



## **SUNDAYS RIVER VALLEY MUNICIPALITY (SRVM)**

### **FIRE PREPAREDNESS PLAN:**

**PERIOD: JANUARY 2022 – JANUARY 2026**



**Developed by  
Mr J O Mokweni - SRVM: Chief Fire & Disaster Management Officer**

**10 December 2021**

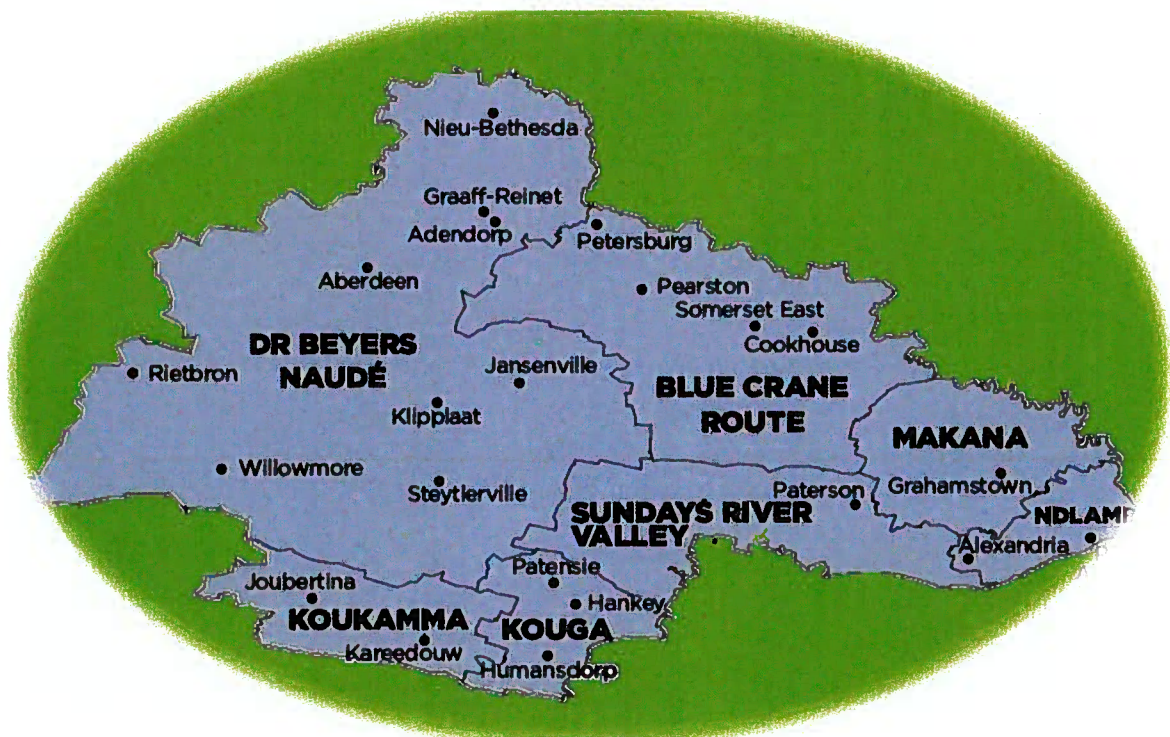
## 1. Introduction

The fire-fighting service is faced with serious challenges that have weakened the ability of the services to deliver on their legal mandate. It is unfair to expect that local government should be regarded as the sole provider of resources to manage every emergency incident occurring within its area of jurisdiction. There are many role-players that can share the load in terms of making resources and expertise available to minimize risk, manage incidents and prevent losses.

In a spirit of inspiring and nurturing partnerships is the key to unlocking the potential for success in this regard through integration and interaction constantly with a wide range of role-players to build partnerships, align strategies and harness available resources that can be employed for the provision of fire and rescue services within their areas.

It is above the reality that it becomes necessary for emergency services to devise a strategy based upon an integrated approach, aimed at harnessing collective resources, and encourage community participation as optimally as reasonably possible.

## 2. Municipal Background



- Sundays River Valley Municipality is a local municipality in Sarah Baartman District Municipality, Eastern Cape, South Africa. It has a total population of nearly 70,000 people and on increase each year. This area is one of the key production areas for citrus in South Africa.

- The Sundays River Valley Local Municipality is a Category B municipality. The valley is characterised by harsh climate conditions, with summer temperatures rising more than 40°C. Rainfall is spread over the year and is between 250-500mm per annum. The area outside the Sundays River Valley includes the Paterson area, the coastal belt, and the west of Alexandria.
- **Area:** 5 995km<sup>2</sup>
- **Towns:** Kirkwood, Addo and Paterson

### **3. Purpose**

The fire plan provides the various responsible fire authorities and agencies with an overview of the level of readiness for the management of fires in the Sundays River Valley jurisdiction. It also provides a "roadmap" of recommendations for areas of focus.

The Plan contains an overview of fire preparedness, prevention, and response arrangements. It also reflects an integrated approach and shared responsibility for fire management between government, agencies, communities, and individuals.

