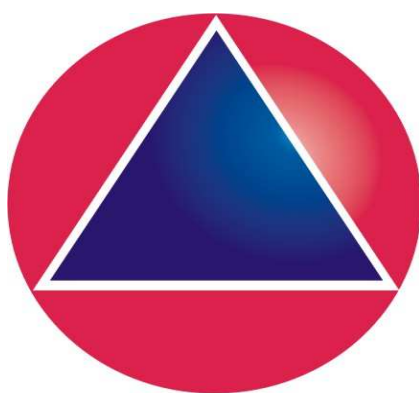




nelson mandela bay
M U N I C I P A L I T Y
PORT ELIZABETH | UITENHAGE | DESPATCH



DISASTER MANAGEMENT PLAN

FEBRUARY 2010

DRAFT FOR INPUTS

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1. A NOTE ON TERMINOLOGY

Disaster risk management: The term 'disaster risk management' refers to integrated, multisectoral and multidisciplinary administrative, organisational, and operational planning processes and capacities aimed at lessening the impacts of natural hazards and related environmental, technological and biological disasters. This broad definition encompasses the definition of 'disaster management' as it is used in the Disaster Management Act No. 57 of 2002.

2. ABBREVIATIONS AND DEFINITIONS

2.1 Abbreviations

The following abbreviations are / may be used in this document:

ABBREVIATION:	MEANING:
DMAF	Disaster Management Advisory Forum
DMC(s)	Disaster Management Centre(s)
DMF	Disaster Management Framework
DMIS	Disaster Management Information System
DRM	Disaster Risk Management
IDP	Integrated Development Plan
ISDR	The International Strategy for Disaster Risk Reduction
JOC	Joint Operations Centre
KPA	Key Performance Area, as per the NDMF
MDMC	Municipal Disaster Management Centre
NDMC	National Disaster Management Centre
NDMF	The National Disaster Management Framework as Gazetted in Government Gazette number 27534 of 29 April 2005
NGO	Non-governmental Organisation
NMBM	The Nelson Mandela Bay Municipality
PDMC	Provincial Disaster Management Centre
SOPs	Standard / Standing Operating Procedures / Protocols as per the NDMF
The Act	The Disaster Management Act, 2002 (Act 57 of 2002)

2.2 Definitions

The following definitions, as per the Act and the NDMF are applicable to this document:

"Disaster" means a progressive or sudden, widespread or localised, natural or human-caused occurrence which-

(a) *causes or threatens to cause-*

(i) *death, injury or disease;*

(ii) *Damage to property, infrastructure or the environment; or*

(iii) *Disruption of the life of a community; and*

(b) *is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources;*

"Disaster management" means a continuous and integrated multisectoral, multi-disciplinary process of planning and implementation of measures aimed at-

(a) *preventing or reducing the risk of disasters;*

(b) *mitigating the severity or consequences of disasters;*

(e) *emergency preparedness;*

(d) *a rapid and effective response to disasters; and*

(e) *post-disaster recovery and rehabilitation;*

"Integrated development plan", in relation to a municipality, means a plan envisaged in section 25 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"Local disaster" means a disaster classified as a local disaster in terms of section 23;

"Mitigation", in relation to a disaster, means measures aimed at reducing the impact or effects of a disaster;

"Municipal disaster management centre" means a centre established in the administration of a municipality in terms of section 43;

"Municipal entity" means a municipal entity defined in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"Municipal organ of state" means-

- (a) a municipality;
- (b) a department or other administrative unit within the administration of a municipality, including an internal business unit referred to in section 76(a) (ii) of the Local Government: Municipal Systems Act, 2000; or
- (c) a municipal entity;

"Post-disaster recovery and rehabilitation" 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;

"Prevention", in relation to a disaster, means measures aimed at stopping a disaster from occurring or preventing an occurrence from becoming a disaster;

"Response", in relation to a disaster, means measures taken during or immediately after a disaster in order to bring relief to people and communities affected by the disaster;

"Vulnerability" means the degree to which an individual, a household, a community or an area may be adversely affected by a disaster.

In terms of the National Disaster Management Framework, a disaster risk assessment is defined as follows:

A process to determine the nature and extent of 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.

In terms of the National Disaster Management Framework, disaster response is defined as follows:

Measures taken during or immediately after a disaster in order to provide assistance and meet the life preservation and basic subsistence needs of those people and communities affected by the disaster. These measures can be of immediate, short-term or protracted duration.

In terms of the National Disaster Management Framework, disaster recovery is defined as follows:

Decisions and actions taken immediately after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk. Recovery (rehabilitation and reconstruction) affords an opportunity to develop and apply disaster risk reduction measures.

3. BACKGROUND INTRODUCTION

The approach to disaster risk in South Africa has undergone major reform since 1994, when government took the decision to move away from the prevailing philosophy and practice that disasters were inevitable and could only be dealt with once they had occurred. As early as 1990, South Africa had aligned itself with new international developments in the field of disaster risk management. These included an emphasis on the use of disaster risk reduction strategies to build resilience and promote sustainable livelihoods among 'at risk' individuals, households, communities and environments.

A wide process of consultation was embarked upon, which culminated in the publication of the Green Paper, in 1998, and the White Paper on Disaster Management, which was gazetted in 1999. Based this, the Disaster Management Act, Act 57 of 2002 was promulgated in 2002. In terms of a proclamation in Government Gazette, Vol. 465, No. 26228 of 31 March 2004, the President proclaimed 1 April 2004 as the date of commencement of the Act in the national and provincial spheres and 1 July 2004 in the municipal sphere.

In giving effect to the fact that disaster risk management is the responsibility of a wide and diverse range of role players and stakeholders, the Act emphasises the need for uniformity in approach and the application of the principles of co-operative governance. In this regard, it calls for an integrated and coordinated disaster risk management policy, which focuses on risk reduction as its core philosophy. In order to achieve consistency in approach and uniformity in the application of the Act, section 6 of the Act mandates the Minister to prescribe a national disaster management framework. In accordance with this mandate, the National Disaster Management Framework (NDMF) was gazetted on 29 April 2005 (Government Gazette, Vol. 478, No. 27534).

The ultimate responsibility for disaster risk management in South Africa rests with government. In terms of section 41(1)(b) of the Constitution of the Republic of South Africa, Act 108 of 1996, all spheres of government are required to 'secure the well-being of the people of the Republic'. According to Part A, Schedule 4, disaster risk management is a functional area of concurrent national and provincial legislative competence. However, section 156(4) of the Constitution does provide for the assignment to a municipality of the administration of any matter listed in Part A Schedule 4 which necessarily relates to local government, if that matter would most effectively be administered locally and if the municipality has the capacity to administer it. The assignment of the function must, however, be by agreement and may be subject to certain conditions.

In this context, Schedules 4 and 5 of Part B of the Constitution require local government to provide for functions which are closely linked to disaster risk management. In particular, section 152(1)(d) requires local government to 'promote a safe and healthy environment'. It is in this context then that the Minister has elected to assign the function, by way of national legislation, to metropolitan and municipality municipalities. Accordingly, in terms of the Act, the function is assigned to the municipal council of The Nelson Mandela Bay Municipality .

3.1 The field of disaster risk management in South Africa and the requirements of the Act

The field of disaster risk management covers a broad spectrum and affects a range of role players.

Disaster risk reduction, through proper planning and management is the new key driving principle in disaster risk management. Disaster risk reduction incorporates the following:

- ❑ **Disaster Planning and Mitigation:** The disaster risk planning activities generally take the form of preventative or "fore-warning" actions and include *inter alia*:
 - Hazard identification
 - Risk assessment
 - Prioritisation
 - Contingency Planning
 - Prevention and mitigation planning strategies and activities
 - Developing plans for effective communication, co-operation, response and recovery activities and the monitoring of disaster risk planning's KPIs
 - Reporting on the above as required by the Act and recording of decisions
 - Outcomes:
 - A Risk Assessment Report
 - Mitigation and prevention strategies
 - Contingency arrangements and plans
 - Disaster Risk Management Plans
 - Reports
- ❑ **Disaster Response:** This takes place during a disaster incident or occurrence and include *inter alia*:

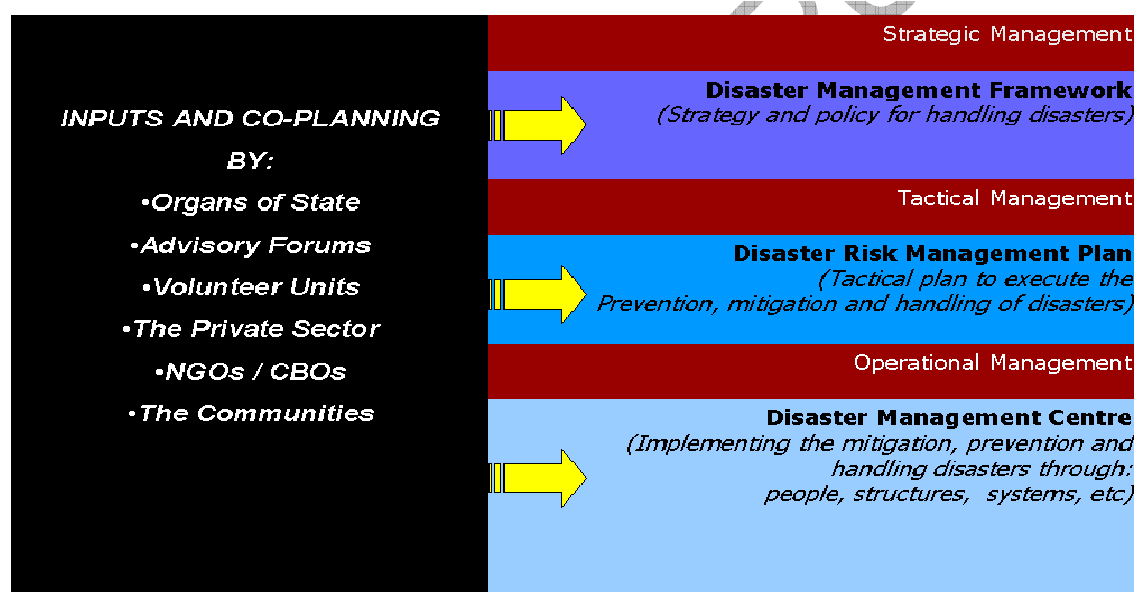
- Monitoring and evaluation of hazardous and potential disastrous incidents
 - Possibly declaring a state of disaster

 - Activating and implementing contingency or response plans, developed as part of planning and mitigation
 - Informing other relevant disaster risk management role players and institutions, such as the NDMC, District DMCs, neighbouring Municipalities and Provinces, etc.
 - Deploying response resources to the scene
 - Managing the resources deployed
 - Monitoring of disaster intervention activities
 - Reporting and recording of decisions
 - Outcomes:
 - Response actions
 - Reports and lessons learnt
 - Updating of plans
- ❑ **Disaster Recovery:** Disaster recovery activities take place after the disaster occurrence and include:
- Disaster recovery activities
 - Monitoring of disaster recovery activities
 - Documentation of disaster occurrences and actions taken
 - "Post-mortem" analysis to improve systems, plans and methods
 - Reporting and recording of decisions
 - Outcomes:
 - Response actions
 - Reports and lessons learnt
 - Updating of plans

The Act calls and/or makes provision for a range of actions to be taken by a Municipality. These actions include:

- Formulating Disaster Management Plans (Disaster Management Plans), for each of its departments and for the Municipality as a whole.
- Whilst detail DPS's are not yet in existence, contingency arrangements must be put in place.

The relationship between the disaster management requirements, as per the Act, is summarised in the diagram below.



It should be noted that a disaster management framework acts as the policy guideline foundation (Section 3.1.1.1 of the NDMF) for **what** needs to be addressed through the disaster risk management efforts in The Nelson Mandela Bay Municipality and the disaster risk management plans specifies **how** these requirements and policies are implemented.

The Act provides the following requirements for a municipal Disaster Management Plan:

Preparation of disaster management plans by municipal entities

52. (1) Each municipal entity indicated in the national or the relevant provincial or municipal disaster management framework will-

(a) prepare a disaster management plan setting out-

- (i) the way in which the concept and principles of disaster management are to be applied in its functional area;
- (ii) its role and responsibilities in terms of the national, provincial or municipal disaster management frameworks;
- (iii) its role and responsibilities regarding emergency response and post disaster recovery and rehabilitation;
- (iv) its capacity to fulfill its role and responsibilities;
- (v) particulars of its disaster management strategies; and
- (vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies;

(b) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players; and

(c) regularly review and update its plan.

(2) (a) A municipal entity referred to in subsection (1) will submit a copy of its disaster management plan, and of any amendment to the plan, to the National Centre and the relevant Provincial and Municipal Disaster Management Centres.

