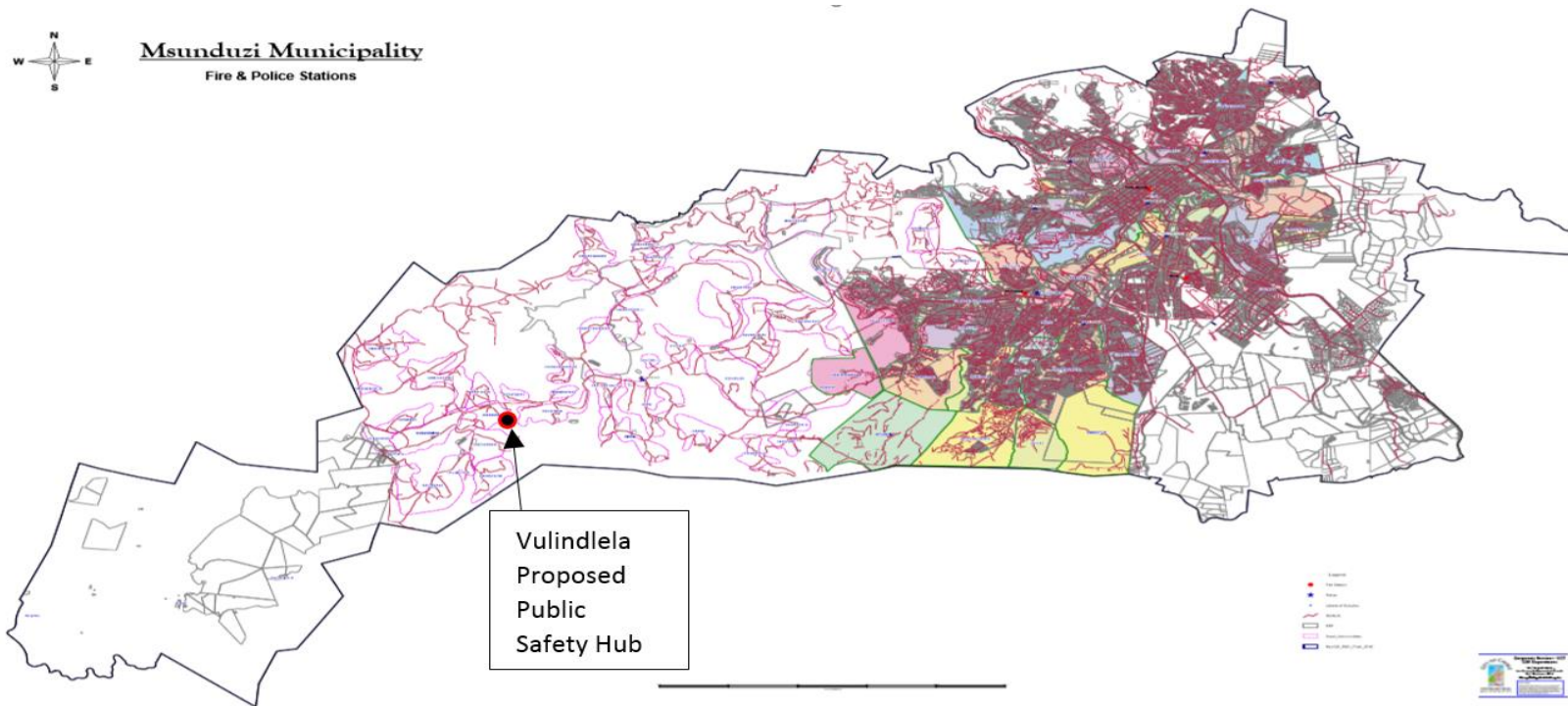
The manageability (Capacity to cope) was determined by taking into consideration the following aspects:

- Awareness
- Legislative framework

- Early warning
- Government response
- Municipal government response
- Existing risk reduction measures
- Public participation
- Municipal management capabilities

### **Msunduzi fire and rescue services**

The Msunduzi municipality has three existing fire stations namely: Orib fire station, PMB Central station, and Edendele fire station. The additional fire station is the Airport fire station which deals with the incidents that may occur in the Airport. These three fire and rescue services deals with the incidents occurring at the community level. The department of Public Safety intends to have a public safety hub at Vulindlela Area. The Public safety hub will have have three sub unit which is Disaster Management, fire and rescue services and traffic. This Public safety hub will respond to the incidents that are occurring within the area of Vulindlela, as it was difficult for municipality to respond quickly to the incidents occurring at Vulindlela areas. Based on the maps identifying incidents occurring at Msunduzi Municipality it was found that the high number of incidents recorded are from Vulindlela. The map below show the location of the proposed Public Safety Hub.



Map pointing the proposed Vulindlela Public Safety Hub.

### 38. THE DISASTER RISK REDUCTION PLANNING FRAMEWORK

The following diagram provides an overview of the structure for disaster risk management planning for the Msunduzi for compiling its disaster risk management plans. It is applicable to disaster risk management planning by the divisions and other municipal entities of the Msunduzi.

Two main components to the planning framework for disaster risk management is the integration of disaster risk assessment and developmental practices. This is evident in the emphasis this planning framework places on disaster risk assessment and the Integrated Development Plan. In essence the planning framework aims to introduce the need for mainstreaming disaster risk management actions into development planning. The rationale behind this is the fact that in the South African context, disaster risk is rooted in community vulnerability and poverty. Thus, a logical and most appropriate manner in which to address the above is through development planning.

Furthermore, the planning framework is divided into two sections: risk reduction planning and contingency planning. In both instances the Msunduzi MDMC/u as well as all municipal departments/divisions/entities has certain planning responsibilities. These planning responsibilities are directly related the inherent function of the municipal departments/divisions/entities in question.

### **Risk reduction planning**

In terms of disaster risk reduction planning, each municipal departments/divisions/entities as well as the Msunduzi MDMC/u must compile a disaster risk management plan.

Risk reduction planning consists of two components. Firstly, the disaster risk management plans of the MDMC as well as the different municipal departments/divisions/entities must engage in vulnerability reduction planning. Such planning involves addressing the root causes on social, economic, physical, ecological and political vulnerabilities. Each of these can already be addressed by the existing development projects in the Msunduzi. Secondly, municipal departments/divisions/entities must make provision for disaster risk management planning in their respective developmental projects. Special emphasis should be placed on high risk developments as well as in communities in which multiple vulnerabilities has been identified.

## **Contingency planning**

The Disaster Management Act mandates each municipal entity and organ of state to prepare a disaster risk management plan which must include contingency *strategies* and emergency procedures to be implemented in the event of a disaster. It mandates all municipalities within an applicable municipal disaster risk management framework to develop disaster risk management plans which must include contingency *plans* and emergency procedures to be applied in the event of a disaster.