### **4. Objectives of the Plan**

- To facilitate a coordinated and integrated response to fire incidents
- To provide an integrated fire season management response plan
- To outline roles and responsibilities of all stakeholders involved in response mechanisms
- To ensure a practical and an effective result-oriented operation
- To mitigate the severity of the fire season incidents impact
- To build resilient communities through training and awareness campaigns serving as their first line of defence
- To facilitate reduction, mitigation and prevention of injuries, fatalities, and damage to property as a result of fires.

### **5. Scope and Validity of the Plan**

The fire season in the municipality normally commences from March – August and November – January of the following year. The main contributory factors to the fires are the citrus season, level of dryness and humidity in the area. The fire intensity is linked to the available fuel load of fynbos and / or alien vegetation. The plan will be implemented during any fire occurrence in the municipality.

### **6. The Plan uses the following definitions:**

- Prevention is the elimination or reduction of the incidence or severity of emergencies and the mitigation of their effects.
- Response is the combating of fires, emergencies and the provision of rescue and immediate relief services.
- Recovery is the assisting of people and communities affected by emergencies to achieve a proper and effective level of functioning.



- Fire is an unplanned fire primarily in vegetation such as grass, forests, mountains, fynbos, and natural scrub; and
- Fire consequences are the impact of the fire on people, critical infrastructure, the economy, and the natural environment.

## **7. Responsibility for fire management**

The management of emergencies is a shared responsibility involving many organisations and people in the community. Although some organisations have specialist roles, fire management is not something done by one single organisation.

An integrated organisational approach is the only way to ensure timely action to fires and provides a mechanism for achieving better outcomes by allowing the fire services authorities, fire agencies and landowners to effectively work together before, during and after a fire.

To achieve the response to fires, each one must understand the systems, structure, resources, capabilities, and statutory obligations of the other agencies.

## **8. Legislative Framework and Basic Principles (but not limited to)**

- Fire Brigade Services Act, Act 99 of 1987
- Veld and Forest Fire Act, Act 101 of 1998
- The Constitution of the Republic of South Africa, 1996
- Disaster Management Act, Act 57 of 2002 as amended
- Conservation of Agricultural Resources Act, Act 43 of 1983
- Environment Conservation Act (ECA), Act 73 of 1989
- Municipal Systems Act, Act 32 of 2000
- Municipal Structures Act no 117 of 1998 as amended
- National Environmental Management Act ("NEMA"), Act 107 of 1998
- National Environmental Management: Air Quality Management Act, Act 39 of 2004
- National Environmental Management: Biodiversity Act, Act 10 of 2004
- National Environmental Management: Protected Areas Act, Act 57 of 2003
- National Environmental Management: Protected Areas Amendment Act, Act 15 of 2009
- Pollution Prevention Act, Act 45 of 1965
- National Forests Act, Act 84 of 1998
- National Heritage Resources Act, Act 25 of 1999
- National Parks Act, Act 57 of 1976
- National Water Act, Act 36 of 1998
- Occupational Health and Safety Act 85 of 1993
- SANS 10 900 (SABS 090) – Community Protection against Fire
- SANS 10 400 (SABS 0400) – Application of National Building Regulations

## **9. SRVM Fire Services Mandate**

- Prevent the outbreak or spread of fire.

- Fighting or extinguishing fire.
- Protection of life or property against fire or other threatening danger.
- The rescue of life from fire or other danger.
- Subject to the provisions of the Health Act, the rendering of an Ambulance service.
- The performance of any other function connected with any of the matters listed above.

## 10. Identified Communities at Risk due to Fires

The most vulnerable areas in SRVM, are the following:

- Around the village of Paterson
- SRVM Informal settlements
- The National Addo Elephant Park

Likely Triggers	High Risk Areas	Elements of Risk	Impacts	Seasonal Calendar
<ul style="list-style-type: none"> <li>○ Unmonitored fires,</li> <li>○ Hot dry berg winds,</li> <li>○ Lightning,</li> <li>○ Reckless disposal of cigarette butts,</li> <li>○ Arson,</li> <li>○ Children playing with matches,</li> <li>○ Improper household ash disposal,</li> <li>○ Fuel load (trees, underbrush, dry grassy fields, fynbos, alien vegetation).</li> </ul>	<ul style="list-style-type: none"> <li>○ Paterson</li> <li>○ Addo</li> </ul>	<ul style="list-style-type: none"> <li>○ Life,</li> <li>○ Property,</li> <li>○ Power lines,</li> <li>○ Communication lines,</li> <li>○ Pump stations,</li> <li>○ Water reticulation systems,</li> <li>○ Agricultural areas,</li> <li>○ Grazing land,</li> <li>○ Plant and animal species.</li> </ul>	<ul style="list-style-type: none"> <li>○ Species / habitat loss,</li> <li>○ Damage to soil structure,</li> <li>○ Air pollution,</li> <li>○ Spread of fire-adapted alien invasive plant species,</li> <li>○ Resource cost recovery,</li> <li>○ Job losses,</li> <li>○ Increased insurance claims,</li> <li>○ Disruption of road traffic and reduced visibility,</li> <li>○ Injury / death of people and livestock,</li> <li>○ Damage to infrastructure,</li> <li>○ High demand for emergency facilities and equipment,</li> </ul>	November - January

			o Damage to public and private facilities and equipment.	
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## 11. Municipal Fire Services

The primary agencies with accountability for fire management are the fire services. The Chief Fire Officer of the fire service is a statutory officer accountable for delivering the fire responsibilities of their respective service.