(b) If a municipal entity fails to submit a copy of its disaster management plan or of any amendment to the plan in terms of paragraph (a), the National Centre or relevant provincial or municipal disaster management centre will report the failure to the executive mayor or mayor, as the case may be, of the municipality concerned, who will take such steps as may be necessary to secure compliance with that paragraph, including reporting the failure to the municipal council.

Disaster management plans for municipal areas

53. (1) Each municipality will, within the applicable municipal disaster management framework-

(a) prepare a disaster management plan for its area according to the circumstances prevailing in the area;

(b) co-ordinate and align the implementation of its plan with those of

other organs of state and institutional role-players;

(c) regularly review and update its plan: and

(d) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.

(2) A disaster management plan for a municipal area will-

(a) form an integral part of the municipality's integrated development plan;

(b) anticipate the types of disaster that are likely to occur in the municipal area and their possible effects;

(c) place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households;

(d) seek to develop a system of incentives that will promote disaster management in the municipality;

(e) identify the areas, communities or households at risk;

(f) take into account indigenous knowledge relating to disaster management;

(g) promote disaster management research;

(h) identify and address weaknesses in capacity to deal with possible disasters;

(i) provide for appropriate prevention and mitigation strategies;

(j) facilitate maximum emergency preparedness; and

(k) contain contingency plans and emergency procedures in the event of a disaster, providing for-

(i) the allocation of responsibilities to the various role-players and co-ordination in the carrying out of those responsibilities;

(ii) prompt disaster response and relief;

(iii) the procurement of essential goods and services;

- (iv) *the establishment of strategic communication links;*
- (v) *the dissemination of information, and*
- (vi) *other matters that may be prescribed.*

(3) A district municipality and the local municipalities within the area of the district municipality will prepare their disaster management plans after consulting each other.

(4) A municipality will submit a copy of its disaster management plan, and of any amendment to the plan, to the National Centre, the disaster management centre of the relevant province, and, if it is a metropolitan municipality or a local municipality, to every municipal disaster management centre within the area of the metropolitan municipality concerned.

The NDMF defines the different levels of DMPs as follows:

Level 1 Disaster Risk Management Plan

A Level 1 Disaster Risk Management Plan applies to national or provincial organs of state and municipal entities that have not previously developed a coherent disaster risk management plan. It focuses primarily on establishing foundation institutional arrangements for disaster risk management, putting in place contingency plans for responding to known priority threats as identified in the initial stages of the disaster risk assessment, identifying key governmental and other stakeholders, and developing the capability to generate a Level 2 Disaster Risk Management Plan.

Level 2 Disaster Risk Management Plan

A Level 2 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established the foundation institutional arrangements, and are building the essential supportive capabilities needed to carry out comprehensive disaster risk management activities. It includes establishing processes for a comprehensive disaster risk assessment, identifying and establishing formal consultative mechanisms for development of disaster risk reduction projects and introducing a supportive information management and communication system and emergency communications capabilities.

Level 3 Disaster Risk Management Plan

A Level 3 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established both the foundation institutional arrangements for disaster risk management and essential supportive capabilities. The plan must specify clear institutional arrangements for co-ordinating and aligning the plan with other governmental initiatives and plans of institutional role players. It must also show evidence of informed disaster risk assessment and ongoing disaster risk monitoring capabilities as well as relevant developmental measures that reduce the vulnerability of disaster-prone areas, communities and households.

In light of the above requirements, the Nelson Mandela Bay Municipality is now in a position to have drafted this Level 2 Disaster Management Plan.

In terms of the National Disaster Management Framework, contingency planning is defined as follows:

The forward planning process for an event that may or may not occur, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to, an emergency situation.

In terms of section 54 of the Act, the following is pertinent:

Responsibilities in event of local disaster

54. (1) *Irrespective of whether a local state of disaster has been declared in terms of section 55-*

(a) the council of a metropolitan municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area; and

(b) the council of a metropolitan municipality, acting after consultation with the relevant local municipality, is primarily responsible for the co-ordination and management of local disasters that occur in its area.

(2) A district municipality and the relevant local municipality may, despite subsection (1)(b), agree that the council of the local municipality assumes primary responsibility for the co-ordination and management of a local disaster that has occurred or may occur in the area of the local municipality.

(3) The municipality having primary responsibility for the co- ordination and management of a local disaster must deal with a local disaster-

(a) in terms of existing legislation and contingency arrangements, if a local state of disaster has not been declared in terms of section 55(1); or

(b) in terms of existing legislation and contingency arrangements as augmented by by-laws or directions made or issued in terms of section 55(2), if a local state of disaster has been declared.

(4) This section does not preclude a national or provincial organ of state, or another municipality or municipal organ of state from providing assistance to a municipality to deal with a local disaster and its consequences.

Declaration of local state of disaster

55. *(1) In the event of a local disaster the council of a municipality having primary responsibility for the co-ordination and management of the disaster may, by notice in the provincial gazette, declare a local state of disaster if-*

*(a) existing legislation and contingency arrangements do not adequately provide for that municipality to deal effectively with the disaster;
or*

(b) other special circumstances warrant the declaration of a local state of disaster.

(2) If a local state of disaster has been declared in terms of subsection (1), the municipal council concerned may, subject to subsection (3), make by-laws or issue directions, or authorize the issue of directions, concerning-

(a) the release of any available resources of the municipality, including stores, equipment, vehicles and facilities;

(b) the release of personnel of the municipality for the rendering of emergency services;

(c) the implementation of all or any of the provisions of a municipal disaster management plan that is applicable in the circumstances;

(d) the evacuation to temporary shelters of all or part of the population from the disaster-stricken or threatened area if such action is necessary for the preservation of life;

(e) the regulation of traffic to, from or within the disaster-stricken or threatened area;

(f) the regulation of the movement of persons and goods to, from or within the disaster-stricken or threatened area;

(g) the control and occupancy of premises in the disaster-stricken or threatened area;

(h) the provision, control or use of temporary emergency accommodation;

(i) the suspension or limiting of the sale, dispensing or transportation of alcoholic beverages in the disaster-stricken or

threatened area;

(j) the maintenance or installation of temporary lines of communication to, from or within the disaster area;

(k) the dissemination of information required for dealing with the disaster;

(l) emergency procurement procedures;

(m) the facilitation of response and post-disaster recovery and rehabilitation; or

(n) other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.

(3) The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of-

(a) assisting and protecting the public;

(b) providing relief to the public;

(c) protecting property;

(d) preventing or combating disruption; or

(e) dealing with the destructive and other effects of the disaster.

(4) By-laws made in terms of subsection (2) may include by-laws prescribing penalties for any contravention of the by-laws.

(5) A municipal state of disaster that has been declared in terms of subsection (1)-

(a) lapses three months after it has so been declared;

(b) may be terminated by the council by notice in the provincial gazette before it lapses in terms of paragraph (a); and

(c) may be extended by the council by notice in the provincial gazette for one month at a time before it lapses in terms of paragraph (a) or the existing extension is due to expire.

3.2 Purpose of this document

The Nelson Mandela Bay Municipal Disaster Management framework specifies the following pertaining to disaster risk management plans:

Every department in council and any other municipal entity with DRM responsibilities must develop and submit DRM plans to the NMBMM DRMC, NDMC, and the PDRMC. The NMBMM DRMC must identify primary and support agencies and must assign responsibilities to the identified agencies for the development and implementation of each priority DRM plan, programme and project in the NMBMM's area. The NMBMM DRMC must prescribe deadlines for the submission of DRM plans by departments in council and other municipal entities. Council's DRMPF and DRM plans must be reviewed at least every two years as evidenced in annual reports to the Executive Mayor, the NDMC and the DRMC of the Province of the Eastern Cape. In addition Council's DRMPF and the relevant plan/s must be reviewed following any significant event and/or disaster.

This Plan establishes the arrangements for disaster risk management within The Nelson Mandela Bay Municipality and has been prepared in accordance with the requirements of the Disaster Management Act, 57 of 2002 (the Act).

This Plan should be read in conjunction with The Nelson Mandela Bay Municipality Disaster Management Framework.

The contents of this plan are a result of collective planning inputs obtained from stakeholders.

This living document is a collation of information and inputs received from the different stakeholders and need to be constantly reviewed and updated.

4. POLICY STATEMENTS: THE NELSON MANDELA BAY MUNICIPALITY DISASTER MANAGEMENT MISSION AND VISION

Aligned with the National approach to disaster risk management, the Nelson Mandela Bay Municipality acknowledges that disaster risk management is 'everybody's business' in the municipality and not only limited to government or government officials. The public and private sectors must work together to build a resilient municipality and community.

Vision for disaster risk management

A municipality that understands and embraces Disaster Management practices for a disaster resilient and save environment.

Mission statement for disaster risk management

To establish and maintain an all-inclusive, integrated and effective Disaster Risk Management Programme, to the benefit of all communities in the Nelson Mandela Bay Municipality.

5. MUNICIPAL PROFILE

The Nelson Mandela Metropolitan Municipality is the only metropolitan municipality in the Province of the Eastern Cape. It covers an area of 1,952 square kilometres and includes the urban areas of Port Elizabeth, Uitenhage and Despatch. Port Elizabeth, the largest city in the province, is the first port to have been established in the province and is well known as a popular holiday destination. The University of Port Elizabeth and the Port Elizabeth Technikon are based in the city. Uitenhage is situated only 35 km to the west of Port Elizabeth and the town of Despatch is located between the two. The new Coega Industrial Development Zone (IDZ) and the associated deepwater port of Ngqura are being developed 15 km east of Port Elizabeth.

Nelson Mandela Bay Municipality had an estimated population of 969,771 in 1999, giving this area the highest population density in the province (714/m²). The Nelson

Mandela Bay Municipality has a majority African population (55%) with higher coloured (24%) and white (18%) proportions compared to the population distribution in most of the rest of the province.

The Nelson Mandela Bay Municipality has the strongest economy in the province with an expanding, exporting automotive industry. The manufacturing sector has, however, changed rapidly during the past decade, faced with integration into the world economy, lower tariffs and strong foreign competition. While the automotive industry is now a modern and competitive industry, other industries are still restructuring. Textiles and clothing, metals and engineering, machine tools, and leather and leather goods are all industries that have faced strong competition and seen a decline in formal employment. One of the main challenges is to create jobs in manufacturing by diversifying into a wider range of sectors beyond the automotive industry. Sectors with strong links to the automotive industry (metals and engineering, plastics, electronics) can enter related areas. Existing sectors (leather goods, textiles and clothing, food processing) can grow by seizing new export opportunities, especially in higher-value products.

Living conditions are the best in the province: 23% of houses are informal, 84% of households have tapped water on site, and 85% have a flush toilet or pit latrine. Nelson Mandela Bay Municipality 's large informal settlements, however, have high unemployment rates and poor living conditions.

The area of the Nelson Mandela Bay Municipality is constantly threatened by hazards of natural, technological and environmental origin. It is increasingly exposed to the devastating effects of a range of severe hydro meteorological events including severe storms; floods; severe winds; and veldt fires. The incidence of epidemic diseases of biological origin affecting humans has also shown an increase in recent years. Due to the highly industrialized economic activity which takes place in the metropole, industrial hazards including hazardous materials spillages; explosions; industrial fires; as well as the ensuing risk of air and water pollution continue to pose major

challenges. The effects of global warming and the threats posed by a rise in sea levels on the coastline; as well as the possibility of the secondary effects of predicted seismic activity in the oceans to the east which could have significant impact on the Algoa Bay area, cannot be ignored. The risk of major air and road traffic accidents cannot be ruled out due to the fact that the Port Elizabeth Airport is located within the residential area close to critical lifeline infrastructure; and that national roads traverse the Nelson Mandela Bay Municipal area. The extensive port activities taking place in the Port Elizabeth harbour and the Port of Gqurha pose very specific threats to both the economic and environmental well being of the Nelson Mandela Bay Municipal area as a whole.

The municipality's coastline is in proximity to busy international shipping routes. The Nelson Mandela Bay Municipality is located on the south east coastline of the Province of the Eastern Cape. This coastline has a history of shipping disasters and it is therefore through no misnomer that the eastern coastline is popularly referred to as 'the wild coast'. Apart from the risks posed to human lives; property and infrastructure by the possibility of shipping disasters, the inherent marine and coastal environmental threats and pursuant economic risks remain a concern.