Contingency planning is referred to as 'a forward planning process in a state of uncertainty' because although the findings of the disaster risk assessment for the Msunduzi provides a risk profile from which the hazards which pose the greatest threat (priority risks) have been identified, there is no certainty of:

- when it will strike?
- where it will strike?
- what the magnitude and extent will be?
- what impact it will have?

Despite the fact that planning must focus on those hazards that pose the greatest threat, planning must also take into account other threats which are less likely to occur, or those which may not occur at all but cannot be ignored.

Contingency planning is therefore a matter of creating scenarios and making assumptions, asking the question 'What if?', and then planning to deal with the possible consequences. Disaster risk-based planning means that although plans must address the specific

hazards which have been identified as a priority for a given area they must also be flexible enough to cater for all eventualities (hazards). All of these factors will have a direct influence on how contingency plans are structured.

Contingency planning therefore related to the mitigation, prevention and response plans for all prioritised hazards in the Msunduzi. These contingency plans are risk specific and aims to ensure that in the event of a hazard exploiting vulnerability, a response and mitigation mechanism is in place. As is the case in disaster risk reduction planning, the MDMC/u and all other municipal departments/divisions/entities must be involved in the development of contingency plans.

The second aspect to contingency planning is the development of generic contingency plans. These generic plans aims to ensure contingency measures for the activities normally associated with any event. It therefore means that these generic plans can be applied in any given instance which will limit the amount of planning which will be repeated in the hazard specific contingency plans. Cognisance should be taken of the fact that a number of contingency plans already exist in the Msunduzi. These plans must be incorporated into the planning process of the MDMC and aligned with this DRMP.

In the interim, the DMC/u has to develop a guidelines hazard specific contingency plan, which must be filled in by relevant Msunduzi departments in order to complete the Disaster Management planning process.

As far as possible the above planning framework has been used in the development of this Level 1 Disaster Risk Management Plan.



## **39. DISASTER RESPONSE**

Disaster response consists of relief actions after and continues with rehabilitation and reconstruction processes and actions in order to return the affected communities to normal while, ensuring that they are not again exposed to the threat in the same manner.

### **39.1 Overview of Disaster Response Actions**

- If possible, early warning of a disaster will be provided either through a loud hailer system or through other means including the use of local radio stations.
- Emergency Services and other response agencies are dispatched to the location of a disaster.
- All responding agencies implement their standard operating procedures for the disaster type.
- Should extraordinary response be required, the Disaster Management Centre is activated and additional human and material resources dispatched in accordance with agreed procedures and Memoranda of Understanding.
- The District, Provincial and National Disaster Management Centres are simultaneously notified of the disaster.
- Additional national agencies like South African Police Services and African National Defence Force are activated as required.
- Disaster assessments are completed and executive decisions on further response is made by the Disaster Management Centre in conjunction with political stakeholders and the community.
- Adjustments to operational plans are made by Divisional Heads of Department as the situation warrants.
- The Disaster Management Team, community leaders and other stakeholders in the affected area(s) lodge fully fledged assessment e.g. nature/location of incidents, number of people affected, magnitude of damage/losses, risks/potential risks the incidents hosts, for surrounding(s) and or neighbours/adjacent areas, estimated population density and record all findings.

- Detailed reports and progress of the disaster response are provided to City Manager and Media through the relevant approved structures.
- Rehabilitation and when necessary reconstruction actions are developed once the disaster nears completion and communicated stakeholders.

### 39.2 **List of Hazard Specific Plans to be Finalised**

A disaster plan should contain various hazard specific response plans as well as mitigation plans. The inclusion of these documents, although required by the Municipal Systems Act, 32 of 2000, Section 26(g) would lead to the integrated development plan document becoming cumbersome. It is therefore necessary, in order to ensure the integrated development plan is a user-friendly document and due to confidentiality of various matters contained in individual plans, to exclude the detail. A list of hazard specific plans, which need to be prepared, are listed below:

Disaster Plans to be completed for the following arrangements/hazards:

- Localised Incidents Policy
- Flood contingency plan
- Xenophobia Contingency plans
- Memoranda of understanding for cross function and boundary assistance

Plans in process of development and/ or review include:

- Localised Incidents Policy

- Flood contingency plan
- Xenophobia contingency plan

#### **40. TESTING AND REVIEW**

The testing of risk reduction activities and disaster response plans is vital in ensuring that systems and processes agreed to are implementable and workable. The Msunduzi Local Municipality is committed to testing and reviewing its disaster management plans either as the need arises as a result of ongoing risk assessments or as a result of changing environmental and other factors. The municipality undertakes to test and review plans through a variety of tools at its disposal which include:

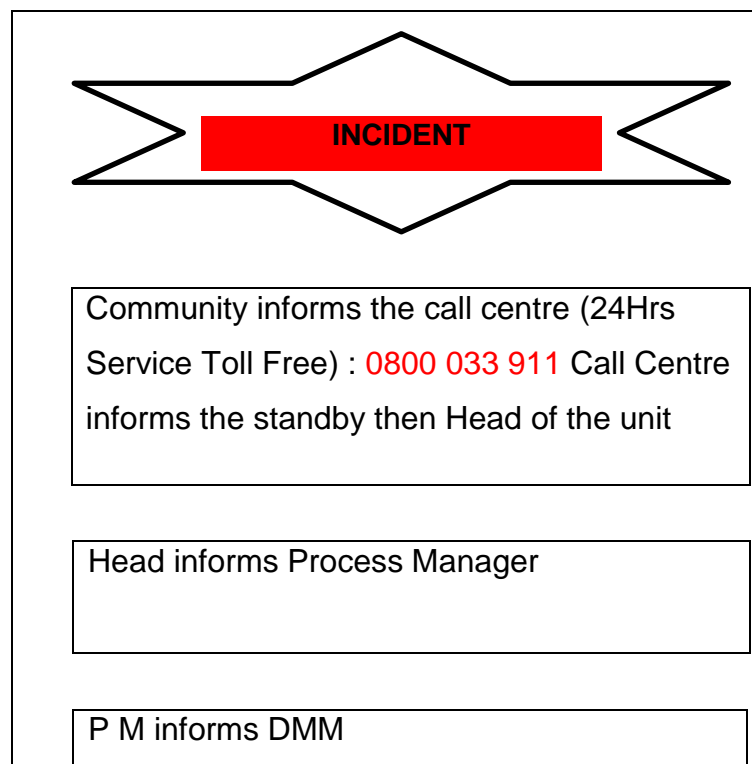
- Meetings (forum meetings)
- Paper exercise (Community participation risk assessment table top exercises)
- Stakeholder specific exercises

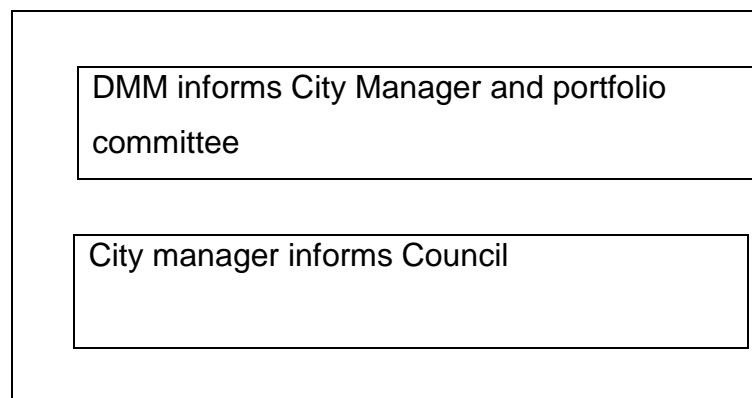
All exercises must result in improving the disaster response and risk reduction capacities of the Msunduzi Local Municipality to known disasters identify planning gaps.

