

# FRANCES BAARD DISTRICT MUNICIPALITY



## DISASTER MANAGEMENT ROLES AND RESPONSIBILITIES



**COMPILED BY**



**APRIL 2020**



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## 1. THE MUNICIPAL MANAGER

FRANCES BAARD DISTRICT MUNICIPALITY		
Office of the Municipal Manager		
Name:		
Tel:		
Cell:		
Structure Internal Audit Committee Services & Admin Communications Legal Service Risk Management		
<b>Primary Role: To ensure the effective implementation of disaster management policy</b>		
Pre-disaster risk reduction	Response	Post Disaster and Recovery
Be appointed as Chief of Disaster Management	Responsible for the declaration of a disaster where applicable	Approval of sufficient funds to recovery after disasters
Compile and issue appropriate administrative instruction to the Disaster Management Centre to exercises its powers and perform its duties	Activation of municipal resources to effectively response to disasters	
Ensure that Disaster Management is fully integrated within all sustainable development objective within the FBDM area of jurisdiction		
Responsible for the implementation of appropriate risk reduction plans, projects and mitigation measure to reduce the vulnerability of communities and the risk of disasters		
Ensure sufficient funds to be allocate for disaster risk reduction measures within all line department		
Manage identified risks in the municipal area of jurisdiction		



## 2. IDP MANAGER

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Manager: IDP</b>		
Name Tel: Cell:		
<b>Primary Role: Fully integration of the disaster mangement plan and all risk assessments within all line department to ensure the funding of appropriate risk reduction projects, plans and programmes</b>		
Pre-disaster risk reduction	Response	Post Disaster and Recovery
Align disaster management plan and all sector plans with IDP	Assist in releasing funds for facilities and resources required during disasters	Assist in quality control of municipal assets.
Ensure sufficient operational and capital budgeting for risk reduction measures / plans / projects	Assist and help with any other administrative activities during any disaster in the FBDM area of jurisdiction	Co-ordinate and facilitate the implementation of all reconstruction works of all municipal assets to ensure that identified sustainable development objectives are met.
Assist in the identification of appropriate and significant risk reduction projects for related to municipal assists		To use post disaster recovery to integrate all rehabilitation works into sustainable development objectives.



### 3. DIRECTORATE ADMINISTRATION

#### 3.1 Office Support Services

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Administration</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Office Support Services</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure sufficient office space for the disaster management component</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Ensure sufficient office space for disaster management	Assist and support disaster management in all administrative tasks during disaster response	-
Predetermine open spaces in building to assist disaster management to identify areas suitable for evacuation to accommodate people	Assist and support disaster management in administrating refugees during disaster response	



### 3.2 Human Resource Management

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Administration</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Human Resource Management</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure sufficient and effective administrative support to disaster management</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Ensure all vacancies are filled in the disaster management component	Assist and support disaster management in all administrative tasks during disaster response	Allocate sufficient human resources to disaster management during the recovering phase of disasters to normalise all activities in the FBDM area of jurisdiction
Ensure that all human resources in the FBDM area of jurisdiction are fully trained, developed and competent for his/her task	Assist and support disaster management in administrating refugees during disaster response	



### 3.3 Environmental Health Services

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Administration</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Environmental Health Services</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary role: Identification and control of all environmental factors influencing health</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Plan, coordinate and impliment health awareness programs (developmental) regarding:	coordinate and impliment health awareness regarding:	Plan, coordinate and impliment health awareness programs (developmental) regarding:
Conduct regular inspections and impliment control measures regarding:	Conduct regular inspections and impliment control measures regarding:	Conduct regular inspections and impliment control measures regarding:
1. Food safety; 2. Waste Removals; 3. Pollution; 4. Environmental Issues; 5. Health and Safety issues; 6.Chemical Safety; 7. Disposal of the dead; 8. Sanitation; 9. Disease control	1. Food safety; 2. Waste Removals; 3. Pollution; 4. Environmental Issues; 5. Health and Safety issues; 6.Chemical Safety; 7. Disposal of the dead; 8. Sanitation; 9. Disease control	1. Food safety; 2. Waste Removals; 3. Pollution; 4. Environmental Issues; 5. Health and Safety issues; 6.Chemical Safety; 7. Disposal of the dead; 8. Sanitation; 9. Disease control
Plan and impliment monitoring programs regarding water, food and disease control (sampling)	Impliment monitoring programs regarding water, food and disease control (sampling)	Plan and impliment monitoring programs regarding water, food and disease control (sampling)
Condemnation of unsound food stuffs	Condemnation of unsound food stuffs	Condemnation of unsound food stuffs
Plan, coordinate and impliment developmental programs and projects within communities, ie food gardens, clean-up campaigns	Identification and implimentation of control measures to elliminate health risks	Plan, coordinate and impliment developmental programs and projects within communities, ie food gardens, clean-up campaigns
Identification and implimentation of control measures to elliminate health risks	Impliment effective control measure regarding disposal of the dead	Identification and implimentation of control measures to elliminate health risks
Impliment effective control measure regarding disposal of the dead	Support to evacuees and victims	Impliment effective control measure regarding disposal of the dead
Monitor water quality in the FBDM area of jurisdiction	Assist with the management of emergency shelter, evacuation assembly points and mass care facilities for persons displaced by emergencies or disasters	