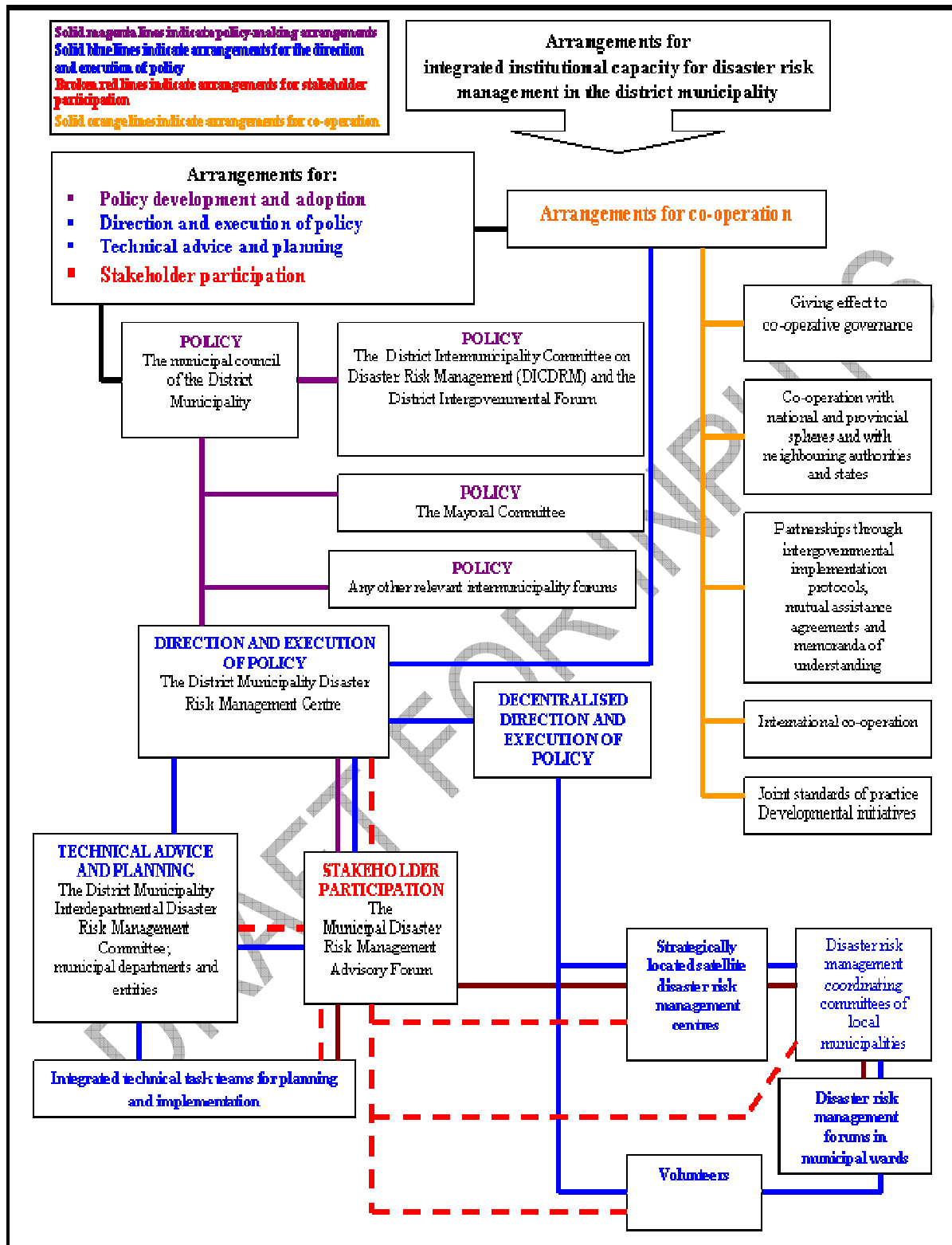
Despite ongoing efforts to reduce the high levels of poverty and to accelerate the provision of infrastructure and access to services, large numbers of rural people continue to migrate to urban areas in seek of employment. In most instances they have no alternative but to settle in unsafe environments in extremely vulnerable conditions where they are repeatedly exposed to a range of threats including floods, water borne diseases and domestic fires. The increasing demands on critical lifeline infrastructure such as water and electricity as well as the increased use of road infrastructure pose particular risk reduction planning challenges to ensure a balance between demand and availability. Changes in social behaviour in the rural areas of the municipality also impact on poverty and sustainable livelihoods increasing the vulnerability of rural communities in terms of food security and sustainable dwellings.

Despite the fact that municipalities were only legally obliged to commence the implementation of the Act on 01 July 2004, and that funding arrangements were not as yet defined, the Nelson Mandela Bay Municipality - ever mindful of the context of its disaster risk profile - did not lag behind in adopting a more proactive approach. As early as the year 2001 the Province of the Eastern Cape made funding available to fast track the implementation of the requirements for disaster risk management in the province. The Nelson Mandela Bay Municipality did not hesitate to use the opportunity to establish and operationalise a functional disaster risk management centre to serve the metropolitan area.

6. INSTITUTIONAL ARRANGEMENTS

6.1 An overview of the arrangements for integrated institutional capacity for disaster risk management in the metropolitan municipality

The above is summarised in the figure below.



6.2 The Disaster Management Centre

To optimally perform all statutory responsibilities for the direction and execution of the municipality's disaster risk management policy framework, the Nelson Mandela Bay Municipal Disaster Risk Management Centre must be adequately resourced in terms of personnel, systems and infrastructure. In this regard, it must comply with the minimum criteria for the employment of suitably skilled personnel, systems and infrastructure set out in the National Disaster Risk Management Guidelines (published in Handbook 2 of the *South African Disaster Risk Management Handbook Series*) and in any provincial guidelines, and must be approved and adopted by the municipal council.

This centre has been established at and is resourced effectively. The DMC is located at South End Fire Station, Boulevard, Walmer, Port Elizabeth. Tel: (041) 501 7900. Fax: (041) 585 2394.

Satellite offices have also been established.

Services that are rendered by satellite offices:

- Building disaster management capacity at community level
- Maintain database of resources at community level
- Conduct community risk assessments (Vulnerability and Hazard Assessments)
- Building community resilience to disasters (Disaster Risk Reduction)
- Disaster awareness and education
- Coordinate community volunteer structures
- Coordinate community response to disasters (evacuation, shelter, relief, rehabilitation)

Where to find the satellite offices:

- **CHATTY** (responsible for wards 10, 11, 12, 13, 31, 32, 33, 34, 35, 38 & 41). Chatty Clinic, Bertram Road, Chatty.
- **DESPATCH** (responsible for wards 30, 36, 37, 51, 52 & 53). 6 Main Road, Despatch.
- **GREENBUSHES** (responsible for wards 1, 2, 3, 4, 6, 8, 9, 39, 40). James Kleynhans Centre, Lakeside Road, Greenbushes.
- **KWANOBUHLE** (responsible for wards 42, 43, 44, 45, 46, 47, 48, 49 & 50). Kwanobuhle Fire Station, Ponana Tini Road, Kwanobuhle,

- **KWAXAKHELE** (responsible for wards 5, 7, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28 & 29). Kwazakhele Fire Station, Qunta Street, Kwazakhele.
- **MOTHERWELL** (responsible for wards 23, 54, 55, 56, 57, 58, 59 & 60). Municipal Depot, Addo Road, Motherwell.

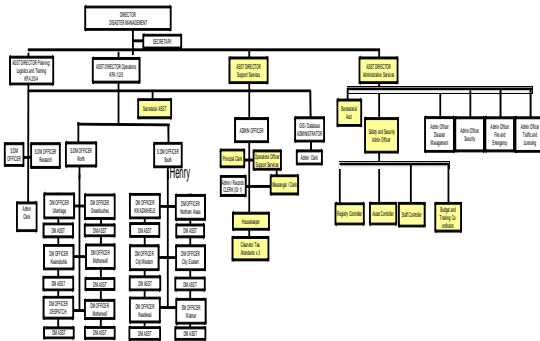
The following emergency numbers can be used:

FIRE AND EMERGENCY SERVICES	(041) 585-1555
FIRE SAFETY	(041) 585-2311
DISASTER MANAGEMENT	(041) 501- 7900
TRAFFIC DEPARTMENT	(041) 402-1000
POLICE	10 111
AMBULANCE	10 177 / 082 653 5881
RESCUE SERVICES (AVIATION)	(041) 581-3585
RESCUE SERVICES (SEA)	(041) 507-1911
ELECTRICITY	(041) 374-4434
WATER	(041) 360-7811
CHILD PROTECTION	0800 111 21
CHILD LINE	0800 055 555
CHILD EMERGENCY	0800 123 321
STRAY ANIMALS	083 463 5392
NETCARE	082 911

A full stakeholder contact database is kept and updated by the DMC.

6.2.1 The DMC staff

The Nelson Mandela Bay Municipality's DMC staff complement is indicated in the organogram below:



6.2.2 The head of the municipal disaster risk management centre

In terms of section 45(1) of the Act, the municipal council must appoint a suitably qualified person as head of the municipal disaster risk management centre. The appointment is subject to the applicable provisions of the Local Government: Municipal Systems Act No. 32 of 2000 (known as the Systems Act). The head of the centre should be appointed / situated at senior management level.

The head of the Nelson Mandela Bay Municipal Disaster Management Centre is responsible for the exercise by the centre of its powers and the performance of its duties. In this regard, the head takes all the decisions of the centre, except decisions

taken by another person as a result of a delegation by the head of the centre. The head performs the functions of office in accordance with section 44 of the Act.

The head of the centre performs the functions of office:

- in accordance with the NDMF and the key responsibilities prescribed in the NDMF;
- in accordance with the disaster risk management policy framework of the Eastern Cape province;
- in accordance with the disaster risk management policy framework of the Nelson Mandela Bay Municipality ;
- subject to the municipal council's IDP and other directions of the council; and
- in accordance with the administrative instructions of the municipal manager.

The head of the DMC has been appointed and is Mr Shane Brown.

6.2.3 Delegation or assignment of the powers of the head of the centre

The head of the centre may, in writing, delegate any of the powers or assign any of the duties entrusted to the municipal centre in terms of the Act to a member of staff of the municipal disaster risk management centre. The municipal manager must give effect to such delegation or assignment of powers. Such delegation is, however, subject to limitations or conditions that the head of the centre may impose. Such delegation or assignment does not divest the head of the municipal disaster risk management centre of the responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

The head of the municipal disaster risk management centre may confirm, vary or revoke any decision taken in consequence of a delegation or assignment, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of such a decision.

6.3 Decentralised arrangements for the integrated execution of disaster risk management policy in the area of the municipality

The head of the centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster risk management policy throughout the Nelson Mandela Bay Municipality.

6.4 Disaster Management Advisory Forum and local municipal disaster management committees

6.4.1 Purpose

Section 44(1)(b) of the Disaster Management Act No. 57 of 2002 (Act) calls for an integrated and coordinated approach to disaster risk management in municipal areas. To make provision for the integration and coordination of disaster risk management activities and to give effect to the principle of co-operative governance in the Nelson Mandela Bay Municipality, the municipal council may establish a Disaster Risk Management Advisory Forum. Section 51 of the Act makes provision for the establishment of such a forum.

6.4.2 Management and administration

The advisory forum must be established by the portfolio councillor responsible for the disaster risk management function in the Nelson Mandela Bay Municipality. The advisory forum must be chaired by the head of the disaster risk management centre of the Nelson Mandela Bay Municipality.

The disaster risk management centre must provide the secretariat for the advisory forum and must ensure that accurate records of the activities of the forum are maintained.

6.4.3 Composition of the Disaster Risk Management Advisory Forum

The advisory forum must comprise all the relevant stakeholders and role players in disaster risk management in the municipality, including non-governmental and community-based organisations, the private sector, individuals or groups with special technical expertise, representatives of the department in the municipality and representatives of neighbouring municipality municipalities.

6.5 Local Municipal Disaster Management Committees

The local disaster management committees (at ward level) facilitates integrated and coordinated planning by providing a forum for collaboration on joint cross-departmental plans and programmes aimed at disaster risk reduction and other relevant activities associated with disaster risk management. It assists with supervising the preparation, coordination, monitoring and review of disaster management activities and their integration into IDP processes.

6.6 Volunteers

The Municipality established establish such a unit and ensure that it can function effectively throughout its municipal area, in line with the regulations with regard to volunteers. The requirements and processes relating to volunteers will be in accordance with the Act, its regulations and the NDMF. Different categories of volunteer units, as envisaged by the NDMF, will be established. The National Regulations pertaining volunteers will be utilised as the basis for management of the unit.

6.7 Technical advisory committees

A technical advisory committee (TAC) must be appointed by the municipal disaster risk management centre prior to commissioning any disaster risk management projects for the metropolitan municipality. The purpose of the TAC is to provide scientific and technical advice, to monitor the progress of disaster risk management projects and to assist with the validation and/or interpretation of the findings.

In addition, any municipal department and/or municipal entity in the metropolitan municipality or a department and/or municipal entity in any of the municipality's local municipalities intending to commission a disaster risk management projects for its functional area may appoint a TAC to provide scientific and technical advice, to monitor the progress of the disaster risk management project and to assist with the validation and/or interpretation of the findings.

A TAC must function and meet as required in accordance with predetermined terms of reference, which must be documented and submitted to the Nelson Mandela Bay Municipal Disaster Risk Management Centre for approval before being formally adopted by the TAC.