#### **41. INFORMATION MANAGEMENT AND COMMUNICATION**

The first enabler which is required to ensure that disaster management can be implemented effectively is the development of a comprehensive information management and communication system and the establishment of integrated communication links with all disaster management role players.

Disaster management sector depends on the accurate decision making which can be possible if current and reliable hazard and disaster risk information is available. It also requires effective information management and communication systems to enable the receipt, dissemination and exchange of information. Msunduzi disaster management unit has linked to Emergency Communication which operate 24hrs this sows Msunduzi that has capabilities for communication system supports the enabler, its basic requirements and flow of communication in the event of an incident. In terms of reporting of incidents community must contact the call centre prior to contacting the other relevant people in the community. These people identified can be contacted once the incident has been reported to the call centre. This will shorten the response time of relevant services to an incident.





To ensure that disaster management system is effective and efficient it is recommended to have planning tool that will upload all information into the system which can be easily accessed for future use.

Enabler	Objective	Key indicator
Information Management and Communication	To develop a comprehensive Disaster Risk Management information system and establish integrated communication links with all disaster risk management role players in district, provincial and spheres of gov.	<ul style="list-style-type: none"> <li>• Identify data needs &amp; resources</li> <li>• Ensure information management and communication system supports KPAs and enablers of NDMF.</li> <li>• Promote culture of avoidance, create awareness, and ensure good media relations are in place</li> </ul>

**42. EDUCATION, TRAINING, AWARENESS AND RESEARCH**

The objective of this enabler is to promote a culture of risk avoidance among stakeholders by capacitating role players through integrated education, training and public awareness programmes informed by scientific research.

The disaster management Act states that the following concepts should form the basis of disaster management awareness and training:

- A culture of risk avoidance
- Promotion of education and training
- Promotion of research into all aspects of disaster risk management

This enabler is aimed at achieving the following requirements:

- Addresses the requirements for the implementation of education, training and research needs
- The development of an integrated public awareness strategy
- Effective use of the media
- The development of education and training for the disaster risk management and associated professions
- The inclusion of disaster management in school curricula (School guide pack) programmes

It is important to ensure that a strategy is in place to implement this enabler. The research has been conducted in the development on this plan as much disaster management literature was considered.

#### **42.1 Disaster Management Training reword**

Workshops must be held with all departments and councillors within the municipality to educate and create awareness on their roles and responsibilities in disaster risk management. A number of training courses (by a SERVICE SETA accredited training academy should be considered, such as:

- “**Basic principles of Disaster Management Planning**” course, which covers the basic disaster management [planning approach (primarily theoretical of nature).
- A “**Basic Principles of Disaster Management Information Systems**” course, which covers the basics of disaster management information systems required for the disaster management arena (primarily theoretical of nature) etc.

#### **43. FUNDING ARRANGEMENTS FOR DISASTER RISK MANAGEMENT**

Referring to the Disaster Management Framework of 2005, Funding arrangements for disaster risk management can be made available to cover the costs associated with the disaster risk management activities such as:

- Institutional activities (DM centre, Forums)
- Disaster risk management ongoing operations (Standby etc.)
- Disaster risk reduction i.e. Road show, Disaster day, School guide pack.
- Response, Recovery and Rehabilitation actions, and
- training and capacity building programmes

An overview of recommended funding mechanisms for disaster management actions mentioned above.

Actions	Funding source
Institutional activities (DM centre, Forums)	All Spheres
Disaster risk management ongoing operations (Standby)	All Spheres
Disaster risk reduction i.e. Road show, Disaster day, School guide pack	All Spheres
Response, recovery and rehabilitation actions	All spheres
training and capacity building programmes	All spheres

#### **44. DECLARATION OF A DISASTER AND DISASTER CLASSIFICATION**

The workshop need to be conducted for Municipality, councillors with the aim to clarify and give understanding of the difference between an incident and a disaster, as well as when councillors need to assist. Msunduzi need to compile a relief procedure which



identifies to whom they provide relief, which type of relief and for what magnitude of incident relief is provided, e.g. if some's kitchen burns down and they have no food or wet by water come inside the house, the municipality can provide a food parcels. Assistance should be provided by either Msunduzi Local (ML) where possible or the District Municipality does not have the capacity to provide assistance. The advisory forum must advise departments on risks. When risks increase councillors, local depts need to be advised. A disaster cannot be declared by the local municipality. A report needs to be compiled and submitted by the local to District Municipality who will evaluate the incident.

When a disastrous occurs is threatening to occur in the area of the municipality, the DMC/ section will determine whether the event is a disaster in terms of the Act, and if so, the head of the centre/unit will immediately

- Initiate efforts to assess the magnitude and severity or potential magnitude and severity of a disaster;
- Alert disaster management role players in the municipal are that may be of assistance in the circumstances;
- Initiate the implementation of the disaster response or any contingency plans and emergency procedures that may applicable to the situations; and
- Inform the district Disaster Management Centre then district to provincial if they can't cope with the severity and magnitude of the disaster.

When informing the District centre may make recommendations regarding the classification of the disaster as may appropriate. Irrespective of whether a local state of disaster has been declared or not, Msunduzi will be responsible for the coordination and management of local disasters that occur in its area. Whether or not an emergency situation is determined to exist, municipal and other agencies may take such actions under this plan as may be necessary to protect the lives and property of the inhabitants of the municipality.

Declaration of a local state of disaster: In the event of a local disaster the municipal council may by notice in District/Provincial gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the disaster; or other special circumstances warrant the declaration of a local state of disaster. If a local state of disaster has been declared, the Council may make by-laws or issue directions, or authorise the issue of directions to:

- Assist and protect the public;
- Provide relief to the public
- Prevent or combat disruption; or
- Deal with the destructive and other effects of the disaster.

#### **45. RELATIONSHIP TO DEVELOPMENT PROJECTS WITH DISASTERS**

##### **a. Background**

*“For a long time the cause and effect relationship between disasters and social and economic development was ignored.*

*Development programmes were not assessed in the context of disasters, neither from the effect of the disaster on the development program nor from the point of whether the development programming. When a disaster did occur, the response was directed to emergency needs and cleaning up. Communications under disaster distress were seen as unlikely places to institute development.*

*The post-disaster environment was seen as too turbulent to promote institutional changes aimed at promoting long term development. The growing body of knowledge on the relationships between disasters and development indicates four basic themes.”* (Stephenson, R.S.S. (1994), Disasters and Development, *UNDP: DMTP*).

