Foreword by Executive Mayor
Whilst the Breede Valley Municipality, like any other Local Government faces a daily challenge to live up to the expectations of our people and deliver services to them in a concerted and conscientious manner that is mindful of the key strategies of National Government; the prevention, reduction and mitigation of risk reduction will be the primary drivers in our development strategies; and our abilities to respond to emergencies so as to provide adequate intervention that brings relief and recovery to our citizenry will be key in our approach to sustainable development for the Breede Valley community.

Foreword from Municipal Manager
Within the context of the Breede Valley Municipal Disaster Management Framework; this Plan details how the Breede Valley Municipality will ensure an integrated disaster risk management approach within the jurisdictional authority.

To this end, a fundamental approach based on the principles of risk management and control will be utilized in ensuring that the effects of our developmental local government does not place the Breede Valley Municipality in a position where we become rapidly overwhelmed at the first sign of crises.

Mindful of the fact that Disaster Risk Management is not a line function but a fundamental duty of managing; the role of coordinating, establishing co-relationships and communication between line departments is essential to ensure continuity of service delivery. The role of the head of centre has been assigned to the Head of Fire, Rescue & Disaster Management where the core objectives are to ensure that the Key Performance Areas associated with disaster management are driven from a central point and reported upon.

Foreword by Head of Centre
Disaster Risk Management is not a sole responsibility that can be assigned to a municipal department! Instead collective ownership of the principles of disaster risk management is essential if the Breede Valley Municipality is to ensure the provision of sustainable service delivery. Whilst a response (as envisaged in the Disaster management Act) is essential to ensure rapid relief and recovery from crises; the element of preparedness planning is pivotal to success.

Whilst the Framework from which this plan is derived spells out the basis of the overall elements that need to be considered when approaching disaster risk management; this Plan is intended to be a ‘living document’ that is expected to change as the contextual environment changes and will continually re-align itself to incorporate or make provisions for such changes.
Authority to Plan
The Breede Valley Municipal Disaster Risk Management Plan (hereinafter referred to as 'the Plan') is hereby written under the authority given under Section 53 of the Disaster Management Act, Act 57 of 2002.

Related Document:
Breede Valley Integrated Disaster Risk Management Framework: 2011

Approval of plan
This Plan is hereby approved by the Breede Valley Municipal Council;

Resolution Number: EX8/2012

Amendment register and version control
Other than the continual updating of the Plan by the Head of Centre; any proposed amendments to the plan must be submitted in writing to the Head of Centre either voluntarily or whenever the review cycle calls for such.

Disaster Risk Management Plan version control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Prepared by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>03-11</td>
<td>P.D Govender</td>
<td>New</td>
</tr>
</tbody>
</table>

Distribution list
- IDP
- Municipal Registry
- Internal Audit
- All Heads of Departments.
- CWDM
- PDMC
**Section 1 – INTRODUCTION**

**1.0 Purpose of the BVM Disaster Risk Management Plan (DRM Plan)**

Section 53(1)(a) of the Disaster Management Act, 2002 (Act 57 of 2002 – hereafter referred to as “the Act”) requires the Breede Valley Municipality to prepare a disaster management plan for its area according to the circumstances prevailing in the area and within the ambit of its municipal disaster management framework.

Section 53(2) (a) of the Act specifies that the disaster management plan for a municipality must form an integral part of the municipality’s integrated development plan (IDP).

Section 26(g) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) lists “applicable disaster management plans” as core components of an IDP.

Other than satisfying the intent of the Disaster Management Act and any associated national, provincial or municipal framework promulgated in pursuit thereof; the DRM Plan also supports the obligatory purpose of local government as contemplated in the Constitution of the Republic of South Act, Act 108 of 1996; specifically Section 152. (1).

**1.1 Key Principles of the DRM Plan**

In shaping a vision and guiding strategy for Disaster Risk Management in the municipality, the following key principles will be applied and maintained:-

1.1.1 Disaster Risk Management must focus on key issues.

1.1.2 Disaster Risk Management must take care of the most vulnerable first.

1.1.3 Disaster Risk Management must foster a culture of prevention and resilience.

1.1.4 Disaster Risk Management must be integrated into development

1.1.5 Disaster Risk Management must be driven in all spheres and levels of management

1.1.6 Disaster Risk Management must be all-encompassing

1.1.7 Disaster Risk Management must be dynamic

1.1.8 Disaster Risk Management must be applied competently

1.1.9 Disaster Risk Management must be affordable and sustainable

1.1.10 Disaster Risk Management must be needs-orientated and prioritized

**1.2 Key Outcomes**

This plan seeks to achieve the following key outcomes:

- Integration of Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role players within the municipality.
- Resilient communities
- An integrated, fast and efficient response to emergencies and disasters by all role-players.
1.3 Linkage with BVM Integrated Development Plan
Both the Municipal Systems Act and the Disaster Management Act requires the inclusion of this plan into the Integrated Development Plan (IDP) of the Breede Valley Municipality. It is however impractical to include the complete Disaster Management Plan with all its annexures within the IDP. Therefore the complete plan can be considered as an annexure to the IDP, while this core document without annexures will be submitted for inclusion within the IDP document.

In order to ensure continuous linkages with the IDP, all departments and role players submitting input to the content of the current and future IDP of the municipality are required to ensure the inclusion and integration of disaster risk management into their strategies, operational planning and project implementation. This will ensure the integration of disaster management into the IDP, and will ensure that all plans and projects are focused on contributing to disaster risk reduction and disaster preparedness – thus reducing the impact of disasters on lives, property, community activities, the economy and the environment in the Breede Valley Municipality

**Action:** The municipality requires the compulsory consideration of disaster risk management in the planning and execution stages of all IDP projects.

1.4 Linkage with the BVM Disaster Risk Management Framework
The preparation of the Disaster Risk Management Plan is done within the Programme Elements of the BVM Disaster Risk Management Framework.

1.5 Structure of the DRM Plan
1.6 Review of DRM Plan
This plan will be reviewed and updated on an annual basis.

Section 2 – INSTITUTIONAL ARRANGEMENTS

2.0 BVM Integrated Municipal Disaster Risk Management Framework
The Breede Valley Integrated Municipal Disaster Risk Management Framework (IDRMF) provides the institutional scope of how the municipality will organize itself to deal with disaster risk preparedness planning, risk reduction and response and relief responsibilities with clearly defined elements and is considered as the ‘parent’ document.

2.1 Nodal points for Disaster Risk Management
The Fire, Rescue & Disaster Management Services (BVFD) is assigned the task of directing and facilitating the disaster risk management process. Other than the BVFD ensuring that all planning take into account disaster risk management principles; it will be required that each municipal department within the Municipality assign a person or section within the department to be the nodal point for disaster risk management activities in that department. The same applies to national and provincial departments operating within the municipality.

The disaster management activities to be performed within departments include participation in disaster risk reduction as well as preparedness and response.

Action: The Disaster Emergency Management Centre of the Breede Valley Municipality will circulate forms on an annual basis requesting role-players to indicate their nodal points for disaster management. The forms shall provide space for indicating the department, position and full contact details (also after hours) of the nodal point and at least one alternate contact person.

2.1.1 Departments with primary responsibility for specific hazards and disaster risks
Where a department has primary responsibility for a specific hazard, the department’s role in disaster risk management for that specific hazard will be more than mere participation: it will have to lead risk reduction as well as preparedness activities due to its expertise in the field.

BVFD will support such a department with advice, information, facilitation and coordination.

Action: BVFD will maintain a list of hazards that may affect the municipality with associated primary role-players indicated for risk reduction as well as preparedness for each specific hazard. (See next section for the process of assigning such responsibility.)

2.1.2 Assignment of responsibility to deal with specific disaster risks
Departments that are responsible for specific services in normal conditions will remain responsible for such services during disasters. The declaration of a state of disaster and the tighter coordination instituted during disasters does not absolve any agency of its assigned responsibilities.

In order to reduce the size of this document a specific and detailed listing of all the disaster management capabilities and responsibilities of each municipal head of department and those of other role-players will not be supplied in the body of this document.
**Action:** The risk profile of the Breede Valley Municipality will be considered and primary and supporting role-players will be identified for each identified risk. Such allocation of primary and supporting roles will be done in consultation with all relevant role-players, will be informed by existing legal frameworks, and assignment will be done on a consensus basis.

The above assignment of responsibilities will be revisited and confirmed on an annual basis, and will be recorded and distributed in the format indicated in Table 1 below.