The relevant departments, DMA (if applicable) and municipal entities in the metropolitan municipality as well as those in the local municipalities in the municipality must, in consultation with the municipal disaster risk management centre, determine the intervals at which disaster risk management implementation for their functional areas should be reviewed.

All proposed disaster risk management projects planned by departments and municipal entities in the metropolitan municipality and in local municipalities in the municipality must be submitted to the Nelson Mandela Bay Municipal Disaster Risk Management Centre. These proposed assessments must also be sent to the relevant provincial disaster risk management centre and the NDMC for technical review and approval before being commissioned.

TAC's may also be established at local Municipal level, but should be established through a formal Council Resolution.

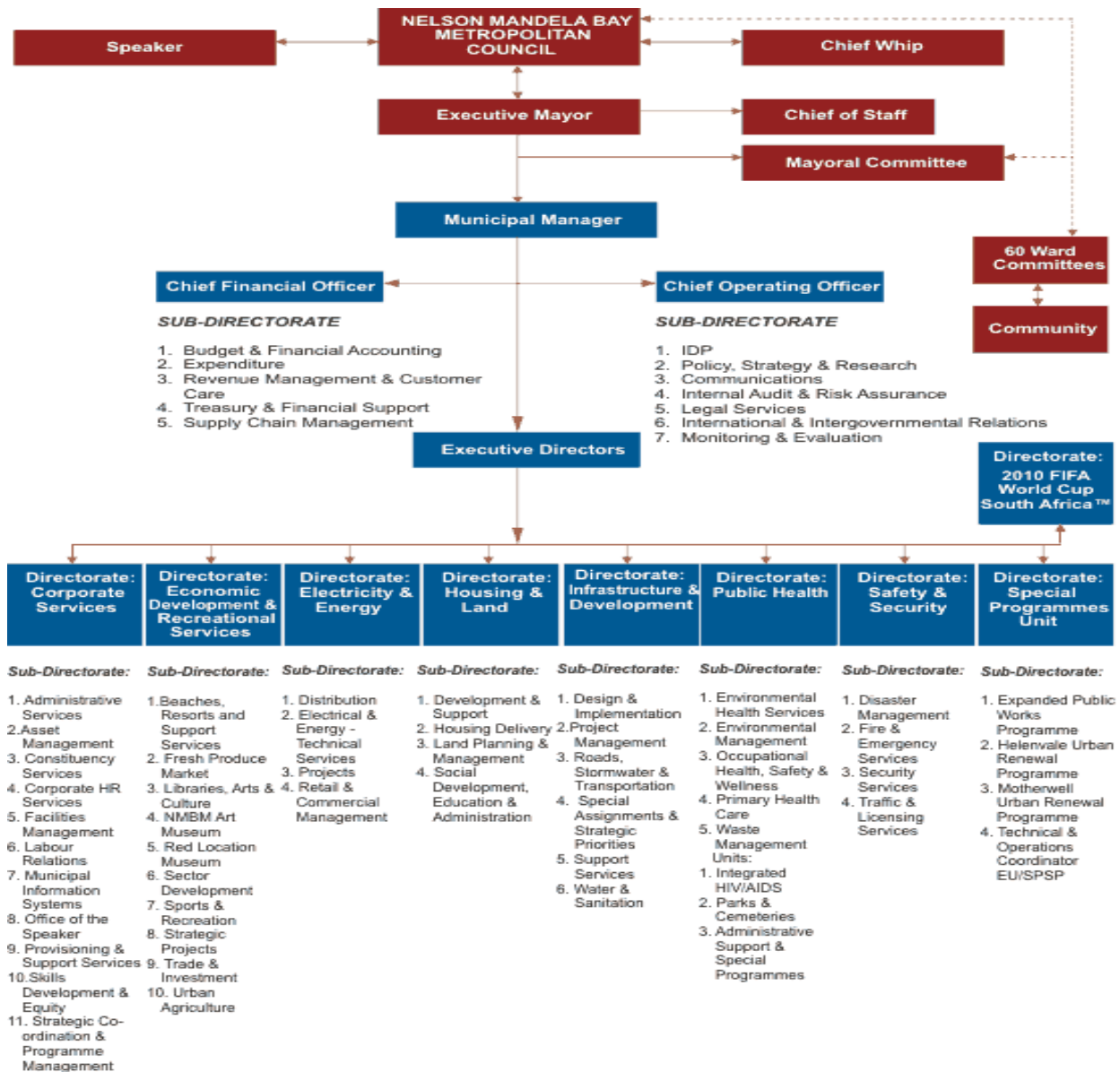
6.8 Assignment of responsibilities

The following table summarises the main responsibilities of the different structures at Municipal level, with regard to disaster risk management efforts:

DISASTER MANAGEMENT SUMMARY ROLES AND RESPONSIBILITIES-POWERS & FUNCTIONS						
Populate: Input / Implement / Obtain / Disseminate						
Component:	Mayor and Municipal Manager	Council	Disaster Management Officials & Volunteers	Departments and Organs of State	Advisory Forum	Other external role players
Disaster Risk Management Policy	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Implement
Disaster Risk Assessment & Planning	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate RA:- Plans: Implement
Declaring a State of Disaster	Input Obtain Disseminate Implement	Declare	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Obtain Disseminate
Disaster Response and Recovery activities	Obtain Disseminate Implement	Input Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Implement
Designating members of the Advisory Forum & Volunteers	Input Disseminate Implement	Disseminate	Input	Obtain	Obtain Disseminate	Obtain Disseminate
Communication of information, training & research	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate
Reporting, Monitoring and Evaluation	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement

6.9 Specific roles and responsibilities for municipal departments and organs of state

The Nelson Mandela Bay Municipality's structure is outlined in the diagram below:



The following responsibilities pertain to each and every municipal department of the Nelson Mandela Bay Municipality. These responsibilities are the minimum requirements in order to give effect to disaster risk reduction. It should however be noted that these lists are not exhausted and serve as a guide for departments to take their own initiatives.

The municipality's main stakeholders in disaster management and their primary responsibilities are summarised in the table below:

GENERIC STAKEHOLDERS	PRIMARY ROLES AND RESPONSIBILITIES
The Municipal Council	The Municipal Council declares a state of disaster and receives and considers reports with regard to disaster risk management.
The Municipality's Municipal Manager	The Municipal Manager is overall responsible for governance in the Municipality, including effective disaster risk management.
The Municipality's Disaster Management Function	The Disaster Management Functions are overall disaster risk management and co-ordination, as per section 44 of the Disaster Management Act. Each Municipal Organ of State (which implies each Municipality Department and each Municipal Entity), will complete its own disaster management plans, to be incorporated into the Municipality's Municipal Disaster Management Plan.
Fire, Protection and Emergency Management Services	Assist with disaster risk reduction, implementation and co-operation.
The Disaster Management Volunteers	The formal, trained volunteer unit assist Disaster Management in their functions.
The residents and communities affected	Assist with disaster risk reduction and co-operation.
The Ward Councillors	The Ward Councillors assist with community liaison.
The Community Leaders	The Community Leaders assist with community liaison.
Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs)	The NGOs and CBOs assists with disaster risk reduction and co-operation.
Private sector and industry	Assist with disaster risk reduction and co-operation.
Health Care	Assisting with prevention/mitigation, response and recovery actions. Treating and transporting of patients.
Corporate Services and Financial Services	Assisting with administration, legal advice and funding.
Communication & Public Participation and Community Facilitation and Marketing	Assisting the disaster management function with communication and awareness.
Development, Infrastructure & Technical Services and Community Services	Assisting with prevention/mitigation, response and recovery actions.

6.10 Incentives that will promote disaster management in the municipality: A memorandum of understanding on disaster risk management planning and implementation for all role players in the municipality

The following principles will apply to all stakeholders in disaster risk management in The Nelson Mandela Bay Municipality:

- 1) Detailed disaster risk management planning, prevention, mitigation, response and recovery-related actions will be executed by all relevant institutions and stakeholders / role players in The Nelson Mandela Bay Municipality though applying the principles and requirements as foreseen by the Act, the NDMF, PDMF, Municipal DMF and this Plan.
- 2) Mutual Aid Agreements will be signed between relevant stakeholders.
- 3) The principles of co-operation, effective communication and information management, reporting and alignment (joint standards of practice) of planning and implementation on disaster risk management will at all time be adhered to by all institutions, stakeholders and role players.
- 4) Disaster risk management information systems will be implemented in a co-ordinated and aligned fashion throughout The Nelson Mandela Bay Municipality to ensure effective information management.
- 5) Training, capacity building and research on disaster risk management will continually be executed at all levels of government and for and by stakeholders in The Nelson Mandela Bay Municipality.
- 6) The involvement and co-operation of non-governmental role players and historical information, to be *inter alia* gathered through indigenous knowledge, is of paramount importance. Traditional leaders in the local municipalities will be properly consulted and informed with regard to disaster risk management initiatives in their areas.
- 7) The local disaster management function will execute detailed research; obtain all required technical advice and inputs required and guide and monitor disaster risk management implementation, co-operation, communication and information dissemination in The Nelson Mandela Bay Municipality.

7. CAPACITY ANALYSIS AND REQUIREMENTS

7.1 Current capacity analysis and plan

Capacity currently exists in The Nelson Mandela Bay Municipality to fulfil all the functions required by the Act.

Current capacity requirements are as follows:

- Additional funding / budget.
- Additional training.

A disaster management gap analysis has been executed for the municipality and is available at the DMC.

In terms of section 1.4.3 of the NDMF municipalities will establish whether they have the capacity to identify, plan and meet their responsibilities for risk reduction and disaster response and recovery in their functional area. Where necessary, they will enter into mutual aid / assistance agreements and memoranda of understanding with neighbouring authorities, authorities in other spheres, other organs of state, the private sector, NGOs and communities. Such mutual assistance agreements and memoranda of understanding are legal documents which will be in accordance with the national guidelines on mutual assistance agreements developed by the NDMC. These processes will be facilitated by the Disaster Management Centre.

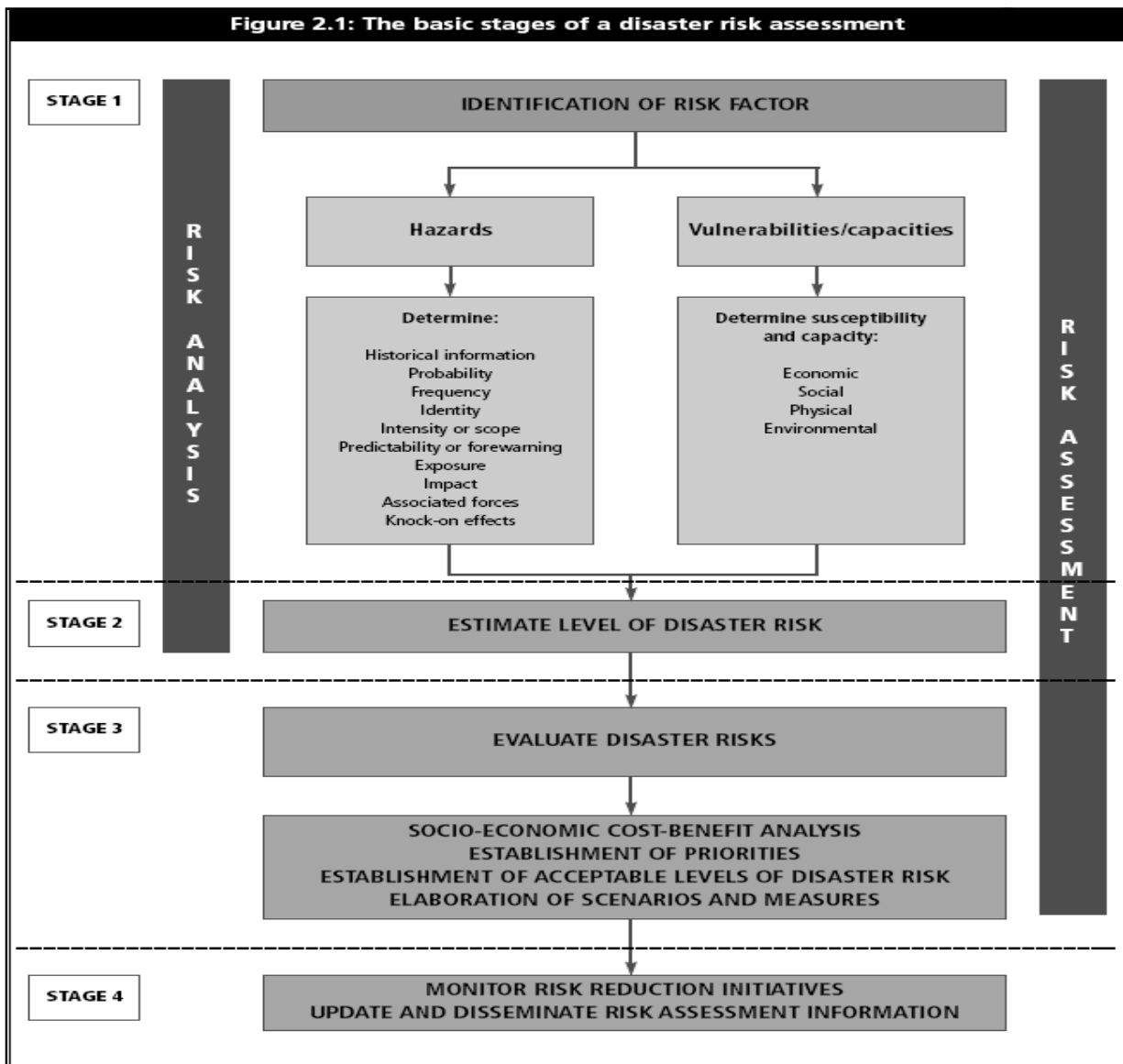
8. MUNICIPAL DISASTER RISK PROFILE

In terms of the National Disaster Management Framework, disaster risk is defined as follows:

The probability of harmful consequences or expected losses (deaths, injuries, property, livelihoods, disrupted economic activity or environmental damage) resulting from interactions between natural or human-induced hazards and vulnerable conditions. Conventionally risk is expressed as follows: Risk = Hazards x Vulnerability.