According to Stephenson (1994), relationships between disasters and development have the following basic themes:

1. Disasters set back development programming destroying years of development initiatives.
2. Rebuilding after a disaster provides significant opportunities to initiate development programmes.
3. Development programs can increase an area’s vulnerability to disasters.
4. Development programs can be designed to decrease the vulnerability to disasters and their negative consequences.

#### **b. Development Strategy:**

Since disaster risk reduction begins within the development realm, it is vital that all development projects of the municipality are evaluated from a disaster management perspective.

Developments within the City of Choice will be assessed against identified risks and the impacts of the development on society as well as the impact of the risk on the development initiatives. These assessments and amendments to the development will be made in order to ensure that the development is both sustainable and does not contribute to an increase in the risk profile of the Municipality.

Approved developmental projects are included in the IDP’s Capital budget section.

## **46. INTEGRATED DEVELOPMENT PLAN**

In view of the complicated relationship between disaster and development, it is imperative that the heads of MDMCs and those individuals assigned responsibility for disaster risk management in local municipalities serve on the relevant IDP structures. The Head of Disaster Risk Management has a full participation in integrated development planning processes and structures for the City.

As Disaster risk reduction efforts are medium-to long-term multispectral efforts focused on vulnerability reduction, they must be incorporated into on-going IDP projects, processes, programmes and structures. Effective and adaptive disaster risk reduction interventions in the municipal sphere are best planned and implemented as development initiatives through IDP mechanisms and phases.

#### **46.1 IDP Projects Contributing to Vulnerability and Hazard Reduction**

An assessment of the current IDP projects indicated that a number of developmental project are already contributing to disaster risk reduction in the Msunduzi so some extent. Although these projects form part of the normal line function responsibilities, it already indicates that a vast number of projects are inherently taking issues of disaster risk reduction into account. It remains impetrative to conduct a detailed analysis of these as well as all future planned projects and align these with the disaster risk priorities as alluded to earlier in this plan.

The following IDP projects at *Annexure 1* are linked to the disaster risk priorities. Note that some projects are repeated as they address more than one priority risk.

## **47. DISASTER MANAGEMENT IMPLEMENTATION**

To measure of success for the implementation of the plan will be dependent of satisfying the indicators as described and unpacked in the tables. The implementation should be programmed to identify which of these indicators will be satisfied within next three years' time frame. It must be highlighted that some of the KPA's through the Disaster management plan processes like formulation of DMAF, formulation of disaster management ward committee, risk reduction activities, Community awareness campaigns, education by means of workshops, response etc. the municipal evaluation tool is used to measure the key deliverables achieved during the implementation phase and to monitor the extent to which these indicators have been met. Although these indicators determine the extent which the plan is currently being implemented, it should not be seen as a once off exercise but should be updated and review annually to ensure that although a certain scenario is always taken into account. It is necessary to ensure that although a certain level of compliance may have been achieved for these indicators, it is very necessary to ensure that this improved upon and reviewed each year to ultimately achieve full compliance on each indicator. There will be a natural progression towards this as the knowledge, information and awareness about the topic of Disaster management becomes more widely spread and better understood at the grassroots level.

### **47.1 Checklist for Implementation**

<b>KPA and Enablers</b>	<b>OBJECTIVE</b>	<b>KPI</b>
Integrated institutional Capacity for Disaster	Establish integrated capacity within the municipality to enable the effective implementation of Disaster risk management policy and legislative	<ul style="list-style-type: none"> <li>• Establish mechanisms for DRM policy</li> <li>• Put in place arrangements for integrated direction and execution of DRM policy</li> </ul>

Risk Management		<ul style="list-style-type: none"> <li>• Put in place mechanisms for stakeholder participation and technical advice</li> <li>• Establish and ensure effective operation of DRM</li> <li>• Ensure the DRM advisory forum is in place</li> </ul>
<b>Risk Assessment</b>	Generate an indicative risk profile by establishing and monitoring uniform approach to continuous disseminate and monitor risk	<ul style="list-style-type: none"> <li>• Conduct risk assessment to inform risk management</li> <li>• Generate municipal risk profile</li> <li>• Monitor update and disseminate risk information to entities and communities</li> <li>• Ensure to conduct quality control capacity building</li> </ul>
<b>Disaster Risk Reduction</b>	Integrated Disaster Management plans and risk reduction programmes by all disaster management stakeholders developed in accordance with Disaster management framework	<ul style="list-style-type: none"> <li>• Ensure DRM plans are in place (relevant depts.)</li> <li>• Prioritise disaster risk, declared areas communities and households</li> <li>• Development, Projects programmes for Disaster risk management</li> <li>• Implement and monitor</li> </ul>

		<ul style="list-style-type: none"> <li>Disaster Risk reduction Programmes and initiatives</li> </ul>
<b>Response and Recovery</b>	<ul style="list-style-type: none"> <li>To ensure effective and appropriate preparedness, response, recovery and rehabilitation through and implementing a uniform approach to the establishment of effective early warning strategies</li> <li>Immediate integrated and appropriate response and relief actions when significant events or disaster occur</li> <li>Conduct all rehabilitation and reconstruction strategies conducted following a disaster are implemented in an integrated and developmental manner.</li> </ul>	<ul style="list-style-type: none"> <li>Identify mechanisms for dissemination of early warning</li> <li>Put in place mechanisms for assessment</li> <li>Ensure response and recovery efforts are integrated</li> <li>Ensure all depts. Have contingency/operational plans including financing</li> </ul>
<b>Enabler 1: Information Management and Communication</b>	<ul style="list-style-type: none"> <li>To develop a comprehensive Disaster Risk Management information system and establish integrated communication links with all disaster risk management role players in district, provincial and spheres of gov.</li> </ul>	<ul style="list-style-type: none"> <li>Identify data needs &amp; resources</li> <li>Ensure information management and communication system supports KPAs and enablers of NDMF.</li> </ul>

		<ul style="list-style-type: none"> <li>• Promote culture of avoidance, create awareness, and ensure good media relations are in place</li> </ul>
<b>Enabler 2: Education, Training, Public Awareness and Research</b>	<ul style="list-style-type: none"> <li>• to promote a culture of risk avoidance among stakeholders by capacitating role players through integrated education, training and public awareness programmes informed by scientific research</li> </ul>	<ul style="list-style-type: none"> <li>• A culture of risk avoidance</li> <li>• Promotion of education and training</li> <li>• Promotion of research into all aspects of disaster risk management</li> <li>• Addresses the requirements for the implementation of education, training and research needs</li> <li>• The development of an integrated public awareness strategy</li> <li>• Effective use of the media</li> <li>• The development of education and training for the disaster risk management and associated professions</li> <li>• The inclusion of disaster management in school curricula (School guide pack) programmes</li> </ul>



<b>Enabler 3: Funding Arrangements for Disaster Risk management</b>	<ul style="list-style-type: none"> <li>• Establish mechanisms for funding of DR management in the municipality</li> </ul>	Establish funding mechanisms for: <ul style="list-style-type: none"> <li>• Assessments</li> <li>• Risk Reduction</li> <li>• Response recovery</li> <li>• Education and training</li> </ul>
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#### **48. CONCLUSION**

The Disaster Management Plan of Msunduzi Local Municipality is a work in progress and will always be that due to the change nature of society and the environment in which the Municipality is required to function. The plan is geared towards reducing disaster risk through sustainable developmental programmes. The plan is further geared towards increasing capacity to disaster response and to increase the ability of manageability of disasters that occur.

