
GUIDELINE

CONDUCTING AN INITIAL ONSITE ASSESSMENT



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**Directorate: Policy Development and Regulatory
Frameworks**

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Acronyms

DMA	Disaster Management Act, 2002 (Act No. 57 of 2002)
DMC	Disaster Management Centre
EWS	Early Warning Systems
KPA	Key Performance Area
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework, 2005
SOP	Standard Operating Procedure



Definitions

The following words and expressions will, unless the context otherwise requires or the Disaster Management Act, 2002 (Act No. 57 of 2002) or National Disaster Management Framework, 2005 otherwise provides, have the meanings thereby assigned to them namely—

“Initial onsite assessment” means the first assessment performed by a disaster management centre of a (potential) disastrous event to determine its (potential) magnitude and (potential) severity so as to inform a decision to regard the disastrous event as a disaster, initiate contingency arrangements that may be applicable and its possible classification as a local-, provincial-, or national disaster (adapted from Oxford, 2019)



Interrelation / compatibility with other guidelines

This guideline interrelates with the,

- Guidelines for Conducting Comprehensive Disaster Risk Assessments, Part 1: Hazard Identification, Analysis and Prioritisation issued¹ by the NDMC on 25 October 2016,
- Guidelines for the Development and Structure of a Disaster Management Plan issued² by the NDMC on 26 May 2017;
- Guidelines for the Classification and Declaration of a State of Disaster, issued by the NDMC in 2019;
- Guideline for Cooperation and Mutual Assistance Agreements, issued by the NDMC in 2019;
- Guidelines on Contingency Planning and Arrangements, issued by the NDMC in 2019.

¹ Government Gazette No. 40393 on 2 November 2016

² Government Gazette No. 40685 on 26 May 2017



1. Introduction

The Disaster Management Act, 2002 (Act No. 57 of 2002) (DMA) in Section 15, assigns various powers and duties to the National Disaster Management Centre (NDMC) which, amongst others, includes not only advisory and consultative functions, but also, in Section 22, the power to give guidance and advice to stakeholders with regards to disaster management. This guideline in lieu of this responsibility gives guidance on the objectives and systematic process to conduct an initial onsite assessment.

2. Purpose of this guideline

This guideline is developed in terms of paragraph 4.6 of the National Disaster Management Framework, 2005 (NDMF) read with paragraph 4.2.1 and figure 4.2. It provides a uniform method to conduct the initial onsite assessment of the damage (magnitude and severity) of a disaster to enable Disaster Management Centres (DMCs) to execute their responsibilities in terms of sections 35(1)(a)-(d) and 49(1)(a)-(d) of the DMA, as the case may be, as the first step towards the classification of the disaster, the declaration of a state of disaster (where appropriate) and the initiation of contingency plans that may be applicable in the circumstances.

3. Scope

The substantial body of literature available on conducting disaster assessment(s) agrees that the same disaster is assessed a number of times, often by various actors. It also posits that each assessment conducted is defined by the purpose of the particular assessment. The scope of this guideline seeks to articulate only those aspects related to conducting an initial onsite assessment to:



CONDUCTING AN INITIAL ONSITE ASSESSMENT



- (i) Determine when a disastrous event occurs or may occur,
 - a. What type of disastrous event occurred or is likely to occur?
 - b. Where did the disastrous event occur or where is it likely to occur?
 - c. When did the disastrous event occur or is likely to occur?
 - (ii) Evaluate the nature of the occurrence by determining whether the occurrence can be effectively be dealt with by other national legislation,
 - a. Aimed at reducing the risk, and addressing the consequences of occurrences of that nature; and is
 - b. Identified by the Minister by Notice in the Gazette.
 - (iii) Establish the immediate magnitude or potential magnitude of the occurrence, by estimating the,
 - a. Size of the affected area or the size of the likely affected area.
 - b. Major type of land use affected or that may be affected?
 - c. Number of people affected or potentially affected by the occurrence.
 - d. Number of animals affected or potentially affected by the occurrence.
 - (iv) Establish the severity or potential severity of the occurrence, by estimating whether the occurrence caused or may cause,
 - a. Death.
 - b. Injury.
 - c. Disease.
 - d. Damage to property.
 - e. Damage to infrastructure
 - f. Damage to the environment.
 - (v) Establish whether the occurrence is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources.
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- (vi) Establish whether the disastrous event should be regarded as a disaster.
- (vii) Establish the basis of recommending to the NDMC which sphere of government should be assigned primary responsibility to coordinate and manage the disaster through a classification in terms of Section 23 of the DMA.