Some disciplines also include the concept of exposure to refer particularly to the physical aspects of vulnerability.

Disaster risk assessments in the Municipality have been and will be executed as prescribed by the NDMF, summarised in the diagram below:



8.1 The types of disaster that are likely to occur in the municipal area and their possible effects

The Nelson Mandela Bay Municipality's current disaster risk profile is based on a detailed disaster risk assessment process.

The risk profile for the Nelson Mandela Bay Municipality is based on the data received from stakeholder consultations, as well as the base data (including reports) collected during the study. The disaster risks for the Nelson Mandela Bay Municipality have been rated and are indicated in the table below:

Hazard Name	Risk Ratings (DRA 2010)
Hydro-meteorological Hazards - Floods (River, Urban & Dam Failure)	0.85
Hazardous Material - Hazmat: Fire/Explosion (Storage & Transportation)	0.85
Hazardous Material - Hazmat: Spill/Release (Storage & Transportation)	0.82
Hydro-meteorological Hazards - Severe Storms (Wind, Hail, Snow, Lightning, Fog)	0.81
Disease / Health - Disease: Human	0.78
Hydro-meteorological - Drought	0.78
Environmental Degradation	0.76
Fire Hazards - Formal & Informal Settlements / Urban Area	0.76
Fire Hazards - Veld/Forest Fires	0.73
Pollution - Water Pollution (Fresh and Sea)	0.72
Major Event Hazards (Cultural, Religious, Political, Recreational, Commercial, Sport)	0.71
Oceanographic - Storm Surge	0.71
Transport Hazards - Road Transportation	0.70
Civil Unrest - Xenophobic Violence	0.69
Structural Failure	0.68
Pollution - Land Pollution	0.68
Civil Unrest - Terrorism	0.67
Oceanographic - Sea Level Rise (Climate Change)	0.67
Pollution - Air Pollution	0.65
Civil Unrest - Demonstrations / Riots	0.65
Oceanographic - Tsunami	0.65
Transport Hazards - Rail Transportation	0.64
Infrastructure Failure / Service Delivery Failure	0.64
Civil Unrest - Armed Conflict (Civil/Political War)	0.61
Disease / Health - Disease: Animal	0.61
Geological Hazards - Earthquake	0.60
Transport Hazards - Air Transportation	0.58

Transport Hazards - Water Transportation	0.57
Civil Unrest - Refugees / Displaced People	0.51
Infestations - Plant Infestations (Intruder Plants)	0.44
Disease / Health - Disease: Plants	0.41
Radio Active Fall-out	NA

The top rated risks for the Nelson Mandela Bay Municipality were identified as:

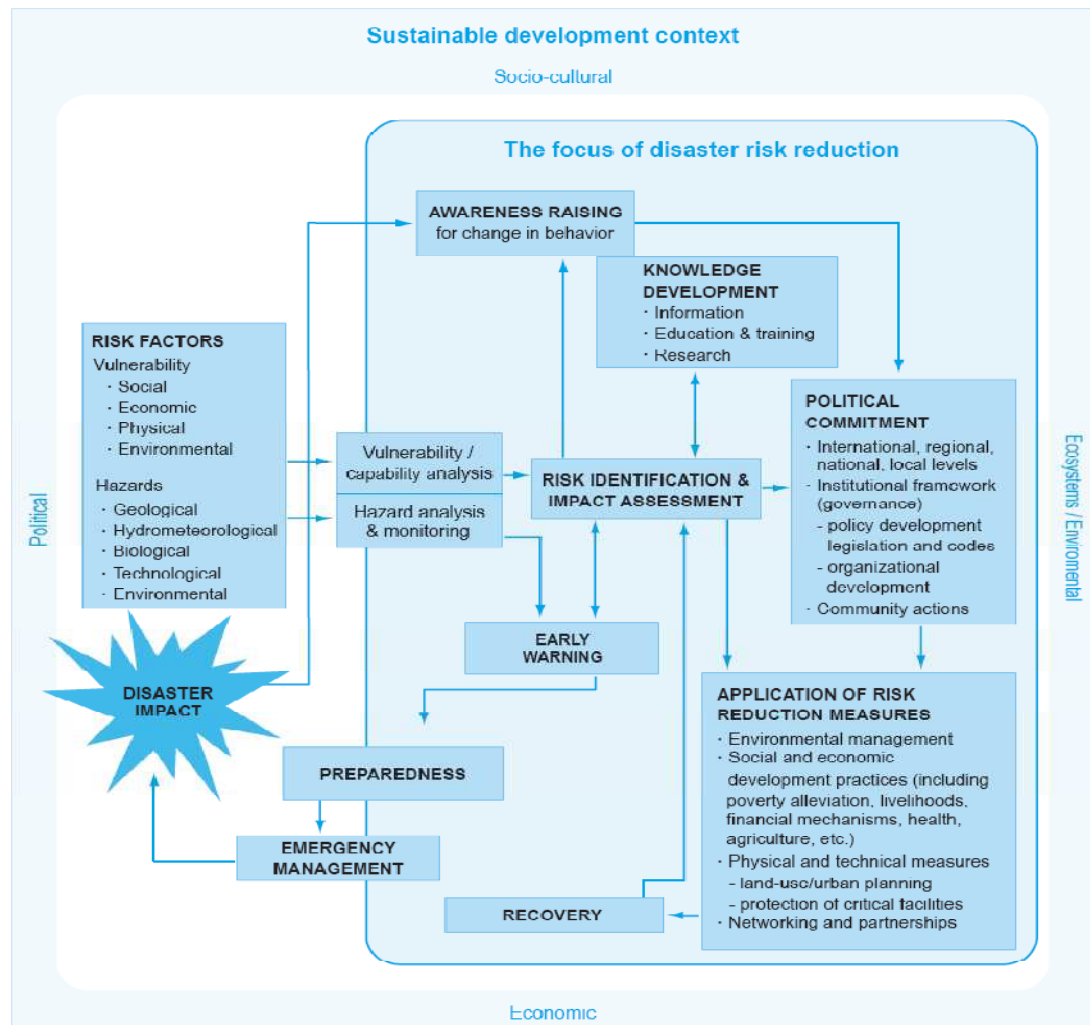
- Floods, especially affecting informal settlement and infrastructure;
- The effects of fire, explosions and spillage of hazardous materials;
- Severe storms;
- Human disease. This category includes diseases that can lead to rapid onset as well as slow onset disasters. Diseases and conditions included under this category include HIV/AIDS, Tuberculosis, Cholera, and Asthma.
- Drought, as is evident from the 2010 droughts experienced.

Most, if not all of the above disaster hazards can cause loss of life, damage to property and the environment and negatively impact on economic and social activities, stability and growth.

Please refer to the detailed disaster risk assessment report compiled for the municipality for more details pertaining to the municipality's disaster risk profile.

9. DISASTER RISK REDUCTION PLANNING, POLICIES AND PLANS AND THE RELATIONSHIP WITH SUSTAINABLE DEVELOPMENT

The Municipality's disaster risk reduction strategy aligns itself with the ISDR's risk reduction strategy as indicated below:

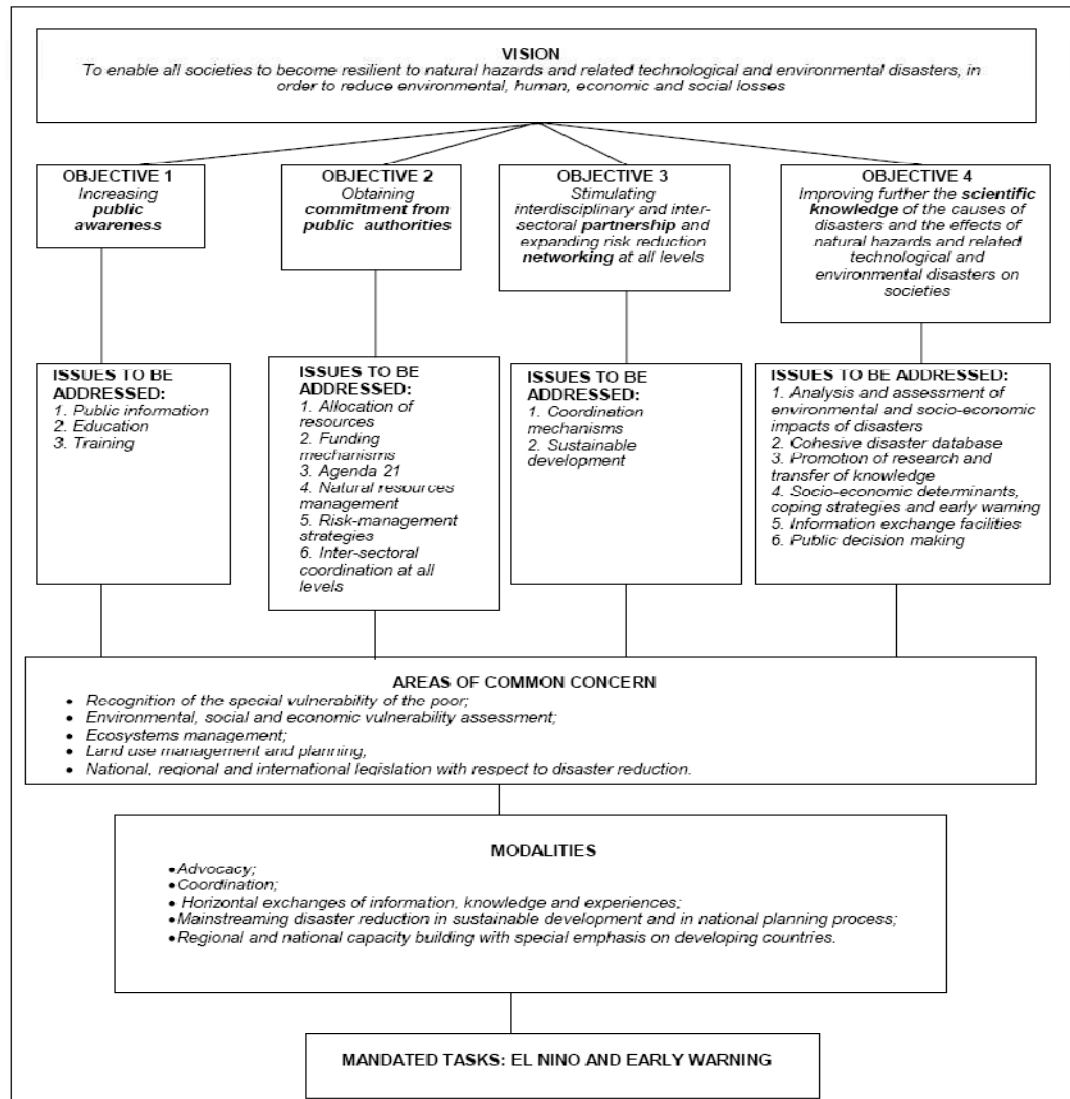


The International Strategy for Disaster Risk Reduction is summarised in the diagram below¹:

¹ www.isdr.org

International Strategy for Disaster Reduction

based on the IDNDR experience, the Yokohama Strategy and the Strategy "A Safer World in the 21st Century: Disaster and Risk Reduction"



9.1 Key planning points

There are eight key planning points or requirements that must be applied by all municipal organs of state and municipalities when planning for disaster risk reduction initiatives. These must form part of the annual reporting of the departments and municipal organs of state to the DMC.