Location of Fire Station(s)	Operational 24/7	Manpower	vehicles	Trained in fire fighter 2
Kirkwood	Yes	05	04	06

Breakdown of Manpower	Area
1 x Chief Fire Officer	Kirkwood
5 x Fire Fighters	Kirkwood – Addo - Paterson
1 x Light Duty Fire fighter	Kirkwood – Addo – Paterson

Vehicles	Area	Total
Medium Pumper Fire Engine	Kirkwood	1
Hazmat Vehicle	Kirkwood	1
Skid Unit	Kirkwood	1
Skid Unit	Paterson / Addo	1

## 12. Current Operations

Currently SRVM Fire & Disaster operates 12hour shift 07h00 to 19h00 Day and 19h00 to 07h00 night system. Shortage of personnel have caused instability to fully function as a 24/7 emergency management service. On occasions when there is someone on leave, those who are off will be called in for overtime.

### 13. Institutional Arrangements

The SRVM staff flow chart below illustrates chain of command

**1. CHIEF FIRE OFFICER**

Without any intermediate supervision accept the chief

**2. 5 – FIRE FIGHTERS**

**3. 1- LIGHT DUTY FIRE FIGHTER**



### 14. Fire Management Principles

- *Protection of human life:* Human life, which includes both the community and emergency services personnel, takes priority above all other obligations in fire management.
- *Responsibility for building resilience:* Fires are inevitable and cannot always be prevented. All levels and sectors of society share responsibility, within their sphere of influence, for building a more resilient community and environment that can prevent, respond to and recover from fires.
- *Community and landowner involvement:* Community involvement is essential to ensure fire management approaches are inclusive, integrated, and comprehensive across diverse societies and landscapes.
- *A seamless approach:* All agencies will work together, using resources efficiently and effectively, to present the community with a seamless approach to all aspects of veld fire management.

### 15. Regional planning

District Joint Fire Services Work Groups provide a platform to build and sustain organisational partnerships, generate a common understanding and shared purpose about fire management across a district.

## **16. Municipal planning**

Municipal emergency management plan which involves all other immediate stakeholders within the SRVM area is in place.

## **17. Landowner planning**

The Agricultural Forum within the valley is working hand in hand with the municipality and involves on their planned operations which will need the assistance of the municipality

## **18. Prevention Strategies in place**

- Fire Safety and Prevention
- Trainings
- Awareness programs
- Emergency management Operations

## **19. Preparedness**

- Ensuring sufficient resource capacity for a sustained response, including a sufficient number and distribution of trained and experienced personnel as well as firefighting equipment and vehicles specifically designed for veld fires.
- Ensure that the approval for aerial support for fire fighters are in place. Needs to be a member of the FPA.
- Ensure that cooperation and support from landowners with an inherent risk, neighbouring municipalities and other government departments are in place.
- Ensuring that there is a logistical system in place to support fire fighters during extended periods of firefighting.
- Arrangements for the readiness of resources, including readiness plans and pre-positioning of resources.

## **20. Mitigation Measures in place**

- Prohibitions of fires in the open-air during periods of high fire hazard (Annexure B),
- Fire Break must be long enough and wide enough to have a reasonable change of preventing a veld fire from spreading,
- Increased fire awareness.
- Working on Fire Team:



## 21. Fire Danger Index Ratings

The interaction of fuel, weather and topography determines veld fire behaviour; topography is fixed, and fuel can be managed to some extent. However, the weather cannot be controlled, and the fire services and landowners monitor weather conditions in order to understand the fire risk at any point in time.

The SAWS publishes the veld fire rating called FDI. When it is predicted to be orange or red, the municipality activates all its fire personnel to be on standby.

Low veld FDI description	Colour	Category	Lowveld FDI Precaution
Safe	BLUE	0 - 20	Low fire hazard. Controlled burn operations can normally be executed with a reasonable degree of safety
Moderate	GREEN	21 - 45	Although controlled burning operations can be executed without creating a fire hazard, care must be taken when burning on exposed, dry slopes. Keep constant watch for unexpected wind speed and direction changes
Dangerous	YELLOW	40 - 60	Controlled burning not recommended when fire danger index exceeds 45. Aircraft should be called in at early stages of a fire.
Very dangerous	ORANGE	61-75	No controlled burning of any nature should take place. Careful note should be taken of any sign of smoke anywhere, especially on the upwind side of any plantation. Any fire should be attacked with maximum force at hand, including all aircraft at the time.
Extremely dangerous	RED	75 <	All personnel and equipment should be removed from the field. Fire teams, labour and equipment are to be placed on full standby. At first sign of smoke, every possible measure should be taken in order to bring the fire under control in the shortest possible time. All available aircraft are to be called for without delay.

Fire danger ratings must be disseminated as widely as possible and to all levels, especially landowners to guide activities.