### 3.4 Information Technology

<b>FRANCES BAARD DISTRICT MUNICIPALITY</b>		
<b>Directorate:</b> <b>Administration</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Information Technology</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure effective information technology support to disaster management</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Ensure, support and assist disaster management in appropriate and sufficient information technology to fulfill all legislative requirements	Assist and support disaster management in all administrative tasks during the response phase of all disasters	Give feedback during post-mortem workshops during the rehabilitation and recovery phase of disaster to enhance information technology in future
Update and inform disaster management of newest technology in the market to enhance disaster efficiency for the municipality	Using IT to support administrative tasks during all disaster responses	Review and update the IT system
In conjunction with disaster management, develop and implement effective IT system for pro-active, reactive and post disaster analyses		





### 3.5 Disaster Management and Fire Fighting

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Administration</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Disaster Management &amp; Fire Fighting</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure an effective fire, rescue and emergency service.</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Drafting, implementing and co-ordinating the disaster risk reduction plan of FBDM	Initiate early warning system in the FBDM area of jurisdiction during any stage of disaster	Responsible for the co-ordination of impact assessments after disasters
To plan and co-ordinate appropriate risk reduction projects accordantly to the disaster risk profile of the municipality.	Assist with early warning to communities at risk.	Co-ordinate recovering of effected areas, communities and infrastructure to original stage as before the disaster event occurred.
Assist the IDP in appropriate disaster risk reduction programs and projects take place within the line departments and other relevant district and provincial departments in the FBDM area of jurisdiction	Assist with (limited) supply of potable water.	Assist, advise and co-ordinate that recovering project will meet sustainable development objectives ( <i>which can be corrected after a disaster occurred</i> )
Responsible for fire prevention through public education, awareness and fire safety programmes.	Ensure the safety of people & animals during any evacuation	Co-ordinate the handling of stress of employees involved with disaster relief and recovery operations. (PTSD)
Provide basic training in fire fighting and first aid for employees, identified volunteers and community based organisation members.	Assist with evacuation of areas under threat.	Co-ordinate and facilitate the implementation of all reconstruction works in a sustainable way.
Provision of 24-hour communications centre	Assist with (limited) emergency lighting and pumping equipment.	To use post disaster recovery to integrate all rehabilitation works into sustainable development objectives.
Link high fire risk and rescue area with the disaster risk profile map	Assist with projects and programmes aimed at limiting negative impacts on the environment.	
Assist in the identification of fire and rescue risk reduction project	Assist with stabilising of casualties (mass casualty).	
Link fire and rescue risk reduction project with IDP	Co-ordinate the handling of stress of victims of disasters. (PTSD)	
Link fire and risk areas with SDF	Assist with additional drivers (specialised) as available.	
Responsible for public safety activities through fire safety activities (inspections etc.), awareness and education programs and evaluation of building plans and developments in line with relevant legislations, regulations, codes, the disaster risk profile and SDF.	Responsible for fire fighting and rescue activities	
Training of volunteers in DM activities	Management of hazardous material situations	
Ensure that the DM Forum agenda predominately focus on disaster risk reduction rather to focus on emergency services	Provision of Mobile Forward Command Post capability	
	Responsible for rescue of trapped people.	
	Responsible for handling of spillage of hazardous chemicals.	