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**Annexures**

Annexure 1:

Departments to submit submissions of project 2020/2021

<u>Wards</u>	<u>PROJECT DESCRIPTION</u>	<u>Vote No</u>	<u>Amount</u>


*Annexure 2:*



# DISASTER MANAGEMENT

# CRISIS RESPONSE PROTOCOL

## Disaster Management Crisis Response Protocol

### INDEX

1. Aim
2. Purpose
3. Functions
4. Abbreviations
5. Protocol Response Levels
6. Warning and Call Out Procedure
7. Crisis Response Protocol
8. JOC Support Staff

# 9. Endorsements

## 1. AIM

To ensure that the responses to any crisis are prompt, effective, efficient prevent duplication of services and that the affected communities receive the best assistance that the Msunduzi Municipality can supply / provide.

## 2. PURPOSE

To engage the full support of all the Msunduzi Municipal infrastructure in the event of a crisis, supported / assisted where necessary by governmental departments, NGO's and other service agencies.

## 3. FUNCTION

Disaster Management crisis response management is not an emergency service and generally deals with the aftermath of a crisis. Therefore, the service is aimed at: -

- Overcoming the immediate obstacles that need to be implemented to supply a service
- The logistical requirements of meeting the needs of the affected communities
- The supply of services, resources to meet humanitarian needs of affected communities
- The Protocol is designed to handle any crisis that requires a level 2 response. E.g. Flood, Major air crash, Major transport crash/disruption, Major fire, Infrastructural failure

## 4. ABBREVIATIONS

Mun Man	Municipal Manager
GM	General Manager
DRM	Disaster Risk Management
JOC	Joint Operations Centre
NGO	Non-Governmental Organization
SAPS	South African Police Services
SANDF	South African National Defense Force
CS	Community Services
PS, ES & E	Public Safety, Emergency Services and Enforcement
CFO	Chief Financial Officer
IS	Infrastructure Services

IPFM&D	Infrastructure Planning, Funding, Maintenance & Development
ELEC	Electricity
IDWM	Infrastructure Development Waste Management
R&T	Roads and Transportation
W&S	Water & Sanitation
HS	Housing Settlement
HRM	Human Resources Management
M&PRM	Marketing & Public Relations Management
EDP	Economic Development & Planning
Fire	Fire and Emergency Services
ABM	Area Based Management
SCM	Supply Chain Management

## PROTOCOL RESPONSE LEVELS

### DISASTER RISK MANAGEMENT

#### CRISIS RESPONSE PROTOCOL LEVELS 1, 2 AND 3

- \*Level one :- Disaster Risk Management  
 \*Level two : General Manager Community Services  
 \*Level Three: - General Manager Community Services  
 Municipal Manager (declaration of a disaster)

1. **Level one Response.** ( day to day response to minor incidents )

- a. Disaster Management responds to these minor incidents as a routine function. These calls involve individual and informal settlement houses which have been damaged and can be responded to by the disaster management staff.

2. **Level Two Response.** ( an incident beyond the capabilities of the Disaster Management Unit)

- a. As soon as it has been determined that the incident has reached a level 2 response the GM and the Municipal Managers Office are informed and they then assemble at Disaster Management.

- b. The GM then decides amongst themselves who the most appropriate GM is, that should manage the incident in terms of the crisis response protocol.
- c. At this point Disaster Management becomes the Joint Operations Centre coordinator, in support of the GM, managing the crisis, to ensure that the facilitation of the response operation runs smoothly.

The Disaster Management Manager and staff will be responsible to ensure:

- Support to the General Manager handling the crisis
- The recording of information as it comes in from assessment teams
- The issue and record keeping of resources as approved by the DMM
- Ordering of new resources as needed
- A Secretarial and administration function in the Joint Operations Centre
- The Maintenance of a log of events as the operation unfolds.

*We cannot always just assume floods and rain as our only risk. We must assume that we at some stage will have a crisis that will require supplying temporary accommodation, welfare assistance, feeding and medical care.*

*It is also quite feasible that we will have to deal with deaths, donations and a multitude of other issues.*

### 3. Level Three

#### Declaration of a Disaster

If it is felt that the Msunduzi Municipality have to declare a disaster (Level 3), level 2 would have to be in operation, to handle the disaster. At this stage the operation could be run by the Municipal Manager and District Council and Provincial intervention are sought.

***However :-** In terms of legislation the request to declare a disaster would have to be forwarded to the District Council, who will in turn seek the approval of the Provincial authorities. The District Council may take control of the disaster at this stage.*

### 6. DISASTER RISK MANAGEMENT WARNING AND CALL OUT PROCEDURE



**6.1 CODE ONE (First Call)**

General notification of an incident which may deteriorate to a crisis/disaster

**6.2 CODE TWO (Second Call)**

DM staff to contact essential/appropriate staff to forewarn them that the situation could possibly be deteriorating and they could be called out for duty.

**6.3 CODE THREE (Third call)**

6.1.1 Call to activate and immediately respond to the Disaster Management Control Room (Joint Operations Centre) for briefing.