The guideline will not provide the required policies, delegations or Standard Operating Procedures (SOP) required to initiate, execute and sustain the initial onsite assessment. In this regard, the guideline will, where required, only indicate that a particular policy, delegation or SOP is required.

4. How to use this guideline

Sections 23, 35 and 49 of the DMA, read with section 4.2 of the NDMF, sets out the measures that must be taken by a DMC in the respective spheres of government in order to determine (assess) whether an event that occurred or threatens to occur should be regarded as a disaster. This guideline builds on this process by extracting and grouping together, in the different 'parts' listed below, the key concepts related to conducting an initial onsite assessment, which involves applying the following steps.

Step 1: Maintain monitoring mechanisms, set out in section 6 of this guideline, to (1) provide early warning of potential disastrous events that may occur and or (2) screen sectoral incident response to incidents to determine if an incident is a disastrous event and if so, to initiate the process to evaluate the nature of the occurrence.

Step 2: Evaluate the nature of the occurrence, set out in section 7 of this guideline, to determine whether the occurrence falls within the application of the DMA and if so, to initiate the process to conduct an initial onsite assessment.



Step 3: Conduct an initial onsite assessment of the occurrence, set out in section 8 of this guideline, to establish (1) the magnitude and severity of the disaster, (2) the ability of those affected by the disaster to cope using its own resources (3) whether the event should be regarded as a disaster, and (4) the basis of recommending to the NDMC which sphere of government should be assigned primary responsibility to coordinate and manage the disaster through a classification in terms of Section 23 of the DMA.,

Step 4: Inform the NDMC of the disaster and the initial onsite assessment of the magnitude and severity or potential magnitude or severity of the disaster as set out in section 9 of this guideline.

Step 5: Make such recommendations regarding the classification of the disaster as may be appropriate to the NDMC, as set out section 10 of this guideline.

5. Principles of conducting an initial onsite assessment

Conducting³ an initial onsite assessment of a disastrous occurrence to establish the magnitude⁴ and severity⁵ or potential magnitude and severity of a disaster requires one to balance the '*time*' required to conduct an initial onsite assessment and the '*accuracy*' of the initial onsite assessment with one another. In order to reduce the time taken to perform an initial onsite assessment and improve its accuracy, the principles listed below must be observed as it provides the building blocks or enablers from which the disaster assessor draws to conduct an initial onsite assessment.

³ In order to expedite the potential classification of the disaster, it is important that the affected province(s) and municipality(ies) conduct an initial assessment within 72 hours following the occurrence of the incident and submits a report to NDMC recommending the classification of the disaster that may be appropriate.

⁴ The size or extent of the occurrence.

⁵ The intensity of the damage.



5.1 Disaster risk and risk assessment

The NDMF defines 'disaster risk' as 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. The NDMF also defines 'risk assessment' as 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.

Close perusal of these concepts leads one to the conclusion that where disaster risk were established through (a) credible risk assessment(s), significant information is on hand, before an event occurs, on the potential hazards that might occur in an area and the harmful consequences or expected losses⁶ that might result. As such, when a particular event does occur (or threaten to occur), the disaster assessor could reliably draw from this information to perform a fairly accurate initial onsite assessment in a short space of time.

5.2 Contingency Planning

The NDMF defines 'contingency planning' as the forward planning process for an event that may 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.

Close perusal of the scenario-planning component leads one to conclude that the development of a worst case-, best case- and probable scenario, before a particular event occurs, is instrumental in assisting an assessor to perform a more accurate initial onsite assessment in a short space of time.

⁶ Deaths, injuries, property, livelihoods, disrupted economic activity or environmental damage



5.3 Early warning systems and monitoring

The NDMF defines 'Early Warning Systems' (EWS) as a system that allows for detecting and forecasting impending extreme events to formulate warnings on the basis of scientific knowledge, monitoring and consideration of the factors that affect disaster severity and frequency. EWS include a chain of concerns, namely: understanding and mapping the hazard; monitoring and forecasting impending events; processing and disseminating understandable warnings to political authorities and the population; and undertaking appropriate and timely actions in response to warnings. The NDMF also defines 'monitoring' as a system of checking and observing to ensure that the correct procedures and practices are being followed.