## 22. Response

### 22.1 Fire services and landowners

The fire services and landowners respond to the notification of a fire according to their own internal agency arrangements. Safety of responders is the top priority. It is therefore necessary to observe and never break the 10 Standard Firefighting Orders.

1.	Keep informed on fire weather conditions and forecasts
2.	Know what your fire is doing at all times
3.	Base all actions on current and expected fire behaviour
4.	Identify escape routes and safety zones and make them known.
5.	Post lookouts when there is possible danger

6.	Be alert. Keep calm. Think clearly. Act decisively
7.	Maintain prompt communication with your forces, your supervisor and adjoining forces.
8.	Give clear instructions and be sure they are understood
9.	Maintain control of your forces at all times
<b>IF YOU CONSIDER 1-9, THEN</b>	
10.	Fight fire aggressively, having provided for safety first

Watch-out situations are those developing that require fire fighters to be alert and, on the Watch, -Out to ensure safety. The situations to watch out for are tabled below:

1.	Fire not scouted and sized up
2.	In country not seen in daylight
3.	Safety zones and escape routes not identified
4.	Unfamiliar with weather and local factors influencing fire behaviour
5.	Uninformed on strategy, tactics and hazards
6.	Instructions and assignments not clear
7.	No communication link with crew members or supervisor
8.	Constructing line without a safe anchor point
9.	Building fire line downhill with fire below
10.	Attempting frontal assault on fire
11.	Unburned fuel between you and the fire
12.	Cannot see the main fire; not in contact with someone who can
13.	On a hillside where rolling material can ignite fuel below
14.	Weather becoming hotter and drier
15.	Wind increases and/or changes direction
16.	Getting frequent spot fires across the fire line
17.	Terrain and fuels make escape to safety zones difficult
18.	Taking a nap near the fire line

## 22.2 Support Agencies

The Fire & Disaster Section (Incident Commander) is responsible for the request, use of and release of resources at an incident. Support agency must outline what they have available to be utilized during fire incidents. They need to outline the manpower, vehicles, equipment, technical knowledge of the area involved. It is important to request the correct type of vehicle and ground team according to the ground crew resource typing.

A key support agency for ground and mopping-up teams is teams from the Working on Fire program. There are various teams in the Eastern Cape available to provide support. Teams are dispatched through the local Working on Fire dispatch centre.

The fire services are key support to each other in terms of mutual aid agreements and within the district, there are a variety of support services available. Fire services arrangements include the automatic activation of key support agencies in certain circumstances, that will automatically turn out to a fire on private land where the fire could threaten a nearby nature reserve or commercial forest.

Command of resources remains within agencies and is exercised by the nominated incident commander unless an arrangement has been made to transfer the command to another agency or agency representative.

<b>Sarah Baartman Disaster Management</b>	<b>Contact Person</b>	<b>Contact Number</b>
SBDM Control Centre	<b>Toll Free 0820222238</b>	041-5087048
Acting Head of Centre	Mr. K. Majokweni	041-5087036 (082 6283 359)
Manager Communication	Miss. Zanele Dayiya	041-5087041 (084 5007 577)
Manager Operations	Mr. K. Majokweni	041-5087036 (082 6283 359)
Satellite Disaster Management Officer	Mr. F. Tsala	0723534281
<b>Provincial Disaster Centre</b>	<b>Contact Person</b>	<b>Contact Number</b>
Acting Head of Centre	Mr P Mabandla	040 6026500
Provincial Fire Coordinator		
Assistant Manager (PE Support Centre)	Mrs. Ilze Jackson	041 450 7412 / 0825589147

### **Municipal Officials**

<b>Contact Person</b>	<b>Designation</b>	<b>Line Function(s)</b>	<b>Contact Number</b>	<b>Email</b>
Mrs. A Mbongwe	Director Community Services	Director Community Services	0827653852	andiswam@srvm.gov.za
Mr. J O Mokweni	Chief Fire & Disaster	Fire & Disaster Management	0720483277	jonguxolom@srvm.gov.za
Mr. D Clingen	Chief Traffic Officer	Traffic Control	0815393211	darrylc@srvm.gov.za
Mr. J Mokhele	Waste Manager	Environmental Health	0736022826	josephm@srvm.gov.za
Mr X Mntonintshi	Director Technical Services	Infrastructure & Engineering	0674288222	xolam@srvm.gov.za
Mrs T Vetsheza	Asset Management	Asset & Property	0422307746 0834029294	thembisilev@srvm.gov.za
Ms A Bavuma Mrs N Matshaka	EHP	Environmental & Health	0422307773	ambesiwe@srvm.gov.za noxolom@srvm.gov.za
Mr. T Mtaitile	Electrician	Electrical Service	0724773977 0789860569	mtaitile@gmail.com
Mr. Mthirara	Communications	Media	0785883509	zusiphem@srvm.gov.za



Mr Krapohl	Chief Finance Officer	Chief Financial Officer	0731345411	cfo@srvm.gov.za
Mr S Fadi	Municipal Manager	Municipal Manager	0609808798	mm@srvm.gov.za
Mr M Fonqo	Act Fleet Manager	Fleet Management	0721958538	mzwandilef@srvm.gov.za