6.1.2 DM to activate essential / appropriate staff / personnel and ensure the availability of resources and equipment.

**7. Crisis Response Protocol**

**CRISIS RESPONSE PROTOCOL**

<b><u>Level One</u></b>	Lesser incident requiring a minimum response in terms of basic needs. E.g. food parcels, blankets, mattresses etc. Disaster Staff to deal with level 1 incidents <ul style="list-style-type: none"><li>• Disaster Management Manager may keep the GM CS updated of progress</li><li>• Requests for assistance shall be complied with by all units</li></ul>
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<b>Level Two</b>	1. Any incident which exceeds the capability of the Disaster Management function to handle and requires ` the involvement of other municipal departments					
	2. Requires the need for interventions from government depts. (eg. SAPS, SANDF, Department of Social Welfare etc.) and / NGO's (Red Cross, Service Organizations, Gift of the Givers, etc.).					
<b>Level Three</b>	3.Requires follow up action, after the immediate response, in terms of social, medical, housing and ongoing funding needs etc.					
	<b>Level Two and Three Response Personnel and Functions</b>					
	<b>Function</b>	<b>Name</b>	<b>Contact Nr.</b>	<b>PA</b>	<b>Alternative</b>	<b>Contact Nr.</b>
<b>JOC Coordination</b>	<b>Operations Co-coordinator</b>	M. Mathe (A)	0605773033	A. Mnguni 2880	W. Bhengu	0662979039
	<b>Disaster Management Manager</b>	J.G. Padayachee	0827801176 *4443	S. Sithole 2032	E. Khan M. Mjwara	082 411 5954/071 531 0912
<b>JOC ( Joint Operations Centre )</b>	<b>Infrastructure Services</b>	B. Sivparsad	0835779222	M. Daniels 2494	B. Sosibo	083 612 3499
	<b>Finance</b>	D. Gambu	073 521 8905	Nxololo 2601	S. Khoza	084 581 3065
<b>Strategic Management</b>	<b>Corporate Services</b>	M. Molapo	0827812177	G. Gray 2797	F. Ndlovu	071 877 4710
	<b>Community Services</b>	M. Mathe	0605773033	A. Mnguni 2880	W. Bhengu	066 297 9039
	<b>Economic Development Planning and City enterprise</b>	S. Zimu	082 3786132 *4965	N. Dlamini 2465	P. Zondi	079 998 71697
	<b>Municipal Manager ( Optional )</b>	N. Ngcobo	074 544 0936	M. Anthony 2002	M. Jackson	083 355 0938
<b>JOC ( Joint Operations Centre )</b>	<b>Disaster Assessment Co-ordination</b>	J.G. Padayachee	0827801176	S. Sithole 2032	M. Mjwara E. Khan	0715310912/082 411 5954
	<b>Supply Chain Management</b>	D. Gambu	073521 8905	M. Zulu 2597	Sikelele	076 200 4520
<b>Tactical Management</b>	<b>Labour and logistics (HR)</b>	F. Ndlovu	071877 4710	G. Gray 2797	J. Van D Merwe	0846698800
	<b>Resource Distribution/Operational support Disaster Management</b>	M. Sibisi	083 3219808	Celma 2370/ S. Sithole 2032	ABM Staff M. Mjwara	033 8455 911 071 5310 912
	<b>Medical Support</b>	S. Sithole	033 3925090	J. Nene 3700	V. Singh	0833809851
	<b>Chief Fire Officer</b>	B. Paton	082372 1968		B. Kanya	0827801174
	<b>Traffic</b>	B. Xulu	072 3573 800 *5219	H. Shange 2938	S. Mbanjwa	082 3557 190

	<b>Electricity Support</b>	N. Mpisi	083 419 2027	L. Mula 5006	T. Madlala	084 455 1468
	<b>Fleet Management Support</b>	C. Anderson	081 266 6555		D. Reddy	0835701305
	<b>Waste Management</b>	S. Dubazane	082 770 3568	L. Mkhize 5359	P. Moseya	079 620 9234
	<b>Water and Sewers</b>	B. Sivparsad	083577 9222	N. Cebekhulu 2107	D. Ragoonandan	083 295 0970
	<b>Security</b>	N. Zuma	0732697529		J. Mncwangi	082 781 743
	<b>Emergency Communications</b>	E. Khan	082 4115954		Senior Controller	080 003 3911/033 392 3725
	<b>Administration Clerical/Orders</b>	C. Croudace R. Moodley	033 3922370 033 3923705	S.Sithole 2032	C. Croudace 2370	0847218899
	<b>Legal Services</b>	J. Van D Merwe	0846698800	N Galelo 2785	M. Mbokazi	071 43 40267
	<b>Disaster Management Manager</b>	J.G. Padayachee	0827801176	S. Sithole 2032	M. Mjwara/ E. Khan	071 531 0912 082 411 5954
	<b>Parks Manager</b>	M. Zuma	0798454912	Clara 3507	S. Ndawonde	071 886 6489
	<b>GIS Operator</b>	A Roopan	073 590 6417		N. Brigdemohan	033-3923614/082 957 2810
	<b>Radio Communication</b>	L. Greer	0834359239		M. Zondi	083 435 9239
	<b>I.C.T</b>	X. Ngebulane	0798607446 /0739566825 0333922248	M. Mandle 2886	M. Naidoo/ S. Msomi	083 236 0538 *4055
	<b>S.A P S: CLUSTER PMB:</b>	<b>Gen. Makhoba</b>	082 552 1467		<b>Col. Lombard</b>	082 558 1423

## 8. JOC SUPPORT STAFF

### JOINT OPERATIONS CENTRE - SUPPORT FUNCTIONS

<b>Business Unit</b>	<b>Function</b>	<b>Name</b>	<b>Contact No.</b>	<b>PA</b>	<b>Alternative</b>	<b>Number</b>
<b>Mun.Man.</b>	<b>VIP visitors / donors ( Premier, Ministers, Consulates )</b>	N. Ngcobo	078 544 0936	M. Anthony 2002	M. Jackson	2660/083 355 0938
<b>Mun.Man. M&amp;PRM</b>	<b>Press liaison</b>	T. Mafumbatha	0823041456	M. Anthony 2002	N. Madonda	0722282229
<b>Mun.Man. CS</b>	<b>Liaison - Department of Housing, Social Welfare, Health</b>	N. Ngcobo	78 4 0936	M. Anthony 2002		
<b>Mun.Man. + Disaster Risk Management</b>	<b>Liaison – Prov. Disaster Management, District Council Disaster Management , SAPS , SANDF, EMRS</b>	N. Ngcobo M. Mathe	078 544 0936 060 577 3033	M. Anthony 2002		
<b>CS</b>	<b>All medical requirements. Liaise with provincial medical clinics/ambulances etc</b>	S. Sithole	033 3925090	Jabu 2336	V. Singh	0833809851
<b>CS</b>	<b>Burials Fallen Trees, Mudslides rivers etc</b>	M. Zuma	078 439 8740	Clara 3507 Clara 3507	S. Ndawonde	071 886 6489
<b>SE</b>	<b>Traffic Control</b>	B. Xulu	067 006 4718	H. Shange 2938	S. Mbanjwa	083 547 8957
<b>SE</b>	<b>Dispatch Riders</b>	B. Xulu	067 006 4718	H. Shange 2938	S. Mbanjwa	083 547 8957
<b>M&amp;PRM</b>	<b>Emergency Public Announcements Speakers Office</b>	B. Dlamini	082 765 0889	M. Anthony 2002		
<b>CS</b>	<b>Emergency Accommodation-Halls, Liaise with schools and churches</b>	M. Zuma	078 439 8740	Shiro 2705	S. Ndawonde	071 886 6489
<b>ABM</b>	<b>Evacuation centre management</b>	L. Kunene	083 570 7132	Linda 2714	S. Mngadi	082 440 3052
<b>CFO</b>	<b>Financial matters</b>	D. Gambu	073 521 8905	N. Hlophe 2601	S. Khoza	084 581 3065
<b>FIRE</b>	<b>Search and Rescue</b>	B. Paton	082 372 1968	3700	B.Khanya	082 780 1175
<b>SE&amp;DM</b>	<b>Safety – Environment,</b>	S. Pillay	0832747526		L. Duma	068 219 3896
<b>CS - ABM</b>	<b>Refugee/Victim evacuation</b>	C. Anthony R. Gounden	083 577 9171 074 175 8400	Shiro 2096	V. Singh N. Barath	0833809851 083 577 9230