#### 4. DIRECTORATE FINANCES

##### 4.1 Budget and Treasury

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Finances</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Budget &amp; Treasury</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure sound financial resources for disaster management</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Ensure that disaster management receive a separate budget as outlay in the Disaster Management Act.	Assist with labour intensive tasks to other services.	Motivation and approval of sufficient funds for recovery and rehabilitation works
Allocation of sufficient funds for disaster risk reduction plans.	Assist and manage of procurement process for all purchases during disasters.	Give feedback during post-mortem workshops during the rehabilitation and recovery phase of disaster to enhance information technology in future
Assist in the compilation and drafting of MOU's.	Management of donations (cash, goods) received as a result of a disaster.	
Authorisation / Monitoring of additional expenditure due to an unforeseen disaster.	Assist and support disaster management in all administrative tasks during the response phase of all disasters	
Management of donations received to implement pro-active projects : (awareness, preparedness, mitigation, prevention).		
Assist in the approval of capital and operational budgets for the implementation of disaster risk reduction projects.		



4.2 Municipal Support Services

<b>FRANCES BAARD DISTRICT MUNICIPALITY</b>		
<b>Directorate:</b> <b>Finances</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Municipal support services</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure sufficient and effective support services for disaster management</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Assist and support disaster management to strengthen its capacity	Assist and support disaster management in all administrative tasks during the response phase of all disasters	Give feedback during post-mortem workshops during the rehabilitation and recovery phase of disaster to enhance information technology in future
In conjunction with disaster management develop a comprehensive monitoring and evaluation tool for pro-active disaster management		
Co-ordinate with disaster management of identified risk in order to facilitate municipal capacity building initiatives		



4.3 Income and Expenditure

<b>FRANCES BAARD DISTRICT MUNICIPALITY</b>		
<b>Directorate:</b> <b>Finances</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Income &amp; Expenditure</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure sufficient and sustainable cleansing and dumping facilities</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Assist disaster management in drafting appropriate budget for proactive, reactive and rehabilitation and recovery tasks	Assist and support disaster management in all administrative tasks during the response phase of all disasters	Feedback during post mortem workshops after disasters occurred to enhance all processes for effective prevention, mitigation and to respond to disasters
Assist and support in the managing of all income and expenditure allocated for disaster management		



### 4.4 Asset Management

<b>FRANCES BAARD DISTRICT MUNICIPALITY</b>		
<b>Directorate:</b> <b>Finances</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Asset management</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: The utilization and management of property, plant and equipment for disaster management to fulfill its constitutional mandate</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Ensure effective and efficient control, utilization, safeguarding and management of the municipal's property, plant and equipment in support disaster management pro-active tasks	Assist and support disaster management in all administrative tasks during the response phase of all disasters	Feedback during post mortem workshops after disasters occurred to enhance all processes for effective prevention, mitigation and to respond to disasters
Set out the standards of physical management, recording and internal controls to ensure property, plant and equipment are safeguarded against inappropriate loss or utilisation		
Draft guidelines to and for disaster management for the utilisation of all property, plant and equipment to be use for disaster management and to respond to disasters		
In conjunction with disaster management draft pro-active plan to improve land valuation that make land assests attractive for productive and real estate purposes. Areas suitable for development and areas not suitable for development will be deemed necessary		
With inputs from disaster management enhance the environment and improve quality of life - for example through public parks and greenways		



4.5 Supply Chain Management

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Finances</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Supply Chain Management</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure the procuring of goods and services needed by disaster management</b>		
<b>Pre-disaster risk reduction</b>	<b>Response</b>	<b>Post disaster and recovery</b>
Identify resources required to support the disaster management commitment as outlaid in the Disaster Management Legislation	Assist and support disaster management in all administrative processes during the response phase of all disasters	Feedback during post mortem workshops after disasters occurred to enhance all processes for effective prevention, mitigation and to respond to disasters
Ensure that resources for disaster management are delivered timely		
Assist disaster management in acquisition management: the management of procurement.		
Determine the process to be applied when procuring the needed goods and services; bid documentation to be used, how bids will be evaluated and the contract documentation to be signed		
Assist disaster management in logistics management; including all aspects addresses the setting of inventory level, receiving and distribution of goods, stores and warehouse management, transport management, vendor performance, maintenance and contract administration		
Assist and support disaster management in performance management; monitoring process, undertaking a retrospective analysis to determine whether the proper processes have been followed and whether the desired objectives were achieved.		