**Table 1: Assignment of primary and supporting role-players for disaster risks**

<table>
<thead>
<tr>
<th>Description of disaster risks identified in the risk profile of the municipality (Complete one table per risk)</th>
<th>Primary role-player in risk reduction to be indicated here</th>
<th>Supporting role-players</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary role-player in preparedness to be indicated here.</td>
<td>Supporting role-players</td>
</tr>
<tr>
<td></td>
<td>Primary role-player in response and relief to be indicated here.</td>
<td>Supporting role-players</td>
</tr>
<tr>
<td></td>
<td>Primary role-player in recovery &amp; rehabilitation to be indicated here...</td>
<td>Supporting role-players</td>
</tr>
</tbody>
</table>

The document assigning responsibilities will be retained by the DEMC and updated as the need arises.

### 2.2 Corporate Disaster Management Structure for the Breede Valley Municipality

The Corporate Disaster Management structure for the Breede Valley Municipality as outlined in the IDRMF must deal with both pro-active and reactive disaster management issues.

#### 2.2.1 Breede Valley Fire, Rescue & Disaster Management Services (BVFD)

The BVFD is assigned with the Disaster Risk Management function. The Fire Brigade Headquarters in Worcester (FBHQ) serves as the Disaster/Emergency Management Centre (DEMC) of the municipality and the Chief Fire Officer of the BVFD serves as Head of Centre.

The DEMC must aim to prevent or reduce the risk of disasters, mitigate the severity or consequences of disasters, prepare for emergencies, respond rapidly and effectively to disasters and to implement post-disaster recovery and rehabilitation within the municipality by monitoring, integrating, coordinating and directing the disaster risk management activities of all role-players.

A fully established and functioning Centre is a key element of this plan.

**Action:** The Breede Valley Municipality will establish and maintain a fully staffed and resourced Disaster/Emergency Management Centre.

#### 2.2.2 Inter-Departmental Disaster Risk Management Coordination Committee (DMCC)

The IDRMF establishes an Inter-Departmental Disaster Risk Management Coordinating Committee where instructions and identified projects can be implemented and tracked. The Head of Centre will coordinate the DMCC and will report directly to the Municipal Manager in this regard in order to reduce the complexity of the disaster management structure. Ad-hoc external representation may form part of the deliberations upon invitation.
2.2.3 Municipal Disaster Management Advisory Forum
Metropolitan or district municipalities may establish municipal disaster management advisory forums as described in Section 51 of the Disaster Management Act, 2002. It is advantageous for the BVM to establish such a forum to coordinate strategic issues related to disaster management such as risk assessments and to review the disaster management plan for the municipality.

**Action:** The DEMC will consider the establishment of a Local Disaster Management Advisory Forum and act upon its decision in this regard.

2.2.4 Nodal points for disaster management within municipal departments
Refer to section 2.1 above.

2.2.5 Departmental planning groups
This element relates to planning groups that can be established within departments within the Municipality to deal with internal disaster management issues such as the compilation of departmental or local municipal disaster management plans and contingency plans for facilities and services of the department or local municipality. The disaster management nodal points of such departments or local municipalities will be involved in these planning groups.

**Action:** Nodal points will be empowered and supported by their departments to establish, manage, and participate in departmental planning groups.

2.2.6 Risk reduction project teams
A multi-disciplinary project team convened to address and reduce a specific disaster risk. Convened by the primary role-player for the risk and supported by DEMC.

**Action:** The primary role-players for specific hazards or disaster risks, in collaboration with DEMC, will establish and manage risk-reduction project teams as required or when requested. This will be done by utilizing existing structures as far as possible in order to prevent duplication and reduce the meeting burden on role-players.

2.2.7 Preparedness planning groups
A multi-disciplinary planning group convened to ensure a high level of preparedness for a specific disaster risk. Convened by the primary role-player for the risk and supported by the DEMC.

**Action:** The primary role-players for specific hazards or disaster risks, in collaboration with DEMC, will establish and manage preparedness planning groups as required or when requested. This will be done by utilizing existing structures as far as possible in order to prevent duplication and reduce the meeting burden on role-players.

2.2.8 Joint response & relief management teams
Mostly flowing from the preparedness planning group, this is a team that is mobilized to deal with the immediate response & relief required during or immediately after major incidents and disasters and will normally convene in the Emergency Operations Centre (see description below).
**Action:** The preparedness planning group for each hazard will detail how the activation of a joint response and relief management team for that specific hazard will be managed, and who will form part of the team.