<b>SE&amp;DM M&amp;PRM C&amp;CS</b>	<b>Community / public liaison eg. general enquiries,</b>	J.G. Padayachee	0827801176	S. Sithole 2032	M. Mjwara	071 531 0912
<b>Fleet</b>	<b>Transport goods and people</b>	C. Anderson	081 2666		C. Reddy	083 570 1305
<b>Water &amp; Sanitation</b>	<b>Alternative water supply – tankers / Jojo tanks etc.</b>	B. Sivparsad	083 577 9222	N. Cebekhulu 2107	D. Ragoonandan	083 295 0970
<b>Storm water Management</b>	<b>Flood / River monitoring</b>	B. Sivparsad	083577922	N. Cebekhulu 2107	D. Ragoonandan	083 295 0970
<b>Electricity</b>	<b>Electricity – small plant / lighting</b>	T. Madlala	0844551468	S. Mula 5006	B Chamane	083 577 9201
<b>Chief Traffic</b>	<b>Temporary road closures – barrels etc.</b>	B. Xulu	072 357 3800	H. Shange 2938	S. Mbanjwa	082 355 7190
<b>Water &amp; Sanitation</b>	<b>Portable toilets</b>	B. Sivparsad	0835779222	N. Cebekhulu 2107	D. Ragoonandan	0832950970
<b>DRM ABM</b>	<b>Sourcing, storage, control and distribution of emergency donations</b>	M. Sibisi	083 321 9808		M. Mjwara/C. Croudace ABM	071 531 0912 084 721 8899
<b>CSM</b>	<b>Food /refreshments for operational staff / volunteers</b>	D. Ndlovu	073 521 8905	PA 2597	S. Ndzalela	0762004520
<b>ED</b>	<b>Fresh food donations – storage</b>	S. Zimu	082 378 6132	T. Ntuli 2490		
<b>HRM</b>	<b>JOC support staff</b>	M. Molapo	0827812177	G. Gray 2797	F. Ndlovu	071 877 4710
<b>Cor Services</b>	<b>Temporary Documentation – ID’s etc</b>	B. Dlamini	082 765 0889			
<b>Emergency s</b>	<b>Emergency Radio / telephonic Communications – General</b>	E. Khan L. Greer	082 411 5954 083 435 9293		Senior Controller	033 392 3725
<b>Finance</b>	<b>Control of financial donations / emergency orders and finances</b>	N. Ngcobo	0785440936		S. Khoza	084 581 3065
<b>Finance</b>	<b>Stores – Emergency requirements</b>	S. Mkhize	082 833 4856		Simphiwe	071 641 6749
<b>Finance</b>	<b>Fuel 24 hr. supply</b>	S. Mkhize	082 833 4856		Simphiwe	071 641 6749

	<b>Environmental management</b>	C. Ramburran (A)	071 641 7504	D. Naicker	K. Singh	082 301 5983
	<b>Oribi Airport</b>	N. Mofokeng	033 3923107		M. Ndlela	078 071 464
	<b>MamaNtombis Community Projects</b>	S.Pillay	0741200337			
	<b>Gift of the Givers</b>	M. Khatib	0836512006	C .Adkins 0312082312	K. Kunene	0734122932
	<b>Al Imdaad</b>	A.Karrim	0825878602/ 036 3521557	H. Sazi 0837573308	M.Mehtar	0828372642
	<b>SASSA</b>	N. Zuma	0733312248	S. Mkhize	M. Mdimma	0820764349/07 22005420
	<b>Red Cross</b>	T. Ngubane	0723090995			
	<b>District Disaster Management</b>	L. Serero	0828860747		M. Nxumalo	0835594334
	<b>Provincial Disaster</b>	S. Ngema	066 475 2308		T. N. Vilakazi	072 435 6585
	<b>Safe city</b>	L. Holtzhausen	0828536262		J. Hubert	0784372378
	<b>Umgeni</b>	Controller on duty	033 3411111			
	<b>Eskom</b>	Controller on duty. call centre	033 4460535			
	<b>Transnet</b>	J. Maluleka	031 3614510			

**Emergency supply items to be kept in stock by DM:**

The following basic items shall be kept in stock by Disaster Management section and is to be issued by the Disaster Management Officers subject to a thorough evaluation of the crisis/disaster need. The replacement of used stock will be on a demand basis. Cognizance must be taken of the season of the year and lead times for manufacture and delivery of items such as tents and groceries.

<b>ITEM</b>	<b>STOCK TO BE KEPT</b>
Tents	100
Black plastic rolls	500
Mattresses	1500
Blankets	1500
Food parcels	100

**10.0 Attachments:**

Annexure 1: DISASTER ASSESSMENT SHEET

Annexure 2: Event Gatherings

**11.0 Endorsements**

<b>NAME</b>	<b>DESIGNATION</b>	<b>DATE</b>	<b>SIGNATURE</b>
J.G. Padayachee	Disaster Manager		
W. Bhengu	Snr Man. PS, ES & E (A)		
B. Mathe	Genl. Man. Community Services (A)		
N. Ngcobo	Municipal Manager (A)		

**DM: ANNEXURE 1 Disaster Assessment Sheet**



**DISASTER MANAGEMENT INCIDENT ASSESSMENT FORM**

1. SPATIAL LOCATION									
<b>1.1. District municipality:</b>									
<b>1.2. Local municipality:</b>									
<b>1.3. Municipal ward number:</b>									
<b>1.4. Name of the area (Isigodi) where the incident occurred:</b>									
<b>1.5. Name of the ward councilor:</b>									
<b>1.6. Contact number of the ward councilor</b>									
<b>1.7</b>	Date of the incident			Time of the incident			Date which the incident was reported		
	Actual date of response			Actual time of response					
<b>1.8. GPS Co-ordinates</b>									
Longitude(E) e.g. 31.2445			Latitude(S) e.g. -29.278888						
2. INCIDENT DETAILS									
<b>2.1. Type of incident ( Please Tick with X)</b>									
Heavy Rainfall	Strong Winds	Lightning	Hailstorm	Structural Fire	Veld Fire	Snow	Rail Accident	Road Accident	Earth quake
Disease outbreak	Drought	Plantation Fire (Sugarcane/ Forest)	Mud-Slide	Structural Collapse	Drowning	Floods	Air crash	Industrial Fire	Ship Wreck
Other:									
<b>2.2. Cause of incident (Please Tick with X)</b>									