SRVM Councillors	Name/Surname	Contact details	e-mail
Mayor	S Rune	0725430284	simphiwe@gmail.com
Speaker	S Nodonti	0664697300	
Portfolio Head: Community Services	K Smith	0626462099	karensmithda@gamail.com
Portfolio Head: Finance	S Fadi	0609808798	mm@srvm.gov.za
Portfolio Head: Infrastructure & Engineering	M Payi	0794552527	

Agency	Roles and Responsibility	Contact Person	Contact Details		Resources for immediate response and relief
			Telephone	Email	
Working on Fire	<ul style="list-style-type: none"> <li>Fire management planning, detection, prevention, suppression, dispatch and coordination and community fire awareness activities</li> </ul>				
Traffic Department	<ul style="list-style-type: none"> <li>Free flow of traffic</li> <li>Road safety</li> </ul>	D Clingen	0815393211	darrylc@srvm.gov.za	Road Safety
Addo Elephant Park					



Fire Protection Association	<ul style="list-style-type: none"> <li>○ Maintenance of communal and strategic fire breaks</li> <li>○ Communicate FDI rating to members</li> <li>○ Support communities</li> <li>○ Coordinate the allocation of resources and fire prevention and suppression activities</li> <li>○ Provide statistics about veld fires</li> <li>○ Issue permits that allow for fire breaks and controlled burns</li> </ul>	Tinnus Vermak	0826598904	n/a	Equipment
Eskom	<ul style="list-style-type: none"> <li>○ Provide uninterrupted supply of electricity</li> </ul>	Bandile Mabanga	0422307415 0614641313	mabangb@esko m.co.za	Power
SAWS	Forecasting services: warnings, seasonal outlooks and advice	Mandisa Manentsa-Titisi	041-581 1476 / 1795  Or  082 406 1441	Mandisa.manen tsa@weathersa. co.za	Early Warnings
Hospital(s)	Health care services	Mrs Erasmus	0422300406	Annaerasmus67 @yahoo.com	Identify bed capacity per hospital
Clinic(s)	Administer care and medication	T N Tand	0422300048		Clinical Care
Private Ambulance	<ul style="list-style-type: none"> <li>○ Lifesaving first aid on the scene</li> <li>○ Transport injured patient as quickly</li> </ul>		0413736777		Emergency Medical Care

	as possible to healthcare facility for further care				
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Agency	Roles and Responsibilities	Contact Person	Cellular	Email	Resources / Relief
South African Police Service	<p>SAPS are responsible for the preservation of peace and good order and the prevention of any crime. In the event of an outbreak of any major event or violence and will provide the following functions:</p> <ul style="list-style-type: none"> <li>○ Conduct possible arson investigation</li> <li>○ Protect fire fighters against protestors</li> <li>○ Coordinate the evacuation, rescue and protection to the communities.</li> <li>○ Prevent criminal activities from occurring.</li> <li>○ Tracing or coordination of searching for any missing person(s)</li> <li>○ Maintain good order</li> </ul>	Lt Col R Riekert Cpt Moyake	0824144498 0829213119		Crowd Control and Safety and Security.
District Disaster Management Satellite Officer	<ul style="list-style-type: none"> <li>○ Convene a district JOC.</li> <li>○ Coordination of support to district response agencies.</li> <li>○ Issuing of public information with regards to the events.</li> <li>○ Provide of the political link between the disaster management system and the community.</li> </ul>	F Tsala	0815377373 0723534281	tsalafezi@gmail.com	Blankets and Mattresses

	<ul style="list-style-type: none"> <li>○ Provision of emergency relief aid. This will be issued when necessary to any community members that have been displaced.</li> </ul>				
Local Disaster Management / Satellite Centre	<ul style="list-style-type: none"> <li>○ Upon receipt of an early warning coordinate the activation of a local contingency plan.</li> <li>○ Convene a local JOC in the event of any major event.</li> <li>○ Coordination of support to local response agencies.</li> <li>○ Issuing of public information with regards to the events.</li> <li>○ Provide temporary shelter i.e., community halls and mass care to displaced communities.</li> <li>○ Provide the accurate operational information the District Disaster Management Centre.</li> <li>○ Provision of the political link between the disaster management system and the community.</li> <li>○ Provision of Emergency relief aid. This will be issued when necessary to displaced communities.</li> <li>○ Escalate the matter to the district DMC in the event that they are unable to cope with the situation on hand.</li> </ul>	F Tsala	0815377373 0723534281	tsalafezi@gmail.com	Immediate Responds Blankets, Mattresses and Food parcels.
Fire Department	<ul style="list-style-type: none"> <li>○ General Rescue.</li> <li>○ Advice on evacuation requirements.</li> <li>○ Provision on 24-hour communication center</li> </ul>	J O Mokweni	0720483277	jonguxolom@srv.m.gov.za	Fire Hazmat Rescue & Disaster Management