## 5. DIRECTORATE PLANNING

### 5.1 Spatial Planning

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Planning</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Spatial Planning</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure that sustainable development practices be implemented in the FBDM area of jurisdiction</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Co-ordinate residential development to ensure that sustainable development objective will be met.	Assist with labour intensive tasks according to resources available.	Assist in identifying of land-use for development purposes.
Using the SDF and disaster risk profile maps to identify suitable development areas	Identification, evaluating and making available of emergency hospitalization and housing, e.g. schools, churches ext.	Co-ordinate and facilitate the implementation of all reconstruction works on all development projects to ensure that identified sustainable development objectives are met.
Assist in drafting of appropriate development measure when residential development is located in medium to high disaster risk areas.	Identification of buildings for temporary accommodation	To use post disaster recovery to integrate all rehabilitation works into sustainable development objectives.
Ensure that risk reduction and mitigation principles are applied in all development projects	Assist and support disaster management in all administrative tasks during the response phase of all disasters	Feedback during post mortem workshops after disasters occurred to enhance all processes for effective prevention, mitigation and to respond to disasters
Link all housing development projects with disaster risk profile maps.		
Ensure that the SDF of the municipality is linked with the disaster risk assessment		
Assist in the identification of area suitable for development and areas not suitable for development		
Assist in the drafting of precaution measure when developing in medium and high disaster risk areas		
Ensure that risk reduction and mitigation principles are applied in all development projects		
Create up to date land data on stand level to be used to identify vulnerable people: example old age homes and day care centres		



5.2 LED and Tourism

<b>FRANCES BAARD DISTRICT MUNICIPALITY</b>		
<b>Directorate:</b> <b>Planning</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: LED &amp; Tourism</b> <b>Section:</b> <b>Name</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure sustainable development practices in the FBDM area of jurisdiction</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Draft sustainable and economic feasible Land and Economic Development Plan in conjunction with disaster management taking cognizance of all risk profile maps	Assist and support disaster management in all administrative tasks during the response phase of all disasters	Feedback during post mortem workshops after disasters occurred to enhance all processes for effective prevention, mitigation and to respond to disasters
Using the disaster risk assessment to first address the high risk and vulnerabilities in the FBDM area of jurisdiction, e.g. basic service delivery and poverty		
Ensure and enhance with all role players the safety of all residents to attract tourists within a safe and secure environment		
Determine the critical socio-economic factors to improve basic services and to reduce poverty		





### 5.3 Geographic Information System

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Planning</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Geographic Information System</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure an update resource GIS database for disaster management risk assessments</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Constantly review and update all GIS databasis and overlays to make available to disaster management for risk assessment purposes	Assist and support disaster management during the disaster response phase to pre-determine the escalation of the potential threat in order to activate any early warning system timely	Review and update the disaster management GIS tool
Liaise with disaster management before and after all risk assessment to update databasis	Assist and support disaster management to identify appropriate evacuation safe roads, refugee camps and detour roads for the public	Feedback during post mortem workshops after disasters occurred to enhance all processes for effective prevention, mitigation and to respond to disasters
Assist and support disaster management in all pro-active risk assessments	If available, implement the GIS management tool	
If possible and where applicable develop a GIS management tool for effective monitoring disaster risk prevention, mitigation, response and recovery	Assist and support disaster management in all administrative tasks during the response phase of all disasters	



## 6. DIRECTORATE INFRASTRUCTURE

### 6.1 Housing

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>Directorate:</b> <b>Infrastructure</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Sub-Directorate: Housing</b> <b>Section:</b> <b>Name:</b> <b>Tel:</b> <b>Cell:</b>		
<b>Primary Role: To ensure that all Municipal residential houses are safe and in accordance with Municipal Building Regulations.</b>		
Pre-disaster risk reduction	Response	Post disaster and recovery
Identify unsafe Municipal buildings	Determine suitable areas of open land, for the utilisation as an emergency housing centre.	Assist in the planning of restoration of residential developments (Municipal properties)
Identify areas, buildings and structures which may require restoration/maintenance	Co-ordinated of emergency housing centre establishment and management.	Co-ordinate and facilitate the implementation of all housing restoration works in a sustainable way.
Link all housing development projects with disaster risk profile maps.	Correct allocations of stand usage, to ensure that it cannot create or enhance a potential hazard.	Identify persons and organizations to contribute to post-emergency reports and debriefings
	Plan and assist with the management of emergency shelter, evacuation assembly points and mass care facilities for persons displaced by emergencies or disasters	Plan and ensure that risk reduction and disaster mitigation principles are adhered to in the recovery and redevelopment phases
	Supplying resources for disaster management purposes as requested by Disaster Management	To use post disaster recovery to integrate all rehabilitation works into sustainable development objectives.
	Identify and make available alternative land and housing for persons displaced by an emergency or disaster	