Close perusal of these concepts leads one to the inference that where a EWS is available and conditions are monitored, when a disaster threatens to occur, the disaster assessor could reliably draw from this information to perform a fairly accurate initial onsite assessment in a short space of time.

5.4 Information management and communication

Integrated disaster risk management depends on access to reliable hazard and disaster risk information as well as effective information management and communication systems to enable the receipt, dissemination and exchange of information. Enabler 1, and especially Section 5.4, of the NDMF indicates the specific features required of a basic information management system to support the four Key Performance Areas (KPA) of the NDMF. In this regard drawing from, access to EWS, dissemination of early warnings, storage of contingency plans (set out in KPA 1); risk assessment, mapping systems, monitoring and tracking hazards (set out in KPA 2); recording, retrieval and updating of specific real-time information during an event, assessment data management, type of event, analysis of infrastructure (set out in KPA 4) etc. is of critical importance.



Close perusal of these and other information management system concepts set out in the DMA and NDMF, leads one to the conclusion that an information management and communication system is instrumental to perform a more accurate initial onsite assessment in a shorter space of time.

5.5 Standard operating procedures and policy

SOPs (also referred to as policies) in general provides detailed, written instructions to stakeholders on how and when to perform a business activity or process. The sheer amount of business activities or the interrelatedness of some of these business processes drives organisations to develop a number of SOPs. Typical examples of activities dealt with by SOPs includes matters such as working hours, working overtime, using private transport for work related activities, subsistence allowances, communication, booking on and off duty, quality assurance, equipment use, safe driving, conduct with customers (or public), record keeping, occupational health and safety, the use of personal protective equipment, standby duties, substance use, etc. When properly applied SOPs enable business efficiency, increase output, improve performance, reduce miscommunication and ensures conformance to legislative requirements.

Disasters may occur at any moment thus requiring (a) disaster assessor(s) to be available at short notice around the clock to perform amongst others, tasks related to disaster response. Given that DMCs are located in the public sector, the need for and the proper application of SOPs is not only unavoidable but is essential to ensure that business processes related to disaster response, in this case performing an initial onsite assessment, is performed no matter when the event occurs. As such, the development and implementation of SOPs relating to the examples listed in the above are critical enablers to the performance of an initial onsite assessment.



6. Incident occurs or threatens to occur

6.1 Objective

A DMC maintains monitoring mechanisms to (1) provide early warning of potential disastrous events that may occur and or (2) screen sectoral incident response to incidents to determine if an incident is a disastrous event and;

- if so, to initiate the process to evaluate the nature of the occurrence; but
- if not, the process flow is interrupted and the DMC continues to monitor sector departments providing routine incident response.

6.2 Analysis and action matrix where an incident is a disastrous event

Question(s) to be addressed	Action
What disastrous event occurred or is likely to occur?	List the type of the event that occurred / or is likely to occur by selecting from the list provided in the Guideline: Hazard identification, analysis and prioritisation.
Where did the disastrous event occur or where is it likely to occur?	List the area(s) where the incident occurred or is likely to occur.
When did the disastrous event occur or is likely to occur?	Provide the date on which the incident occurred / is likely to occur.



7. Nature of the occurrence

7.1 Objective

A DMC evaluates the nature of the occurrence to determine whether the occurrence falls within the application of the DMA and;

- if so, to initiate the process to conduct an initial onsite assessment, but
- if not, the process flow is interrupted and the DMC continues to monitor sector departments providing incident response in terms of that other legislation.

7.2 Analysis and action matrix to determine if the occurrence falls within the DMA

Question to be addressed	Action
What is the nature of the occurrence?	Evaluate the nature of the occurrence and determine if the occurrence can be effectively dealt with by other national legislation aimed at reducing the risk, and addressing the consequences of occurrences of that nature by selecting from the list provided.
	Evaluate the nature of the occurrence and determine if the occurrence can be effectively dealt with by other national legislation identified by the Minister by Notice in the Gazette by selecting from the list provided.