Department of Health	<ul style="list-style-type: none"> <li>○ Coordination of medical resources for injured people.</li> <li>○ Provision of medical and health care services.</li> <li>○ Appropriate pre-hospital on-site medical and health response management for casualties.</li> <li>○ Conduct epidemiology / disease surveillance at any shelter.</li> <li>○ Psychological and counselling services for victims.</li> </ul>	A Erasmus	0422300406	Annaerasmus67@yahoo.com	Health Service
Emergency Medical Rescue Services	<ul style="list-style-type: none"> <li>○ Assessment, treatment and transportation of injured persons.</li> <li>○ Advanced life support.</li> <li>○ Rescue: advanced medical rescue.</li> </ul>	T Syce	0834007272	thomassyce@gmail.com	Medical Responds
Environmental health	<ul style="list-style-type: none"> <li>○ Testing of food and water in shelters.</li> <li>○ Ensure living conditions are kept at acceptable standards of shelters.</li> </ul>	A Du Plessis	0833780570	Ansdup45@gmail.com	Environmental Services
Department of Social Development	<ul style="list-style-type: none"> <li>○ Evacuate survivors</li> <li>○ Trauma Debriefing</li> <li>○ Counselling Services</li> <li>○ Assessment of each individual's needs by professional social workers</li> <li>○ Coordinate donations</li> <li>○ Guidance and support to victims</li> </ul>	Jackey Nell	0734843283	Jacky.nell@ecdsd.gov.za	Counselling and Social work in Communities.
Department of Home Affairs	<ul style="list-style-type: none"> <li>○ The provision of lost permits and ID documents.</li> </ul>	n/a	n/a	n/a	ID documents in a Disaster situation; Foreign Matters



					Refugees Issues.
SASSA	Provide Social Relief to disaster victims	Mr Wavela	0422006057	wavelm@sassa.gov.za	Hot meals, baby packs, vanity packs, blankets, mattresses, school uniforms
Dept of Human Settlements	o Provision of emergency housing	n/a	n/a	n/a	Temporary shelters
Dept of Education	o Protecting children and getting them back to school a.s.a.p. after disaster strikes.	n/a	n/a	n/a	
Dept of Public Works	o Inspecting and enforcing safety standards in government buildings o Promoting fire safety	Mr. B Daniels Chief Fire Technician	041 390 9085 / 071 678 0923	Bernard.daniels@ecdpw.gov.za	
Dept of Forestry and Fisheries	Establishment and management of FPAs	Mr. Thabo Nokoyo	041 407 4050 / 073 100 0987	nokoyod@diff.gov.za	
SA National Defense Force	o Manpower to assist in various roles o Provision of specialized transportation / mobile kitchens / mobile clinics o Provision of water tankers	n/a	n/a	n/a	
SANRAL	o	Rockman	0825654125		Road Assistant

			Contact Person	Contact Number	Email
Business Sector	Assist in providing donations for relief	Spar	Jacques	0828064616	dagbreek3@retail.spar.co.za
		Shoprite	n/a	n/a	n/a
		n/a	n/a	n/a	n/a

## 23. Aerial Support

**NDMC:** Refer to Annexure A - National procedure to be followed for the activation of aerial resources for firefighting purposes.

**ECUFPA:**

**WoF:**

**SBDM:**

**SANDF:**

## 24. Incident Reports

Reports regarding the incident must be well documented with photos for submission to SRVM Council, District Municipality and Provincial Disaster Management.

## 25.

## Briefings

The incident commander is responsible for briefing stakeholders at the incident. It is critical to provide regular, accurate and understandable instructions to subordinates.

Situation	<ul style="list-style-type: none"><li>• Current situation.</li><li>• Details of incident.</li><li>• Life and property at risk, including the location of places of shelter.</li><li>• Location.</li><li>• Weather.</li><li>• Resource deployment.</li></ul>
Mission	<ul style="list-style-type: none"><li>• What are we trying to achieve?</li><li>• Incident objectives.</li></ul>
Execution	<ul style="list-style-type: none"><li>• How do we plan to achieve objectives?</li><li>• Sectors.</li><li>• Strategies.</li><li>• Tactics.</li><li>• Tasking.</li><li>• Resource movement details.</li><li>• Timing.</li></ul>
Administration	<ul style="list-style-type: none"><li>• Logistics of operation</li></ul>
Command/ Communications	<ul style="list-style-type: none"><li>• Incident management structure.</li><li>• Communications plan.</li><li>• Radio channels.</li><li>• Strategic telephone numbers.</li></ul>

Safety	<ul style="list-style-type: none"> <li>• Weather.</li> <li>• Known/anticipated hazards.</li> <li>• Watch-out scenarios.</li> <li>• Dress standards.</li> <li>• Tasking suited to personnel.</li> </ul>
Questions	

The Incident Commander must ensure that all incident personnel are provided with appropriate briefings regarding safety-related matters, the incident situation, incident objective(s), relevant resource information and tasking and ensure that appropriate information is efficiently communicated through the incident structure to incident personnel.

As the situation changes and new information becomes available, updated briefings must be provided throughout the incident as and when practicable and appropriate. All incident personnel have a responsibility to ensure they are briefed before they commence their task.

## 26. Incident Command

The Incident Command sets out a framework for the effective management of incidents that:

- is adaptable and scalable to any type or size of incident
- is suitable for use regardless of jurisdictions or agencies involved
- employs a common organisation structure
- utilises common command structures and consolidated action planning
- utilises common terminology.