1. Use disaster risk assessment findings to focus planning efforts.
2. Establish an informed multidisciplinary team with capacity to address the disaster risk and identify a primary entity to facilitate the initiative.
3. Actively involve the communities or groups at risk.
4. Address the multiple vulnerabilities wherever possible
5. Plan for changing risk conditions and uncertainty, including effects of climate variability.
6. Apply the precautionary principle to avoid inadvertently increasing disaster risk.
7. Avoid unintended consequences that undermine risk avoidance behaviour and ownership of disaster risk.
8. Establish clear goals and targets for disaster risk reduction initiatives, and link monitoring and evaluation criteria to initial disaster risk assessment findings

9.2 Linkages with Integrated Development Planning

In terms of Section 26(g) of the Municipal Systems Act, 200, Act 32 of 2000, a Municipality's IDP must contain a disaster management plan. Development projects in the Municipality, as contained in the Municipality's IDP, is thus interlinked with disaster management planning and activities. Risk reduction projects identified as part of disaster risk management planning, such as those identified in this plan and the contingency plans developed and risk assessments should be included into the IDP.

The aim of the Integrated Development Plans (IDP) of Nelson Mandela Bay Municipality (Nelson Mandela Bay Municipality) is to promote sustainable development and uses the Spatial Development Framework (SDF) to visualize future development. The disaster management plan (Disaster Management Plan) which also forms part of the IDP should spatially indicate areas that are potentially hazardous and unsuitable for development. Because both the SDF and Disaster Management Plan make use of spatial representation, these layers could be overlaid and be assessed in two main areas:

1. Identifying areas where the risk of disaster could negatively impact on the IDP's sustainable development goals. For example the risk of water pollution could hamper the provision of safe drinking water, thereby negatively influencing water services to the community.

2. Prioritizing mitigating measures to reduce the risk of disaster and thereby promoting sustainable development. For instance the IDP could be used to make veldt fire prevention a high priority project in areas identified on the SDF as Agricultural Nodes.

9.3 Measures that reduce the vulnerability of disaster-prone areas, communities and households

The following logical framework addresses the plans for the above:

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Fires	Residential related fires. Awareness programmes	Awareness communication materials (pamphlets/calendars), Media campaigns	DISASTER MANAGEMENT CENTRE & FIRE SERVICES
	Veldt fires. Awareness programme in and around open spaces, fire breaks administered	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Fire breaks	DISASTER MANAGEMENT CENTRE & FIRE SERVICES
	Early fire risk predictions. Early warning of high fire risk places & times, based on weather and vegetation/field condition	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE & FIRE SERVICES
Industrial (including mining) fires / explosions / spillage / accidents	Survey of industries (for fire and hazardous materials risks); associated updating of hazard severity map; Compilation of hazardous materials register/database, indicating the location and contents of facilities spatially and in database format; Stakeholder meetings to confirm and refine the findings. Integrated register/database	Database design, development and population; Exact information, locality and hazardous materials known. Ensure industries have emergency and evacuation plans in place	DISASTER MANAGEMENT CENTRE
Epidemics (Human & Animal)	Epidemic statistic tracking and warnings. Early warning of possible epidemics in specific areas	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Ensure potable water supply delivery to all settlements, even informal settlements if possible. Water supply delivery programmes in areas where population density is high but water supply not available	Budget allocation for water piping & supply projects	INFRASTRUCTURE AND DEVELOPMENT
	Immunisation programmes.	List of areas and places immunised	PUBLIC HEALTH
	Logging system and monitoring of communicable diseases on a daily basis at clinics and hospitals, on a central database. Communicable diseases report including graphs	Database of communicable diseases updated weekly/monthly; monthly digital reports presented to DMC	PUBLIC HEALTH
Infrastructure failure: Power, sanitation, water & other key services	Co-ordination between water, electricity and sanitation services to identify cross-impacts and severity of impacts. Quarterly task group meetings	Co-ordination and integrated planning	INFRASTRUCTURE AND DEVELOPMENT
Surface water/land pollution	Specific incidences quickly and effectively reported and information distributed for possible evacuation. Immediate warnings once incidents take place	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
	Industry, Mining and Private individuals compliance to pollution control requirements. Quarterly/yearly reports; Possible polluter-pays measures, Environmental education of public	List of pollution-control required industries/mines, waste sites etc, specific license requirements; database of industries/mines checked for reporting and compliance quarterly/annually; list of public education initiatives	ENVIRONMENTAL MANAGEMENT
	Agricultural awareness. Awareness programmes with farmers with regard to pesticides, herbicides etc. control	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
Air pollution: industrial	Monitor industrial related air pollution, in areas where applicable. Quarterly/yearly reports; Bylaws; license requirements; Possible polluter-pays measures	Industries providing proof of prevention/mitigation measures	DISASTER MANAGEMENT CENTRE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Air pollution: informal settlements	Awareness and subsequent minimisation of air pollution in communities that utilise fuel for heat and cooking, instead of electricity. Awareness programmes in informal settlements	Pamphlets and public meetings where community leaders urge community to utilise electricity rather than fires, where possible	DISASTER MANAGEMENT CENTRE
Transport: rail, road, hazmat	Road maintenance. Road maintenance projects	Budget allocation for road maintenance and upgrade projects	INFRASTRUCTURE AND DEVELOPMENT
	Railway maintenance. Railway maintenance projects	Budget allocation for railway maintenance and upgrade projects	SPOORNET & TRANSNET
	Specific incidences quickly and effectively reported and information distributed for possible evacuation. Immediate warnings once incidents take place	Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
	Hazmat transport inspections on road. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	PUBLIC HEALTH & TRAFFIC SERVICES
	Transport and container inspections by rail. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	PUBLIC HEALTH & TRAFFIC SERVICES
Transport: air	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT CENTRE
Major Events	Preparation and planning, and informing communities of events and disaster plans relating to it. Event plans and pamphlets	Plans designed and distributed well beforehand	DISASTER MANAGEMENT CENTRE
	Database indicating all possible venues and available evacuation and other plans for that venue	Lists of all venues that could house 250+ persons and associated risks for each, submitted to the DMC and/or Districts/Towns	DISASTER MANAGEMENT CENTRE
Drought / water shortage	Alternative dams and/or cross-border water supply negotiations	Budget and programme action plans for specific water supply schemes	INFRASTRUCTURE AND DEVELOPMENT

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Installation of water collection and storage containers in strategic locations	Budget and location identification for containers	INFRASTRUCTURE AND DEVELOPMENT
	Installation of collection and storage containers at industries and organisations	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	INFRASTRUCTURE AND DEVELOPMENT
	Installation of collection and storage containers at private homes	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	INFRASTRUCTURE AND DEVELOPMENT
	Linkages of data to monitor long term weather patterns vs water demand. Change monitored and predictions made	Scenarios indicated and planned for	DISASTER MANAGEMENT CENTRE
	Ground water resources. Ground water resources usability known	Ground water quality survey and impact assessment	
Civil unrest (including terrorism)	Monitoring system implemented. Database with incidents indicated	Graphs and probability evaluations updated	TRAFFIC SERVICES AND SAPS
	Incident database to be set up and maintained. Incident database updated and maintained	Incident database designed, developed and implemented; updated	TRAFFIC SERVICES AND SAPS
Floods	Assessment of dam break impacts on existing developments. Dam break flood impacts	Documentation indicating impacts and consequences	INFRASTRUCTURE AND DEVELOPMENT
	Develop indicative flood mapping, giving an indication of the 100-year and RMF floodlines along the major watercourses. High frequency and risk of flood events, based on past events	Major impacts on especially informal and low-income settlements	DISASTER MANAGEMENT CENTRE
	High water markers and beacons to indicate depth of rivers. Maintenance of beacons, and installation of additional high water markers	Maintaining of beacons; identification of positions for high water level markers; installation of high water markers	INFRASTRUCTURE AND DEVELOPMENT
	Flood hazard assessments for selected watercourses. Hazard assessment studies, reports and associated maps	Budget allocation for the various projects	DISASTER MANAGEMENT CENTRE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Ensuring no development and building in floodline areas. Awareness programmes and law enforcement	Awareness communication materials (pamphlets/calendars), Media campaigns	INTEGRATED DEVELOPMENT PLANNING
	Stormwater maintenance. Ongoing stormwater maintenance	Stormwater asset management register and maintenance scheduled and budgeted for	INFRASTRUCTURE AND DEVELOPMENT
Storms	Early storm risk predictions based on weather	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
Environmental degradation	Waste site location and management. Integrated waste management plans	Drafting and acceptance of the waste management plans, and spatial data indicating location of all existing and future waste sites	ENVIRONMENTAL MANAGEMENT
	Erosion protection, especially where sand and gravel mining is taking place. Stricter environmental controls	Decreased erosion and extraction	ENVIRONMENTAL MANAGEMENT
Oceanographic-Tsunami, Sea Level Rise, Storms	Specific incidences quickly and effectively reported and information distributed for possible evacuation. Immediate warnings once incidents take place	Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
	Early storm risk predictions based on weather	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
	Ensuring sufficient breakwater and related protection	Planning, implementation, inspections	INFRASTRUCTURE AND DEVELOPMENT
Water transportation	Specific incidences quickly and effectively reported and information distributed for possible evacuation. Immediate warnings once incidents take place	Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
	Hazmat transport inspections on ships. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	DISASTER MANAGEMENT CENTRE
	Transport and container inspections by ship. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	DISASTER MANAGEMENT CENTRE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Extreme temperatures	Early temperature risk predictions based on weather	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT CENTRE
Desertification	Link with Weather Services: Monitoring and studies. Draft medium-longer term contingency plans for areas at risk	Mainly monitoring	ENVIRONMENTAL MANAGEMENT
Plant infestation /overpopulation	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	ENVIRONMENTAL MANAGEMENT
Animal/Insect infestation /overpopulation	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	ENVIRONMENTAL MANAGEMENT
Geological (Earthquake, Landslides, Subsidence, Erosion, Land Degradation)	Detailed Geological Risk Study in areas at possible risk. Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Contingency Plans for possible occurrences. Reports submitted to DMC on yearly basis	ENVIRONMENTAL MANAGEMENT
Deforestation	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	ENVIRONMENTAL MANAGEMENT
Loss of biodiversity	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	ENVIRONMENTAL MANAGEMENT

The Nelson Mandela Bay Municipal Disaster Risk Management Centre must ensure that response and recovery plans and disaster risk reduction plans, programmes and projects are incorporated into IDPs, spatial development frameworks, environmental management plans and other strategic developmental plans and initiatives in the Nelson Mandela Bay Municipality and in the local municipalities in the municipality.

Bylaws are effective tools to assist in the implementation of disaster risk reduction. Below is a current example of such a bylaw applicable to the Nelson Mandela Bay Municipality:

5. Issue of directions

- (1) Whenever a local state of disaster has been declared by notice in the Provincial Gazette, and subject to the provisions of section 55(3) of the Act, Council may issue directives or authorise the issue of directions in terms of section 55(2) of the Act –
- (a) instructing all or part of the population to evacuate the disaster-stricken or threatened area by the means prescribed in the directions if such action is necessary for the preservation of life;
 - (b) prescribing the time within which the evacuation referred to in paragraph (a) must be completed;
 - (c) indicating the temporary shelters where evacuees or groups of evacuees are to be transported and housed, and the time for which they must be so housed;
 - (d) regulating traffic to, from or within the disaster-stricken or threatened area;
 - (e) regulating of the movement of persons and goods to, from or within the disaster-stricken or threatened area;
 - (f) controlling the occupancy of premises in the disaster-stricken or threatened area;
 - (g) relating to the identification, provision, control and use of temporary emergency accommodation;
 - (h) suspending or limiting the sale, dispensing or transportation of alcoholic beverages in, to or from the disaster-stricken or threatened area;
 - (i) establishing emergency procurement procedures; or
 - (j) any other steps that may be necessary to prevent an escalation of the disaster, or to alleviate, contain and minimise the effects of the disaster.
- (2) The directions issued in terms of subsection (1) will be properly issued if they are issued according to the disaster management plan.

6. Offences and penalties

A person who fails to comply with an oral or written instruction by the municipality, given in terms of the directions issued under section 5, commits an offence and is liable, on conviction, to a fine or imprisonment or to both a fine and imprisonment.

7. Short title and commencement

- (1) This by-law may be cited as the Nelson Mandela Bay Metropolitan Municipality Disaster Management By-law.
- (2) Except for the directions issued in terms of section 5, this by-law commences on the date of publication thereof in the Provincial Gazette.
- (3) The directions issued under section 5 shall commence on the date when it is issued in terms of section 5(2).

10. DISASTER CONTINGENCY PLANS

In terms of sections 52 and 53 of the Disaster Management Act, Act 57 of 2002, (the Act) each municipality and municipal entity must draft disaster management plans for their area. These plans include contingency strategies and emergency procedures.

In terms of section 54 of the Act, a Municipality must deal with a local disaster through existing legislation and contingency arrangements, even if a local state of disaster is not declared.

In terms of the National Disaster Management Framework, contingency planning is defined as follows:

The forward planning process for an event that may or may not occur, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to, an emergency situation.