Veld Fire	Heavy Rainfall	Lightning	Strong wind	Hailstorm	Rail Accident	Road Accident	Earth-quake	Disease Outbreak	Plantation Fire (Sugarcane/	
Snow	Severe Thunder storm	Drought	Mud Slide	Air Crash	Hazmat Spillage	Industrial Pollution	Civil Unrest	Industrial Fire	Structural Failure	
Other :										
<b>3. DETAILS OF HOUSEHOLD AFFECTED</b>										
<b>3.1. Name of the family</b>										
<b>3.2. Name of family representative</b>										
<b>3.3</b>	Identity number		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
	Cell phone number		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
	Alternative number		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
<b>3.4</b>	Number of household member(s)		Number of adults:			Number of children:				
	<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/>			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
<b>4. WELLBEING IMPACT ON THE HOUSEHOLD MEMBERS</b>										
<b>4.1</b>	Were there any injuries? <i>(Please Tick with X)</i>				YES		NO			
	If yes, number of injuries		Was emergency assistance required <i>(Please tick with X)</i>		YES		NO			
	<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>			
	If yes, where were the injured evacuated to?				What mode of transport the injured transported by?					
Clinic		Hospital		Public Ambulance		Private ambulance		Municipal Vehicle		Private Vehicle
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
<b>4.2</b>	Were there any fatalities? <i>(Please Tick with X)</i>				YES		NO			
	<input type="text"/>				<input type="text"/>		<input type="text"/>			

	If yes, number of fatalities [ ] [ ]		Were the fatalities certified by SAPS?		YES		NO	
4.3	Where there any scholars affected? <i>(Please Tick with X)</i>				YES		NO	
	Was there stationery and text books damaged?				YES		NO	
	Name and Surname		Gender		Age	School Name		Grade
			Male	Female				
4.4.	Is there any official documentation lost?				YES		NO	
	If yes, please indicate number of official documents lost? [ ] [ ]							
	Please indicate the items that have been lost? <i>(Please tick with X below)</i>							
	ID Book	Birth Certificate	Grant Card	Pension Card	Clinic Card	Other (Please specify)		
<b>5. CONDITION OF THE INFRASTRUCTURE</b>								
<b>5.1. Extent of structural damage type</b>								
Number of structures in a homestead/ Number of households [ ] [ ]								
Number of partially damaged structures [ ] [ ]				Number of totally destroyed structures [ ] [ ]				
Number of affected structural type								
Mud house		Informal settlement/ shack			Formal Dwelling /Structure		RDP	
<b>5.2. Description of partial damage(s)</b>								
Roof Damages <i>(Please Tick with X)</i>		Asbestos			Zinc		Tiled	
Other structural damage <i>(Please tick with X)</i>		Walls			Doors		Windows	

5.3. Damage to essential service(s) Indicate the essential services damaged (please tick x from list below)				
Water Supply	Electricity	Municipal Access Road	Crossing bridge/causeway	Other:
6. SOCIAL RELIEF SUPPORT				
Was there any immediate relief assistance issued?	YES		NO	

**6.1. If yes, please indicate the kind of critical immediate relief assistance issued.**

Temp Shelter		Soup Kitchen		No. Food parcel	No. of Tents	No. of Blankets	No. Sponges	No. of Plastic Sheeting	No. Gel Stove	Pot set & Cutlery
YES	NO	YES	NO							

Other(Please specify):

**6.2. Please indicate the kind of intervention that is required. (Please tick with X from the list below)**

Repair	Rebuild	Relocate	None

**7. AGRICULTURAL DAMAGE – PRELIMINARY SURVEY**

Damage	Quantity/Type	Damage	Quantity/Type
Infrastructure		Soil degradation(erosion)	
Livestock		Job opportunities	
Crop losses		Veld(Grazing burnt)	

**Name of the Assessor:**  
**Msunduzi Employee:**  
**Contact Details:**

**As witness (House member)**  
**Initials & Surname :**

**Signature:**

**Date:**

**Signature:**

**Date:**

**Detail of deceased and information of circumstances and assistance given:**

Name	
Identity number	
Emergency services	
Assistance given	
Other information	

**Vehicle used:**

**Opening Mileage:** \_\_\_\_\_

**Closing mileage:** \_\_\_\_\_

**Total Kilometers travelled:** \_\_\_\_\_

**Call Center Reference:**



ANNEXURE 2: DM Event/Gatherings Template

NO:



MSUNDUZI MUNICIPALITY

*City Of Choice*

DISASTER MANAGEMENT

EVENT PLAN



EVENT NAME:

DATE:

VENUE:



# EVENT PLAN

EVENT NAME:

DATE:

VENUE:

SECTION ONE

ORGANISER DIRECTOR:

CONTACT:

**SAFETY OFFICER:**

**CONTACT:**

**THREATS/HAZARDS**

**HAZARD/RISK ASSESSMENT**

**VULNERABILITIES**

**SECTION TWO**

**DESCRIPTION OF THE EVENT:**

**Event Category**

**Type of event**

***International,  
National, Local.***

**Date of Event**

**Duration of Event**

**Event Programme**

**Race Starting Times**

	<b>Locality</b>	
	<b>Venue/s</b>	
	<b>Anticipated No. Of participants</b>	
	<b>Anticipated Public Attendance</b>	
	<b>VVIP and VIP guests expected to attend the event:</b>	
	<b><u>EVENT PLANS:</u></b>	
	<b>Event Safety Plan</b>	
	<b>Medical Services Plans</b>	
	<b>Security Services</b>	
	<b>South African Police Services</b>	
	<b>Traffic Services</b>	
	<b>Disaster Management</b>	
	<b>Fire Plan/Protocol</b>	

<b><i>Transport Plan</i></b>	
<b><i>Routes/Road Closures</i></b>	
<b><i>Litter Control Plan</i></b>	
<b><i>Marketing of Event</i></b>	
<b><i>Health Services: Food, Vendors, Toilets &amp; Water..</i></b>	
<b><u><i>DOCUMENTATION:</i></u></b>	
<b><i>Confirmation of Venue/Booking</i></b>	
<b><i>Compliance Certification</i></b>	
<b><i>Liquor License</i></b>	
<b><i>Civil Aviation Authority</i></b>	
<b><i>Fireworks Permit</i></b>	
<b><i>Public liability</i></b>	

	<b><i>Regulations of Gatherings Act Safety @ Sport and Recreation Act</i></b>	
	<b>VOC/JOC</b>	

**EMERGENCY NUMBERS:**


**VOC STRUCTURE**

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Name	Organisation	Contact Details


DISASTER MANAGEMENT PLAN  
MSUNDUZI MUNICIPALITY  
324 PIETERMARITZ STREET  
PIETERMARITZBURG  
3201

SUBMITTED BY;

MR.J.G.PADAYACHEE

DISASTER MANAGER

DATE

SIGNATURE