It is expected that incident command will always be established regardless of the incident size. Fire Department are able to manage small to medium sized incidents successfully, experience has shown that local resources are often quickly exhausted by large, multiple and/or on-going veld fire incidents. In such situations districts must plan with the stakeholders in their area to fill incident command positions.

## 27. Incident typing

Incident types are based on the following five levels of complexity. Each level requires certain actions and documents to be completed.

Type 5	<ul style="list-style-type: none"> <li>• The incident can be handled with one or two single resources with up to six personnel.</li> <li>• Command and General Staff positions (other than the Incident Commander) are not activated.</li> <li>• No written Incident Action Plan (IAP) is required.</li> <li>• The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.</li> </ul>
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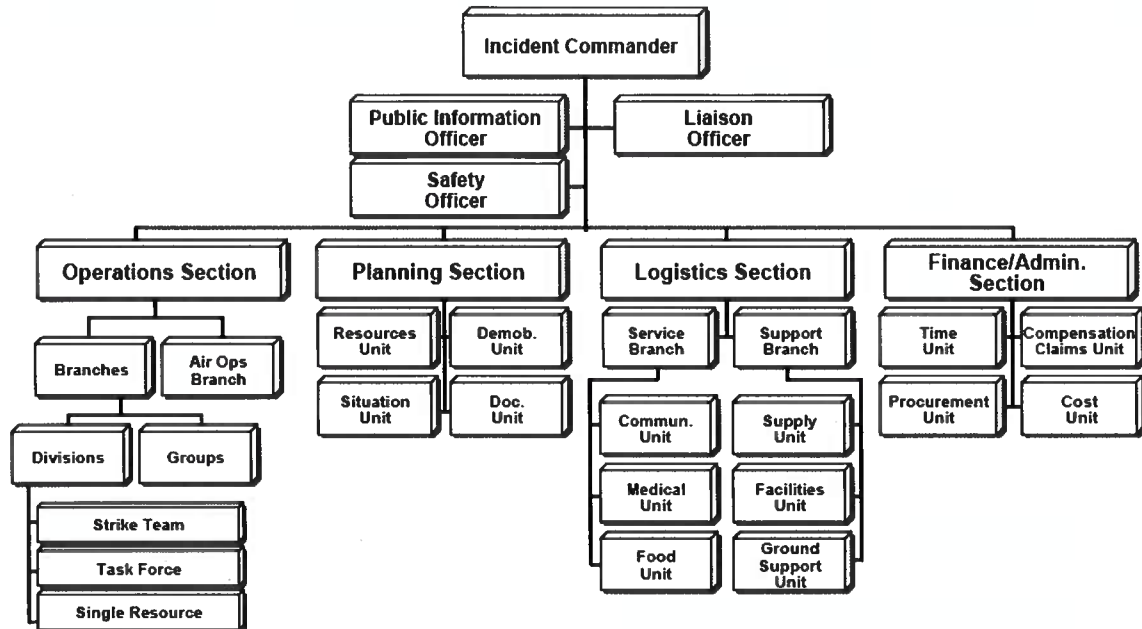


	<ul style="list-style-type: none"> <li>• Examples include a vehicle fire, an injured person, or a police traffic stop.</li> <li>• Incident Commanders are responsible for ensuring verbal IAP information is communicated to responders, safety is maintained, and incident status is tracked (using status boards, logs, recorded radio communications, incident reports, etc.).</li> </ul>
Type 4	<ul style="list-style-type: none"> <li>• Command staff and general staff functions are activated only if needed.</li> <li>• Several resources are required to mitigate the incident.</li> <li>• The incident is usually limited to one operational period in the control phase.</li> <li>• No written Incident Action Plan (IAP) is required but an Incident Organiser will be filled in.</li> <li>• Incident Commanders are responsible for ensuring verbal IAP information is communicated to responders, safety is maintained, and incident status is tracked (using status boards, logs, recorded radio communications, incident reports, etc.).</li> </ul>
Type 3	<ul style="list-style-type: none"> <li>• When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>• Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.</li> <li>• A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 -team.</li> <li>• The incident may extend into multiple operational periods.</li> <li>• A written IAP is required for each operational period.</li> </ul>
Type 2	<ul style="list-style-type: none"> <li>• This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.</li> <li>• A Type 2 incident may require the response of resources out of area, including provincial and/or national resources, to effectively manage the operations, command, and general staffing.</li> <li>• Most or all of the Command and General Staff positions are filled.</li> <li>• A written IAP is required for each operational period.</li> <li>• Many of the functional units are needed and staffed.</li> <li>• Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).</li> </ul>
Type 1	<ul style="list-style-type: none"> <li>• This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.</li> <li>• All Command and General Staff positions are activated.</li> <li>• Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.</li> <li>• Branches need to be established.</li> <li>• Use of resource advisors at the incident base is recommended.</li> </ul>



- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

## 28. ICS Structure



## 29. ICS Roles

### Incident Commander

The Incident Commander (IC) is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. Responsibilities include:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.

### Command Staff

The Command Staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure. The IC remains responsible for these activities or may assign individuals to carry out these responsibilities and report directly to the IC.