In the context of emergency preparedness, project teams will be convened to address contingency plans for priority natural and human-induced disaster risks, triggered by hazards. These contingency plans will include strategies and procedures to ensure the implementation of a system that will include the establishment of joint standards of practice and interdisciplinary cooperation for rapid and effective disaster response capabilities. The Standard Operating Procedures contained in the contingency plans and eventually in each Municipal Organ of State's Disaster Management Plan, summarises the response and recovery activities pertaining to each hazard or disaster risk.

It has been decided to develop, as a point of departure, the following disaster contingency plans for the Nelson Mandela Bay Municipality:

- Floods;
- Transportation of Hazardous Materials.

These plans are attached as Appendix C.

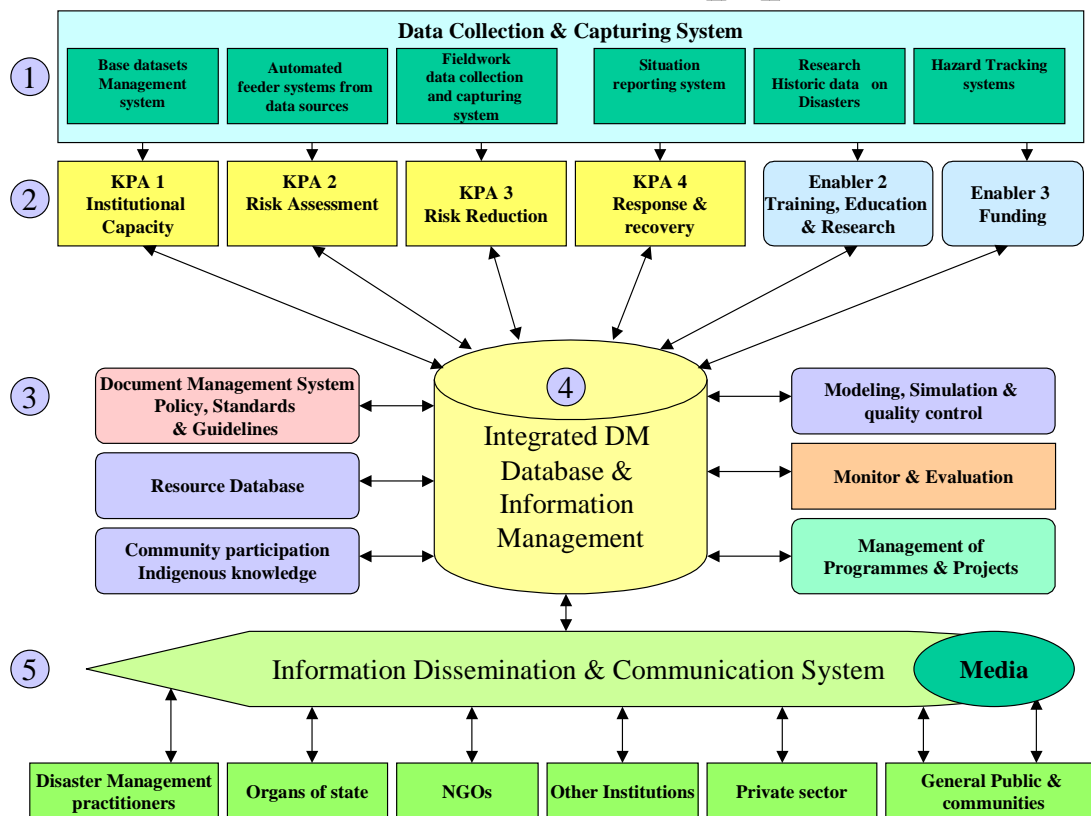
Further Contingency Plans will be developed for all the main disaster hazards in the municipality.

11. DISASTER MANAGEMENT COMMUNICATION

11.1 General

In accordance with the Nelson Mandela Bay Disaster Management Framework A comprehensive information management system (IMS) and an integrated emergency communication network (ECN), which establishes communication links with all DRM role players and that complies with national standards, must be developed and implemented.

The diagram below summarises the above graphically, specifically with reference to disaster prevention and mitigation.

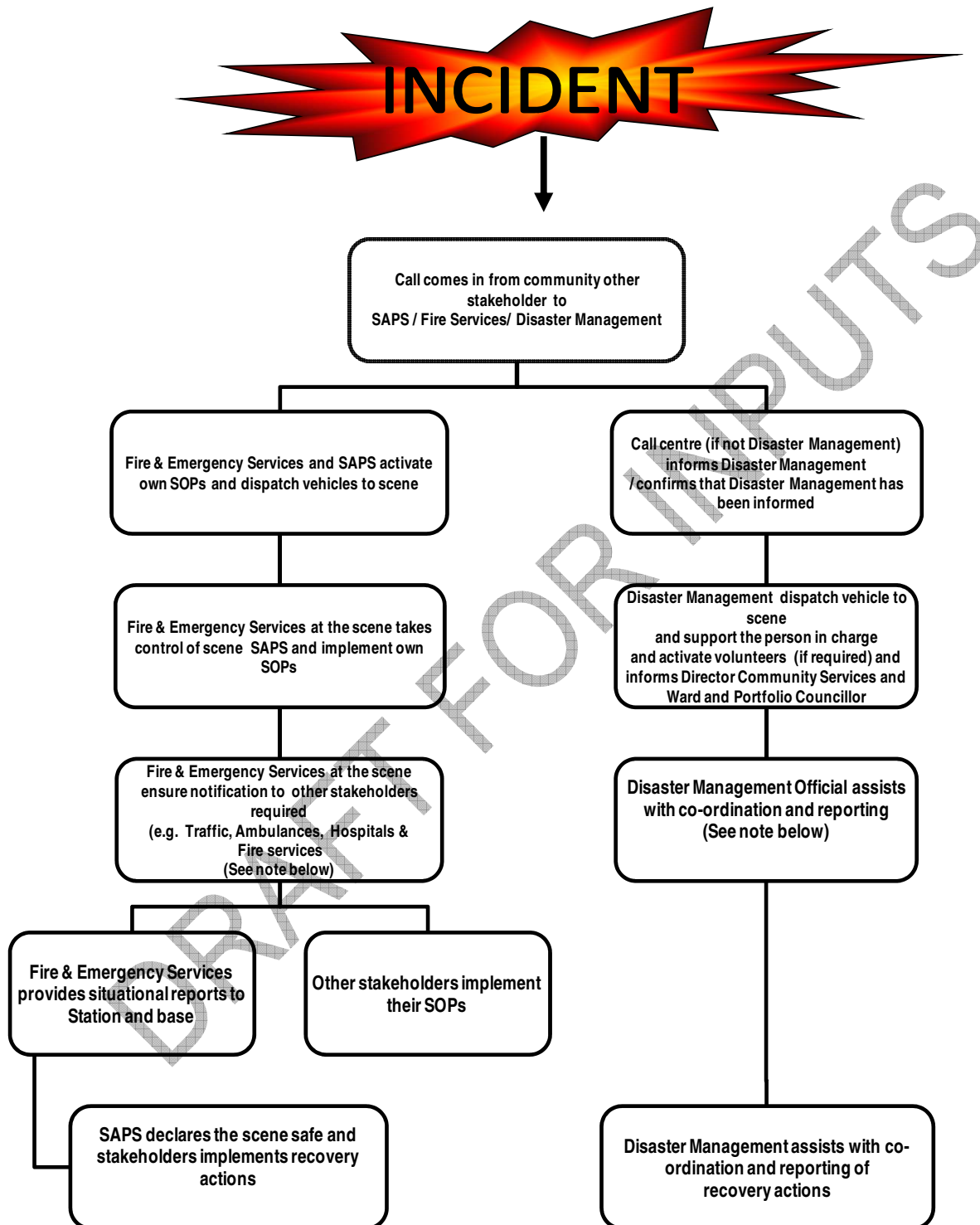


11.2 Communication arrangements in the case of disaster response and recovery

Effective communication is paramount to effective disaster response and recovery. The following standard communication arrangements are applicable to this plan:

- Each stakeholder's communication, dispatching and other procedural arrangements are governed by its functional role and its related standard operating procedures.
- Public Relations and Media communication will be addressed by the designated spokespersons of the Municipal Manager and the SAPS.
- The generic communication and implementation flow processes relating to disaster response is indicated in the flow chart below.

GENERIC RESPONSE AND RECOVERY FLOW CHART



Note: A Joint Operations Centre (JOC) can be established at the scene, depending on the scene's requirements.

12. TARGET EMERGENCY RESPONSE TIMING

The following target emergency response times have been identified:

- 🚒 Fire: 10 minutes
- 🚒 Disaster: 30 minutes
- 🚒 Traffic: 10 minutes
- 🚒 Security: 15 minutes

13. EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH

Communication and stakeholder participation in disaster risk management in The Nelson Mandela Bay Municipality will be executed through a consultative process, education and public awareness, initiated by the Nelson Mandela Bay Municipality disaster management function. These processes will include the development of disaster risk management information leaflets, training programmes, media and local-level meetings with disaster risk management role players, including non-governmental institutions (to be preferably invited / co-opted on the local disaster management committee) and the local traditional and community leaders, schools, clinics and communities.

Although the main responsibility to plan for, ensure budgeting and executing education, training and research (and the publication and communication of the results thereof) lies with the Nelson Mandela Bay Municipality disaster management function, local Municipalities and Municipal departments, organs of state and municipal entities will also address these elements pro-actively. This will be co-ordinated through to the Nelson Mandela Bay Municipality disaster management function and the results communicated to the Eastern Cape Province Provincial DMC, NDMC and the local disaster management committee.

Training on disaster risk management in The Nelson Mandela Bay Municipality will be in accordance with the NDMF and National Guidelines in this regard. Training can be

of an accredited or non-accredited nature. Practical, 'hands-on' training of The Nelson Mandela Bay Municipality and local municipal disaster management officials need to be executed to ensure that at least the following capabilities have been efficiently established in the Nelson Mandela Bay Municipality disaster management function:

- Public Awareness: Public Awareness is ongoing
- Education: to have brochures for disaster management for primary schools
- Training: training of staff on emergency evacuation
- Integrating all of the above into an effective The Nelson Mandela Bay Municipality Disaster Management operation.

As part of gathering indigenous knowledge (part of detailed hazard identification), at municipal level, local communities and structures will be orientated on the requirements of the Act and the specific element and information required from them in terms of the Act.

Through the hazard identification and disaster information management dissemination processes, indigenous knowledge via local communities and local structure representatives will consequently be directly acquired and involved.

Cross-border disaster risk management co-operation and co-planning is crucial and will be facilitated through the Nelson Mandela Bay Municipality disaster management function within the protocols of Government and as made provision for in section 1.4.4 and 1.4.5 of the NDMF. Memoranda of Understanding will be signed with bordering Municipalities, Districts and Provinces (*section 33 (4) of the Act and sections 1.2.4.1, 1.2.5.1, 1.4.4 and 1.4.5 of the NDMF*).

Disaster risk management actions and initiatives, such as result of important meetings and new projects, will be communicated to the communities' via media or otherwise.

The Nelson Mandela Bay Municipality Disaster Management, along with Municipal, Provincial and National organs of state and municipalities will also formulate and implement appropriate disaster risk management public awareness programmes that are aligned with the national disaster risk management public awareness strategy and will play an active part in engaging schools to ensure a practical approach to education and awareness programmes.

School disaster risk management awareness programmes in the Nelson Mandela Bay Municipality will be conducted, assessed and adapted on an annual basis. Community resilience-building is crucial and a first capacity-building priority is the consultative development of a uniform approach to community-based risk assessment for municipalities and non-governmental and community-based organisations throughout The Nelson Mandela Bay Municipality. This will contribute considerably to closer links between disaster risk reduction and development planning in disaster-prone areas and communities.

14. INTEGRATED REPORTING, MONITORING AND EVALUATION

The Act requires that the Nelson Mandela Bay Municipality Disaster Management will monitor progress, prevention, mitigation and response and compliance with the Act and measure performance in this regard.

Taking into consideration the requirements of the NDMF, the following approach will be followed in this regard:

- Taking cognisance of the KPIs defined in the DMF, investigating requirements and creating a formal disaster risk management performance management process for The Nelson Mandela Bay Municipality. This will include development of a series of checklists to assist with future monitoring and evaluation processes and a procedures guideline document to be used by The Nelson Mandela Bay Municipality and local municipal disaster management functions' personnel.

- Reviewing the results of disasters and major incidents in areas where these have occurred and developing contingency arrangements in the interim from lessons learned. An example of a format for reporting on disasters or major incidents is attached as Appendix B. This is a simplified example and does not aim to replace any formal reporting templates prescribed by the PDMC or NDMC, such as the National Incident Reporting System.
- Conducting rehearsal and simulation exercises.
- Constant progress reporting to the PDMC and NDMC, as may be required by these institutions and reports to the Municipal Council as required by Council.

15. ACTION PLAN FOR FURTHER IMPLEMENTATION

Refer to Appendix A.