8. Initial onsite assessment

8.1 Objective

A DMC conducts an initial onsite assessment of the occurrence to establish (1) the magnitude and severity of the disaster, (2) the ability of those affected by the disaster to cope using its own resources (3) whether the event should be regarded as a disaster, and (4) the basis of recommending to the NDMC which sphere of government should be assigned primary responsibility to coordinate and manage the disaster through a classification in terms of Section 23 of the DMA.,

8.2 Analysis and action matrix of an initial onsite assessment

Question(s) to be addressed	Action
What is the size of the affected area or the size of the likely affected are?	List the size of the affected area.
What is the major type of land use affected or what is the major land use that may be affected?	List the major types of land use affected / may be affected by the incident.
What is the magnitude or potential magnitude of the occurrence?	Conduct an initial onsite assessment and estimate how many people are affected or may be affected by the occurrence.
	Conduct an initial onsite assessment and estimate how many animals are affected or may be affected by the occurrence.



Question(s) to be addressed	Action
What is the severity / potential severity of the occurrence?	Indicate whether the occurrence caused death or may cause death.
	Indicate whether the occurrence caused injury or may cause injury.
	Indicate whether the occurrence caused disease or may cause disease.
	Indicate whether the occurrence caused damage to property or may cause damage to property.
	Indicate whether the occurrence caused significant disruption or may cause significant disruption.
	Indicate whether the occurrence caused damage or may cause damage to the Healthcare and Public Health Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Education Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Energy Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Transportation Systems Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Information and Communications Sector.



Question(s) to be addressed	Action
	Indicate whether the occurrence caused damage or may cause damage to the Water Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Sewerage Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Waste Management Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Government Facilities Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Emergency Services Sector.
	Indicate whether the occurrence caused damage or may cause damage to the Protective Infrastructure.
	Indicate whether the occurrence caused damage or may cause damage to the Green Infrastructure.
	Indicate whether the occurrence caused or may cause significant disruption of the life of a community.
Is the magnitude and severity of the occurrence exceeding the ability of the Healthcare and Public Health Care Sector to cope	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.



Question(s) to be addressed	Action
with its effects using only their own resources?	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.



Question(s) to be addressed	Action
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Education Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).



Question(s) to be addressed	Action
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Energy Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.



Question(s) to be addressed	Action
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Transportation Systems Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.



Question(s) to be addressed	Action
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the	Indicate if the sector delivers services in the affected area.



Question(s) to be addressed	Action
ability of the Information and Communications Sector to cope with its effects using only their own resources?	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.



Question(s) to be addressed	Action
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Water Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).



Question(s) to be addressed	Action
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Sewage Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.



Question(s) to be addressed	Action
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Waste Management Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.



Question(s) to be addressed	Action
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the	Indicate if the sector delivers services in the affected area.



Question(s) to be addressed	Action
ability of the Government Facilities Sector to cope with its effects using only their own resources?	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.



Question(s) to be addressed	Action
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Emergency Services Sector to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).



Question(s) to be addressed	Action
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Protective Infrastructure to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.



Question(s) to be addressed	Action
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Is the magnitude and severity of the occurrence exceeding the ability of the Green Infrastructure to cope with its effects using only their own resources?	Indicate if the sector delivers services in the affected area.
	Indicate if the sector have infrastructure located in the affected area.
	Indicate to what extent the sectors' services have been disrupted.
	Indicate to what extent have the sectors' infrastructure been damaged.



Question(s) to be addressed	Action
	Indicate the time it may take to return the sector to perform minimum service levels.
	Explain what must be done to return the sector to be able to provide a minimum service.
	Explain what the sector is currently doing to return the situation to perform minimum service levels.
	Indicate if these actions taken are in line with a sector business continuity plan.
	Indicate the time it may take to return the sector to provide a full service (to before disaster standards).
	Explain what must be done to return the sector to provide a full service (to before disaster standard).
	Explain what the sector is currently doing to provide a full service (to before disaster standard).
	Indicate if these actions taken are in line with a sector business continuity plan.
	Determine if the sector can cope with the effects of the disastrous event using only its own resources.
	Explain (where applicable) why the sector is assessed to not being able to cope using only its own resources.
Should the disastrous event be regarded as a disaster?	Indicate whether the outcome of the initial onsite assessment satisfies the criteria set and therefore the conclusion that the disastrous event should be regarded as a disaster.



Question(s) to be addressed	Action
Establish the basis of recommending to the NDMC which sphere of government should be assigned primary responsibility to coordinate and manage the disaster through a classification in terms of Section 23 of the DMA.	Indicate rationale behind the recommendation to be made to the NDMC to classify the disaster as either a local disaster, a provincial disaster or a national disaster.