The **Information Officer's** role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

The **Liaison Officer's** role is to serve as the point of contact for assisting and coordinating activities between the IC and various agencies and groups.

The **Safety Officer's** role is to develop and recommend measures to the IC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

#### **General Staff**

The General Staff includes Operations, Planning, Logistics, and Finance/Administrative responsibilities. These responsibilities remain with the IC until they are assigned to another individual. When the Operations, Planning, Logistics or Finance/Administrative responsibilities are established as separate functions under the IC, they are managed by a section chief and can be supported by other functional units.

The **Operations Staff** is responsible for all operations directly applicable to the primary mission of the response.

The **Planning Staff** is responsible for collecting, evaluating, and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans (IAP's).

The **Logistics Staff** is responsible for providing facilities, services, and materials for the incident response.

The **Finance and Administrative Staff** is responsible for all financial, administrative, and cost analysis aspects of the incident.

### **30. Incident Action Plan**

- An incident action plan (IAP) formally documents incident goals, operational period objectives, and the response strategy defined by incident command during response planning.
- It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters.
- Equally important, the IAP facilitates dissemination of critical information about the status of response assets themselves.

### **31. Situational reports**

Those in leadership positions must provide frequent, concise situation reports up the reporting chain. Section leaders and Crew Leaders from supporting agencies must recognise that this is an important part of their role.

SITREPS are the tool to pass information on through the chain of command. The following information should be included as appropriate when providing situation reports:

- Incident name;

- Sector call sign;
- Location of incident;
- Potential of fire/incident;
- Advice regarding any warnings that should be provided to the community;
- Fire status (type/size);
- Damage and loss;
- Fire behaviour (e.g. flame height and estimated forward rate of spread);
- Current control objective; and
- Additional help required.

### 32.Recovery

The recovery and rehabilitation process will be informed by a needs survey conducted.



### 33.Debriefing

The intent of the debrief process is to learn from the incident and improve systems and processes where possible.

An after-action review agenda includes:

- I. What was planned?
  - What were the goals and objectives?
  - Incident action plan;
  - Crew incident roles;
- II. What really happened?
- III. Why did it happen?
- IV. What can we do better for next time?

### **34. Funding Arrangements**

Budget – As per SRVM

Partnerships – SBDM

SLA – SBDM

Emergency Procurement- SRVM

### **35. Conclusion**

The document's effectiveness depends on the support by all Disaster Management Stakeholders. It is intended to save lives and reduce the impact of any fire incident that may occur.

Burning will be allowed under the following strict conditions:

- ❖ The Chief Fire Officers of the Local Municipalities must approve all burning operations according to their respective burning permit systems.
- ❖ In the absence of a Chief Fire Officer, the Fire Protection Officer of the local Fire Protection Association must approve all burning operations according to their respective burning permit system and Community Safety By-laws.
- ❖ Landowners must apply a minimum of seven (7) days prior to burning for pre-approval.
- ❖ Final approval for burning must be obtained on the day of the proposed burn.
- ❖ All bordering landowners must be informed of burning operations in terms of the National Veld and Forest Fire Act (Act 101 of 1998) (NVFFA).
- ❖ The NVFFA places a duty on all landowners to have all precautions in place to prevent a fire from spreading or causing damage.

The public is urged to be extremely vigilant and to report any fires to the Local Municipalities

- Sundays River Valley (Kirkwood, Addo, Paterson) 0422307791 **Toll free 0800222238 SBDM**
- Makana (Alicedale, Grahamstown, Riebeeck East): 046 6224444 / 080 111 4444



- Kouga (Hankey, Humansdorp, Jeffreys Bay, Oyster Bay, Patensie, St Francis Bay): 042 2910250
- Koukamma (Joubertina, Karee Douw, Louterwater, Storms River, Coldstream, Clarkson): 071 143 4005
- Ndlambe (Alexandria, Bathurst, Boknes, Bushmans River, Cannon Rocks, Kenton-on-Sea, Port Alfred): 046 6241111
- Blue Crane Route (Cookhouse, Pearston, Somerset East): 083 940 6407 / 042 243 3230 / 042 243 1333
- Dr Beyers Naude (Aberdeen, Graaff-Reinet, Nieu Bethesda, Jansenville, Klipplaat, Steytlerville, Willowmore: 083 754 9908

or the Sarah Baartman District Municipal Disaster Management Centre at 041 508 7048 / **Toll free 080 022 2238**, Fire Protection Associations, alternatively to the Ambulance services at **10177**, South African Police services at **10111** and the Public Emergency centre at **112**.

**Any persons contravening this notice may be liable and face prosecution under the Fire Brigade Services Act 99 of 1987, National Veld and Forest Fire Act 101 of 1998) or any other applicable legislation.**

*For any further information kindly contact Mr JO Mokweni at 0720483277 / 0422307788.*

<b>Date Developed</b>	January 2021
<b>Developed by</b>	Jonguxolo Oscar Mokweni
<b>Title</b>	Chief Fire and Disaster Management Officer
<b>Review Date</b>	January 2026
<b>Approved by Council</b>	26 August 2021
<b>Signature Speaker</b>	S H Rune 