6.2 Project Management and Advisory Services

**FRANCES BAARD DISTRICT MUNICIPALITY**

**Directorate:**  
**Infrastructure**  
**Name:**  
**Tel:**  
**Cell:**

**Sub-Directorate: Project Management & Advisory Services**  
**Section:**  
**Name**  
**Tel:**  
**Cell:**

**Primary Role: To ensure sufficient and sustainable water and sanitation infrastructure.**

Pre-disaster risk reduction	Response	Post disaster and recovery
Link all water and sanitation infrastructure network with disaster risk profile maps.	Assist with water purification works where necessary.	Assist in the planning of restoration of water and sanitation works
Assist with the identification and implementation of disaster risk reduction projects related to water and sanitation infrastructure.	Assist with restoration of water services.	Co-ordinate and facilitate the implementation of all water and sanitation restoration works in a sustainable way.
Incorporate all roads and stormwater infrastructure projects with identified disaster risk reduction projects related to roads and stormwater.	Prioritisation of restoration of water services to disrupted supply areas.	Align all reconstruction works with pre-disaster risk reduction plan.
Link risk reduction projects with IDP	Co-ordination of emergency supply of water to disrupted supply areas.	To use post disaster recovery to integrate all rehabilitation works into sustainable development objectives.
Link water and sanitation network with SDF	Assist other services with labour intensive tasks (according to resources available)	
Monitoring of reservoir levels.		
Monitoring potability of drinking water and levels of pollution.		
Responsible for processing waste water up to levels where water can be safely released into nature.		
Emergency repairs to waste water system.		
Compilation of community guidelines during prolonged disruption of waste water services.		
Ensure that all new proposed development projects (water and sanitation) are planned and implemented accordantly to SDF and disaster risk profile of FBDM		
Attend to related civil engineering works.		



<b>Primary Role: To ensure sufficient and sustainable electrical infrastrucuter</b>		
<b>Pre-disaster risk reduction</b>	<b>Response</b>	<b>Post disaster and recovery</b>
Assist and co-ordinate in the provision and maintance of electricity supply to areas and key services, in conjunction with Eskom.	Prioritisation of restoration of disrupted electricity supply to areas and key services, in conjunction with Eskom.	Assist in the planning of reconstruction works of damaged electricity supply in conjunction with Eskom.
Link electricity network with SDF	Co-ordinate the electricity supply to emergency housing centres.	Co-ordinate and facilitate the implementation of all reconstruction works on elekctricity supply works in a sustainable way.
Link proposed risk reduction projects with IDP.	Assist with emergency two way radio communications.	To use post disaster recovery to integrate all rehabilitation works into sustainable development objectives.
Link the elctricity network with the disaster risk profile map and assist in disaster risk reduction project related to electricity infrastructure.	Prioritisation of restoration of disrupted electricity supply to areas and key services, including industries.	
Identify critical points (e.g. sewer and water pumping stations) to plan and ensure sufficient electrical electrical backup.		
Co-ordinate community awareness on safe usage of electricity.		
Co-ordinate emergency supply of electricity to pumping stations (water and waste water with special reference to sewer and water pumping stations and other critical facilities).		
Co-ordination of electricity supply and systems through regional electrical distributor.		
Determine priority restoration of electrical supply to key identified industries.		
Assist in the planning of vechiles and necessary equipment required for response and recovery to disasters.		



## 7. ROLES AND RESPONSIBILITIES OF EXTERNAL STAKEHOLDERS

FRANCES BAARD DISTRICT MUNICIPALITY		
<b>EMS</b>		
<b>Netcare</b> W. Fourie Tel: 053 832 1967 Cell: 072 534 6724	<b>ER24</b> A Hensberg 053 832 5102 084 653 7593	<b>St John Ambulans</b> B Woigt 082 734 1867 053 838 2519
	<b>EMS (Frances Baard)</b> K Andrews 053 831 8871 079 884 9649	<b>EMS (Northern Cape)</b>
<b>Primary Role: The execution of all triage, treatment and transport activities during incidents</b>		
<b>Pre-disaster risk reduction</b>	<b>Response</b>	<b>recovery</b>
Link all emergency medical preparedness with disaster risk profile maps.	Immediate response to incident and deploying of all available resources (existing and additional)	Assist with victim care, treatments and transport
Assist in the identification of appropriate and significant risk reduction projects related to medical incidents	EMS Co-coordinator FCP: District Manager (FBDM): Responsible to provide: Triage Officer, Ambulance Officer and Hospital Officer	Assist with rehabilitation of emergency workers
Link proposed risk reduction projects with Northern Cape and Sol Plaatje Municipality IDP	EMS Co-coordinator JOC: Province Manager (Northern Cape): Responsible to co-ordinate all medical activities	To ensure that all resources are recovered and rehabilitated as in the pre-disasters phase
To ensure relevant MOU's for the use of resources are developed and signed	EMS Co-coordinator FCP: Ensure effective communication between ground zero, FCP and JOC	Proper administration according to internal procedures, e.g. post incident insurance claims
Proper administration according to internal procedures	EMS Co-coordinator FCP: District Manager - Ensure effective resource management	Responsible to attend all disaster post mortem meetings, investigations
Regular review of MOU's, plans, stock levels and resources.	Assist with search and rescue services as applicable.	Implement requirements from the disaster post mortem findings.
Ensure horizontal and vertical communication links	Assist with other admin related tasks applicable to EMS	Regular review of MOU's, plans, stock levels and resources.
Continuous awareness campaign internal and external regarding disasters	Assist with victim care, treatments and transport	Preparation for legal procedures and court cases
	Assist with rehabilitation of emergency workers	
	Proper administration according to internal procedures	