### 2.2.9 Recovery & rehabilitation project teams
These are project teams managing recovery and rehabilitation after disasters, mostly on a project-management basis. Disaster recovery and rehabilitation must focus on risk elimination or mitigation. Departments who are responsible for the maintenance of specific infrastructure are also responsible for the repair or replacement of such infrastructure after disasters.

**Action:** The preparedness planning group for each hazard will detail how the activation of recovery and rehabilitation project teams for that specific hazard will be managed, and who will form part of the teams.

### 2.2.10 Breede Valley Emergency Communications Centre (ECC)
The Fire & Rescue Service Emergency Communications Centre (ECC) provides a 24-hour emergency and essential services contact points to the public within the municipal area. With four incoming emergency lines and satellite connectivity, the ECC is responsible for day-to-day emergency response and for the establishment of strategic communication links with other primary and secondary response stakeholders internal and external to the municipality.

**Action:** BVFD will continue to maintain a fully staffed and resourced ECC which must be continually improved in order to keep abreast of changing ICT technology.

### 2.2.11 Breede Valley Emergency Operations Centre (EOC)
The Fire Brigade Headquarters (FBHQ) will serve as the Emergency Operation Centre (EOC). The EOC is a facility equipped to serve as a command and coordination centre during major incidents and disasters, where the joint response & relief management team will convene. The terms JOC for Joint Operations Centre or DEMC for Disaster & Emergency Management Centre can also be used for this facility.

**Action:** BVFD will establish and maintain a fully staffed and resourced Emergency Operations Centre for activation as required and will identify fall-back or alternative facilities for the same purpose.

### 2.2.12 Breede Valley Emergency Management Support Centre (EMSC)
The BVFD has identified a need for an Emergency Management Support Centre (EMSC) which is designed to cater to serve as a support facility that will focus mainly on humanitarian and social distress coordination; and also function as an alternative EOC. The Municipality has allocated the now disestablished Municipal Sports Club Hall to the BVFD for this purpose.

**Action:** BVFD will establish and maintain a fully staffed and resourced Emergency Management Support Centre for activation as required which will also serve as an alternative EOC.
Section 3 – DISASTER RISK MANAGEMENT

3.0 Profile Perspective

a. Population Composition & Distribution

The Breede Valley Municipality has a population of approximately 156 000 (Census 2001) of which roughly 67.7% live in the urban centres of Worcester, Rawsonville, De Doorns and Touws River and the remaining 32.3% (roughly 44 000) live on the surrounding farms and rural hinterland.

b. Land Use

Agriculture is by far the most prominent land use with urban development located primarily along the N1 National Road spine that runs through the entire length of the municipality. Land use is split into urban, peri-urban and agricultural. With the exception of Worcester, all other outlying towns are entirely dependent on the respective surrounding agricultural environment.

c. Urban Areas

The urban centres (the towns of Rawsonville, Worcester, De Doorns and Touws River) are connected physically through a central mobility spine, the N1 National Road, as well as through a hierarchical relationship between the towns and a number of smaller rural settlements. Each of the towns services the agricultural areas and rural settlements in its immediate surrounds whilst Worcester is the main economic, administrative and services hub of the municipal area catering for the needs of the smaller towns.

Table 2: Abbreviated Risk Profile

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>RELEVANT INFORMATION and CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Climate &amp; Weather</td>
<td>Summers in Worcester are very hot and dry as oceanic influences are impeded by the Du Toitskloof and Slanghoek Mountain Ranges to the west. Winters are generally windy and very cold with snow often covering the surrounding high peaks of Brandwachtberg and Dwarsberg. Most of the Breede River Valley receives relatively abundant rainfall (from 500 mm to over 1000 mm per annum) but Worcester lies in a rainshadow caused by the surrounding high mountains. The climate can therefore be generally classified as semi-arid. Most of the rainfall in Worcester falls in winter and the area has an average annual rainfall of about 240 mm. Touws River is considered a summer rainfall area and its vegetation is not considered to be homogeneous in relation to the rest of the Valley; instead it is more that of the Greater Karoo type.</td>
</tr>
</tbody>
</table>
| Community Capacity | o Rapidly becoming urbanized  
o Differing levels of education  
o Unemployment 19.7% (Stats SA 2001) |
| Industry | o The area produces 25% of South Africa’s total volume of wine and spirits.  
o 18.16% contribution to District GDP  
o Chicken Processing Plants / Textile / Carton Manufacturing /Road Tanker Manufacturing |
| Public buildings, spaces and events | o National monuments  
o Heritage buildings  
o Klein Plasie Showground  
o Motor Bike Rallies / Open Air Concerts |
| Critical Infrastructure | o Water  
o Electricity  
o Road network (N1, R60, R43)  
o Rail network (CT–JHB) |
| Hazardous Sites | o High Volume Alcohol storage  
o Rainbow chickens (MHI)  
o Petroleum depots (MHI) |
3.1 Risk Profile
The Comprehensive Disaster Risk Assessment conducted in 2008 identifies a variety of risks that may cause widespread disasters if unmitigated or unplanned for. Whilst some risks are outside the primary responsibility scope of the BVM; an occurrence of such risk will disrupt the Breede Valley. The following risks are identified as priority risks that will be addressed by risk reduction and preparedness planning:

- Wildland Fires
- Urban Sprawl
- Severe Storms (Flooding, Wind)
- Transport
- Dangerous Goods (Road and Rail)
- Animal Disease Outbreak

The above lists illustrate the types of disasters that pose the highest risks within the area of the Breede Valley Municipality and their possible effects. The communities at risk can be derived from the risk lists, and are also shown in the risk assessment that was conducted for the area.

More detailed risk descriptions, inclusive of hazards, vulnerability and capacity descriptions, are available in the original risk assessment document.

3.2 Hazard Identification & Risk Reduction Planning
Ongoing hazard identification and risk reduction plans and its annexures which are implementable must be considered for inclusion within the IDP projects of the municipality and if included must be budgeted for in terms of the operating and capital budgets of the municipality. The lead department must manage all planning and budgeting processes for said project. The DEMC will assist in this regard.

Where the proposed project falls outside the mandate of the municipality, the municipality should establish a lobbying and monitoring mechanism to motivate the need for the project in the correct governmental or societal sector and to track progress on the project. It is anticipated that many projects will need to be executed on a partnership level, and in such cases the department of the municipality responsible for service delivery partnerships should take the lead with support from the DEMC.

3.2.1 Prevention
By using the applicability of current regulatory controls and preventative type policies and identifying future risk reducing by laws, the BVM will endeavour to prevent identified hazards and events from becoming potential disasters. Some of these will include:-

- **Building codes and building-use regulations**
  - National Building Standards Act
  - SANS Codes (0400)
- **Legislation**
  - Municipal Bylaws
  - National Legislation
  - Provincial Ordinances
- **Public education**
  - Fire Safety & Fire Prevention
Waste management
Pollution Control

- **Insurance incentives/disincentives**
  - Alerting to unapproved constructions and land usage
  - Alerting to best practice standards over minimum requirements.

- **Land-use management initiatives**
  - Spatial Development Frameworks (provincial, district and local)

3.2.2 Preparedness Capacity
Preparedness is having arrangements or plans to deal with a threatening emergency situation or a disaster and the mobilization of the disaster response structure and resources. The BVFD is responsible for the operational procedures associated with day-to-day operational response to emergencies. The DEMC and the Breede Valley top management team are jointly responsible for the emergency management policy framework and organization that will be utilized to mitigate any significant emergency or disaster affecting the municipality. In doing so, the basis of preparedness will be:
  - Taking stock of municipal preparedness capacity.
  - Considering the broader community’s preparedness
  - Considering the needs of local business and industry in preparedness
  - How is our preparedness going to enhance safety of our communities?

Elements of ongoing preparedness capacity will be achieved through:
- Maximizing the efficacy of municipal disaster management nodal points
- Training relevant response personnel on operational implementation
- Event coordination
- Early Warning systems
- Alerting through public education
- Considering and planning for the finances and capital required in the event of activation of the disaster management plan;
- Risk specific joint simulation exercises (measurement)

3.3 Response
The principle purpose of an emergency response is the preservation of life and property. A 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 (Disaster Management Act). A disaster response is therefore aimed at recovery.

During response and recovery operations the relevant recovery plans of the municipality will be executed by the disaster management structures.

Recovery strategies, incorporating community, infrastructure, economic, and environmental factors will be developed by each BVM Department and external one will be requested to be annexed to plan.

3.3.1 Declaration of a state of disaster and disaster classification
When a disastrous event occurs or is threatening to occur in the area of the municipality, the DMC / Section will determine whether the event is a disaster in terms of the Act, and, if so, the Head of the Centre will immediately
• initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster;
• alert Disaster Management role players in the municipal area that may be of assistance in the circumstances;
• initiate the implementation of the disaster response plan or any contingency plans and emergency procedures that may be applicable in the circumstances; and
• Inform the District and/or the Provincial Disaster Management Centre of the disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.