9. Informs the NDMC of the outcome

A DMC immediately informs⁷ the NDMC of the disaster and the outcome of the initial onsite assessment of the magnitude and severity or potential magnitude or severity of the disaster.

10. Recommendation(s) regarding the classification

A DMC makes a recommendation⁸ to the NDMC regarding the classification of the disaster as may be appropriate in the circumstances.

⁷ using the applicable mechanism set out by the NDMC from time-to-time in a circular.

⁸ using the applicable mechanism set out by the NDMC from time-to-time in a circular.



11. Initial onsite assessment process flowchart

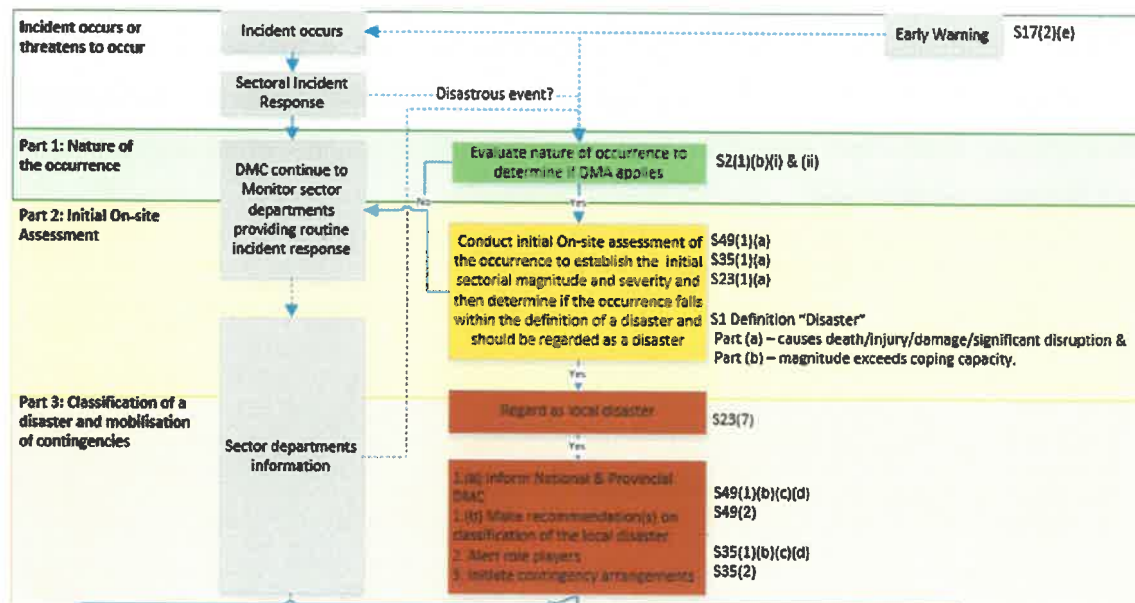


Figure 1: Initial onsite assessment flowchart

The outcome of the initial onsite assessment will determine whether the occurrence is disastrous in nature or not. If the latter is true, the process to inform a decision to regard the disastrous event as a disaster is interrupted. The event is dealt with through conventional means and response by sector departments to the occurrence is monitored. However, if the occurrence is disastrous in nature, section 49(1) (b) – (d) and 35(1) (b) – (d) of the DMA enjoins the DMC of a municipality or province, as the case may be, to

- inform the NDMC and PDMC of the disaster and the initial onsite assessment;
- alert disaster management role players; and
- initiate the implementation of contingency arrangements and emergency procedures.

The NDMC will also proceed to classify the disaster in terms of section 23 of DMA which, assigns primary responsibility to coordinate and manage the disaster.



12. Recommendations

It is recommended that all Disaster Management Centres, enjoined by the Disaster Management Act, 2002 (Act 57 of 2002) and the National Disaster Management Framework, 2005 have regard for and considers this guideline when conducting an initial onsite assessment.



13. Approval

Mr Jurgens Dyssel

Director: Policy Development and Regulatory Frameworks

Date: 29/03/2019.

Guideline supported/..... ✓

Ms Ane Bruwer

Chief Director: Policy and Legislation Management

Date: 29/3/2019

Guideline approved/.....

To be presented to MDune mako &
the MDMAF meetings.

Dr Mmaphaka Tau

Deputy Director-General (Head): National Disaster Management Centre

Date: 29/03/2019



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