FRANCES BAARD DISTRICT MUNICIPALITY		
<b>SAPD</b>		
Provincial Commissioner	Comm M Mbombo	082 414 6949
Operational Commander	Comm Sithole	
Visible policing	Dir Thuythuza	082 469 6218
<b>Primary Role: Crime prevention and crowd management</b>		
<b>Pre-disaster risk reduction</b>	<b>Response</b>	<b>Post disaster and recovery</b>
Link all crime prevention and crowd management area with disaster risk profile maps.	Immediate response to incident and deploying of necessary and available resources (existing and additional)	Assist with rehabilitation of emergency workers
Assist in the identification of appropriate and significant risk reduction projects related to crime prevention	SAPD Co-coordinator FCP: Station Commissioner of relevant police preseat.	To ensure that all resources are recovered and rehabilitated as in the pre-disasters phase
Link proposed risk reduction projects with SAPD budget	SAPD Co-coordinator JOC: PES Commander (Northern Cape): Responsible to co-ordinate all police activities	Proper administration according to internal procedures, e.g. post incident insurance claims
To ensure relevant MOU's for the use of resources are developed and signed	EMS Co-coordinator FCP: Ensure effective communication between ground zero, FCP and JOC	Preparation and presentation of relevant reports and documentation for legal procedures, enquiries and court cases
Proper administration according to internal procedures	Station Commissioner to ensure effective resource management	Responsible to attend all disaster debriefings, meetings and investigations
Regular review of MOU's, plans, stock levels and resources.	Assist with search and rescue services as applicable.	Investigation
Ensure horizontal and vertical communication links	Assist with other admin related tasks applicable to crime and crowd activities	
Continuous awareness campaign internal and external regarding disasters	Assist with victim care i.e. treatments (if qualified), PTSD, REHAB, etc	
	Assist with rehabilitation of emergency workers by Employee Assistant Personnel	
	Proper administration according to internal procedures	
	Ensure and assist with traffic management	
	Ensure crowd and scene management to create a safe environment for emergency personnel and public	
	Contain the scene to ensure protection of evidence, valuables and safe keeping of the area's)	
	Assist with early warning and evacuation of C.A.R.'s	
	Forensic services for crime investigation	
	Initial information gathering and scene evaluation for further crime investigation purposes by crime investigators	



SAPD	Northern Cape			
		Provincial Commissioner	Comm M Mbombo	082 414 6949
		Operational Commander (Asst Commissioner)	Comm Sithole	
		Visible policing	Dir Thuythuza	082 469 6218
				053 839 2808
	<b>Police Emergency Services (PES)</b>		Supt Scheepers	082 447 1503
		Dogs	Supt Rossouw	0823339399
		Mounted Unit	Supt Rossouw	0823339399
		Water Policing	Supt Scheepers	082 447 1503
		Houstage and suicide negotiators	Supt Scheepers	082 447 1503
		Rapid Response	Supt Scheepers	082 447 1503
	<b>Operational Response Services</b>		S/Supt T Brink	082 776 9061
		Air wing	S/Supt L Malan	082 778 9684
		CCU - Kimberley	Supt Solomons	082 495 4517
	<b>Stations</b>			
		Kimberley Station	Dir JJ vd Westhuizen	
		Galeshewe Station	Dir PJ Myburgh	082 776 9072
		Roodepan Station	S/Supt. J Hickman	082 495 4757
		Modder Rivier Station	Supt HJ Coghlan	