Irrespective of whether a local state of disaster has been declared or not, the municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area.

Declaration of a local state of disaster: In the event of a local disaster the municipal council may by notice in the provincial gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the disaster; or other special circumstances warrant the declaration of a local state of disaster.

If a local state of disaster has been declared, the Council may make by-laws or issue directions: or authorize the issue of directions to
  • Assist and protect the public;
  • Provide relief to the public;
  • Prevent or combat disruption; or
  • Deal with the destructive and other effects of the disaster.
Section 4: ANNEXURES

Annexures to this plan will include, but are not limited to, the following:

- Risk Management Plans for Prioritized Risks
- Risk Mapping
- Emergency Management Plans for Identified Risks
- Critical Infrastructure Plans for Municipal Facilities and Installations
- Standard Operating Response Procedures for identified hazards
- Fire & Rescue Service Strategic Plan
- Engineering Sectoral Plans

**Threat specific arrangements**

While these events are managed by other agencies, the BVM area may be required to provide support to these arrangements. These may include:

- Counter terrorism
- Exotic animal/plant disease
- Pollution of water resources
- Epidemic or other health issues
Appendix A: DISASTER MANAGEMENT ANNUAL REPORT TEMPLATE

BREEDE VALLEY MUNICIPALITY [WC025]

Disaster Risk Management
Annual Report (year)

Contents
Insert Table of Contents

ANNEXURES
Include annexures as required

1. MEETINGS OF DMCC
Include updates to the membership of the DMCC and any general comments. Include contact details as an annexure.

2. MEETINGS OF DMAF
DMAF meeting frequency
Include adopted meeting frequency and scheduled dates for financial year
Last DMAF meeting
Insert summary of last meeting including date, outcomes of discussions and any other relevant issues

3. RISK MANAGEMENT / MITIGATION
Studies program
Here we will: Include information regarding the current status of any studies undertaken by either BVM, CWDM, PDMC, Other Depts. of State or even EIA's that highlighted notable factors.

Mitigation plan
Here we will include information regarding disaster mitigation plan(s), including date of adoption by council and summary of risks addressed, etc

Mitigation measures
Here we will: Summarise identified mitigation measures/treatment options and timelines

Impediments to implementation of mitigation measures
Here we will: Summarise any identified impediments to the implementation of mitigation measures – funding, other resourcing issues, other organization responsibility, etc

4. INTEGRATION WITH BUSINESS PLANNING
Here we will: Summarise how disaster management is being integrated with the overall business of the Breede Valley, including the incorporation of disaster management issues with other strategic and operational planning arrangements

5. LOCAL DISASTER MANAGEMENT PLAN
Plan review
Summary of review process and date of review will be inserted
Type of review
Whether interim review based on lessons learnt, or full annual review

Amendments
Summary of amendments will be inserted

6. OPERATIONAL ISSUES

Readiness status
*Here we will:* Insert general comment regarding status of operational readiness

Staff availability
*Here we will:* Comment on staff availability for EOC, etc

Coordination centre resourcing
Comment on resourcing levels of the EOC and the impacts on operations (if any) as well as any support (or lack thereof) that was experienced.

Operations conducted
*Here we will:* Briefly summarize any operational involvement

Remedial action
*Here we will:* Outline any proposed actions/improvements resulting from operational activity

7. TRAINING and DEVELOPMENT

Training conducted
*Here we will:* Insert details of any disaster risk preparedness training undertaken or conducted

Identified training needs
*Here we will:* Insert details of any training that has been identified as being required, including suggested dates, etc

8. EXERCISES

Exercises conducted
*Here we will:* Insert details of any exercises conducted

Remedial action
*Here we will:* Outline any proposed actions/improvements resulting from operational activity

Proposed exercises
*Here we will:* Insert details of any exercises that are proposed or currently under development, including suggested dates, etc

9. COMMUNITY AWARENESS and EDUCATION

Public awareness activities conducted
*Here we will:* Insert details of any public awareness/education activities conducted

Proposed public awareness activities
*Here we will:* Insert details of any public awareness/education activities that are proposed or currently under development, including suggested dates, etc

10. SIGNOFF and APPROVAL

Status report completed by:
Sign off by Head: Fire, Rescue & Disaster Management:
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