16. CONCLUSION

As required by the NDMF, the focus of this plan was to establish a foundation for institutional arrangements for disaster risk management in the Municipality, putting in place contingency plans for responding to known priority threats as identified in the initial stages of the disaster risk assessment, identifying key governmental and other stakeholders, and developing the capability to generate a Level 3 Disaster Risk Management Plan. These aspects have been addressed in this document.

APPENDIX A: ACTION PLAN FOR FURTHER IMPLEMENTATION OF DISASTER RISK MANAGEMENT IN THE NELSON MANDELA BAY MUNICIPALITY

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
KEY PERFORMANCE AREA 1: ESTABLISH INTEGRATED INSTIUTIONAL CAPACITY			
IMPERATIVE 1.1 Establish functionally effective arrangements for the development and adoption of an integrated policy for Disaster Risk Management	Disaster Management Centre	A draft Disaster Management Policy Framework has been developed and will be approved by Council.	2010
IMPERATIVE 1.2 Establish functionally effective arrangements for integrated direction and implementation of the Disaster Management Act, 2002; the NDMF; the EC PDRMPF; and the NMBMM DRMPF	Disaster Management Centre, in collaboration with all departments and external stakeholders	The DMC has been established and are functioning with satellite centres. The Head of the Centre has been appointed. The DMAF and committees have been established and will be furthered.	Constant

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
<p>IMPERATIVE</p> <p>1.3 Establish functionally effective arrangements for stakeholder participation and the engagement of technical advice in disaster risk management planning and operations</p>	<p>Disaster Management Centre</p>	<p>Stakeholders are constantly being invited to planning and input sessions pertaining to disaster risk assessments and planning.</p>	<p>Constant</p>
<p>IMPERATIVE</p> <p>1.4 Establish functionally effective arrangements for national, regional and international cooperation for disaster risk management</p>	<p>Disaster Management Centre</p>	<p>The DMC is working in close collaboration with Provincial and National Disaster Management Centres and institutions, as well as neighbouring municipalities and provinces and the private sector. Memoranda of understanding / mutual assistance agreements with main stakeholders need to be identified and finalised.</p>	<p>2010</p>

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
KEY PERFORMANCE AREA 2: CONDUCT DISASTER RISK ASSESSMENTS AND MONITOR DISASTER RISK TO INFORM DISASTER RISK MANAGEMENT PLANNING AND DISASTER RISK REDUCTION UNDERTAKEN BY ORGANS OF STATE AND OTHER ROLE PLAYERS			
IMPERATIVE 2.1 Conduct comprehensive disaster risk assessments to inform disaster risk management and risk reduction policies, planning and programming	Disaster Management Centre	A scientific disaster risk assessment has been conducted in 2004 and updated in 2010 and the results of the updated assessment are available at the DMC.	Completed in 2010. To be reviewed in 2011.
IMPERATIVE 2.2 Generate an Indicative Disaster Risk Profile for the NMBMM	Disaster Management Centre	A disaster risk profile has been generated in 2004 and updated in 2010 and the results of the updated assessment are available at the DMC.	Completed in 2010. To be reviewed in 2011.
IMPERATIVE 2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information	Disaster Management Centre	This is being executed by the Disaster Management Centre	Constant

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
IMPERATIVE 2.4 Identify and apply mechanisms to conduct quality control	Disaster Management Centre	The municipal disaster risk management centre has appointed technical advisory committees comprising the relevant specialist scientific and technical expertise in the relevant sphere to assist with monitoring standards and progress of disaster risk assessments and with the validation and/or interpretation of findings. The methodology and results of the disaster risk assessments have been subjected to an independent technical review process and external validation.	Constant
KEY PERFORMANCE AREA 3: DEVELOP AND IMPLEMENT INTEGRATED AND RELEVANT DISASTER RISK MANAGEMENT PLANS AND RISK REDUCTION PROGRAMMES IN ACCORDANCE WITH APPROVED FRAMEWORKS			
IMPERATIVE 3.1 Compile and implement integrated and relevant disaster risk management frameworks and plans	Disaster Management Centre, all municipal departments and Municipal Entities	This Disaster Management Plan has been drafted. All municipal departments and municipal entities still need to draft / update their disaster management plans.	2011

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
IMPERATIVE 3.2 Determine municipal priority disaster risks and priority areas, communities and households	Disaster Management Centre	A disaster risk profile has been generated in 2004 and updated in 2010 and the results of the updated assessment are available at the DMC. A detailed community/ward-level disaster risk assessment will be initiated in 2010.	Completed in 2010. To be reviewed in 2011.
IMPERATIVE 3.3 Scope and develop disaster risk reduction plans, projects and programmes	Disaster Management Centre, all municipal departments and Municipal Entities	This has been executed as part of the development of this plan, but still need to be executed by all municipal departments and Municipal Entities	2011
IMPERATIVE 3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes	Municipal Management, Disaster Management Centre, all municipal departments and Municipal Entities	This Disaster Management Plan will be incorporated into the Municipal IDP. Risk-related information will be incorporated into spatial development and environmental management frameworks. Mechanisms to disseminate experience from pilot and research projects that explore the vulnerability reduction potential, appropriateness, cost-effectiveness and sustainability of specific disaster risk reduction initiatives will be further established.	2012

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		<p>Case studies and best-practice guides in disaster risk reduction, facilitated by the municipal disaster risk management centre, will be generated and disseminated.</p> <p>Disaster risk reduction programmes, projects and initiatives need to be implemented by municipal departments, the DMA (if applicable), local municipalities and any other municipal entities.</p> <p>Regulations, standards, minimum criteria, by-laws and other legal instruments that encourage risk-avoidance behaviour need to be constantly enforced by municipal departments and other entities and documented in annual reports to the municipal disaster risk management centre, the NDMC and the provincial disaster risk management centre concerned.</p>	<p>Constant</p> <p>Constant</p>
KEY PERFORMANCE AREA 4: DEVELOP AND IMPLEMENT MECHANISMS TO ENSURE APPROPRIATE AND EFFECTIVE DISASTER RESPONSE AND RECOVERY IN ACCORDANCE WITH STATUTORY REQUIREMENTS			

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
IMPERATIVE 4.1 Identify and implement mechanisms for the dissemination of early warnings	Disaster Management Centre, all municipal departments and Municipal Entities	Effective and appropriate early warning strategies will be further developed and implemented and the information communicated to stakeholders to enable appropriate responses. Strategic emergency communication links will be further established in high-risk areas and communities.	Constant
IMPERATIVE 4.2 Develop and implement mechanisms for the assessment of significant events and/or disasters for the purposes of classification and declarations of a state of disaster to ensure rapid and effective response	Disaster Management Centre	Uniform methods for the assessment and costing of significant events or disasters, which are consistent with national requirements, will be developed and adopted. Mechanisms for the rapid and effective classification of a disaster and the declaration of a state of disaster have been established. Mechanisms for conducting disaster reviews and reporting, including mechanisms to enable assessments that will comply with the provisions of sections 56 and 57 of the DM Act, have been developed and implemented. Research reports on significant events and trends are routinely submitted to the municipal disaster risk management centre, the NDMC and the relevant provincial disaster risk management centre,	2011

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		<p>and are disseminated to stakeholders.</p> <p>Review reports on actual disasters are routinely submitted to the municipal disaster risk management centre, the NDMC and the relevant provincial disaster risk management centre, and are disseminated to stakeholders.</p>	
<p>IMPERATIVE</p> <p>4.3 Develop and implemented mechanisms to ensure integrated response and recovery efforts</p>	<p>Disaster Management Centre, all municipal departments and Municipal Entities</p>	<p>The municipal departments, and any other entities that should bear primary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility.</p> <p>Stakeholders who must bear secondary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility.</p> <p>Contingency Plans for certain known hazards have been developed and implemented by all municipal departments, the DMA (if applicable), local municipalities and any other municipal entities. Contingency Plans for all main hazards need to be developed.</p>	<p>2012</p>

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
		<p>Response and recovery plans are reviewed and updated annually.</p> <p>Field Operations Plans (FOPs) for the various activities associated with disaster response and recovery need to be developed, implemented and are reviewed and updated annually and after each significant event and/or disaster.</p> <p>Multi-agency responses need to be constantly managed in accordance with national regulations and directives and the relevant provincial disaster risk management policy framework, and are reviewed and updated annually.</p> <p>Policy and directives for the management of disaster response and recovery operations need to be developed and gazetted or published and need to be adhered to.</p>	

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
<p>IMPERATIVE</p> <p>4.4 Develop and adopt mechanisms for the management and distribution of disaster relief in accordance with national regulations and directives and the EC PDRMPF</p>	<p>Disaster Management Centre, Housing</p>	<p>Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored and reviewed annually. Recommendations are made to the municipal disaster risk management centre, the NDMC and/or the provincial disaster risk management centre concerned, on any adjustments according to lessons learnt.</p>	<p>Constant</p>
<p>IMPERATIVE</p> <p>4.5 Develop and implement mechanisms to ensure that integrated rehabilitation and reconstruction activities are conducted in a developmental manner</p>	<p>Disaster Management Centre, Infrastructure & Development, Housing & Land</p>	<p>Post-disaster technical task teams for rehabilitation and reconstruction projects need to be established and operate effectively. Mechanisms for the monitoring of rehabilitation and reconstruction projects have been established and regular progress reports are submitted to the municipal disaster risk management centre, the NDMC and the provincial disaster risk management centre concerned.</p>	<p>2011</p>

MAIN KEY PERFORMANCE AREAS AND INDICATORS	RESPONSIBLE DEPARTMENT / INSTITUTION	CURRENT STATUS AND OUSTANDING ACTIONS	TARGET DATE FOR COMPLETION OF OUTSTANDING ACTIONS
Enabler 1: Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of developing and implementing disaster risk management plans and risk reduction programmes	Disaster Management Centre	A Disaster Management Information System and communication equipment have been procured and is being used and updated.	Constant
Enabler 2: Education, training, public awareness and research (knowledge management) needs in respect of disaster risk reduction planning and implementation have been analysed, and appropriate mechanisms have been identified and implemented to address the relevant needs	Disaster Management Centre	Education, training, public awareness and research (knowledge management) needs in respect of response and recovery planning and operations have been analysed and appropriate mechanisms need to be identified and implemented to address the relevant needs.	Constant
Enabler 3: A business plan and a budget for the development and implementation of disaster risk management plans and risk reduction programmes have been prepared, submitted and approved for the current and ensuing financial year	Disaster Management Centre, all municipal departments and Municipal Entities	A business plan and a budget for the development and implementation of response and recovery operational plans is prepared, submitted and approved for the current and ensuing financial year.	Annually

Key Performance Elements	Strategic Objectives	Five-year Programmes/Projects	2009/10 Target
5 Year performance plan for disaster management, as per the 2009 IDP	To proactively and effectively prevent, mitigate and respond to disasters	Facilitate the implementation of the Disaster Management Plan by all role-players	2 additional Disaster Management offices to be established
			A fully functional Disaster Management Advisory Forum (DMAF) in place by December 2009
			100% compliance with Disaster Management Plan
		Fully upgraded Disaster Management Centre, including a Joint Operations Centre, Operational offices and a GIS office by June 2010	
		Establishment of Local Disaster Management Committees and Disaster Management Teams in twelve satellite areas	Disaster Management Committees and Disaster Management Teams established in 8 satellite areas by June 2010
		Implementation of an early warning system	4 disaster early warning systems Metro-wide by June 2010

**APPENDIX B: AN EXAMPLE OF A FORMAT FOR REPORTING TO THE DMC ON
DISASTERS AND MAJOR INCIDENTS**

**NELSON MANDELA BAY MUNICIPALITY
SUMMARY DISASTER OR MAJOR INCIDENT REPORT**

TO THE NELSON MANDELA BAY MUNICIPALITY DISASTER MANAGEMENT CENTRE

DATE (AND TIME) OF INCIDENT: _____

NAME AND CONTACT NUMBER OF PERSON COMPLETING THIS
REPORT: _____

WARD / AREA WHERE THE INCIDENT TOOK PLACE: _____

OTHER WARDS, MUNICIPALITIES AFFECTED: _____

HAZARD: _____

INCIDENT DESCRIPTION: _____

SUMMARY EFFECTS OF INCIDENT:

SPECIFIC LOCATION OF THE INCIDENT	NUMBER OF PEOPLE AFFECTED	NUMBER OF FATALITIES	NUMBER OF DISPLACED PEOPLE	NUMBER OF PROPERTIES AFFECTED AND NATURE OF DAMAGE	RESOURCES ALLOCATED	STAKEHOLDERS INVOLVED / ASSISTING

RECOMMENDATION TO BE DECLARED AS A STATE OF DISASTER (IF APPLICABLE):

—

—

ACTIONS TAKEN:

—

—

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—

—

DETAILS OF FURTHER ASSISTANCE AND/OR RESOURCES REQUIRED:

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APPENDIX C: CONTINGENCY PLANS