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Department:
Public Works and Roads
North West Provincial Government
Republic of South Africa

Modiri Molema Road
Old Parliament Complex
Mmabatho, 2735
Private Bag X 2080, Mmabatho, 2735
Republic of South Africa
Tel.: +27 (18) 388 4320
Cell: 082 578 4042
Website: www.nwpg.gov.za/publicworks

DIRECTORATE: HUMAN RESOURCE MANAGEMENT

PLAN TITLE : DISASTER MANAGEMENT PLAN

PLAN REF. No. : DMP 01/ OHS

1

Disaster Management Plan for the Department of Public Works and Roads 2019-2020:
Ref. No. DMP 01/OHS/Departmental Management Plan.

TABLE OF CONTENTS

ITEM	TOPIC	PAGE
1	POLICY TITLE	1
2	TABLE OF CONTENTS	2
3	PURPOSE	3
4	SCOPE	3
5	MANAGEMENT OF EMERGENCY SITUATIONS	3
6	DATE OF COMMENCEMENT	3
7	POSSIBLE THREATS	3-8
8	EVACUATION PROCEDURES	8-15
9	BOMB THREAT FORM	8-17
10	EMERGENCY EVACUATION PLAN ANNUAL REVIEW REGISTER	17-18
11	EMERGENCY CONTACT DETAILS	18

1. PURPOSE

The aim of this plan is to provide procedures and guidelines to effect quick and safe evacuation of all employees, visitors and contractors from the offices of the Department of Public Works and Roads.

2. SCOPE OF APPLICATION

This plan is applicable to all employees, visitors and contractors of the Department of Public Works and Roads and no other person will be exempted from this plan.

3. MANAGEMENT OF THE EMERGENCY SITUATIONS AND DELEGATION

In terms of Section 1 and 2 of the Control to Public Premises and Vehicle Act 53 of 1985, Chapter 3 of the Minimum Information Security Standards (MISS) Policy of 1996 as well as the contextual interpretation of Section 2 (b) of the Public Service Act of 1994 and Section 38 (1) (a) of the Public Finance Management Act 1 of 1999, the accounting officer bears overall responsibility for the provision and maintenance of safety and security in the department under all circumstances.

4. DATE OF COMMENCEMENT

Unless otherwise indicated the Emergency Evacuation Plan will take effect from the date approved by the Head of Department (Administrator).

5. POSSIBLE THREATS

During the compilation of this Emergency Evacuation Plan, the following general threats were borne in mind:

- Fires;
- Bomb threats, bomb explosions, suspect parcels, attacks, riots, occupation of buildings and hostage taking;
- Interruption of essential services such as water, electricity, refuse removal and sewerage;
- Strikes and stay-a-ways;
- Power failure;
- Storms and other natural disasters; and

- Flooding as a result of water pipes.
- Anthrax powder

5.1 Discussion on possible threats and emergency situations

There are a number of threats that can result in a state of emergency and that requires swift action. Threats could appear singly or combined and the actions needed are as follows:

5.2 Sudden collapse, serious illness or injury to a person

Make the patient as comfortable as possible without moving him/her too much in case a spinal injury has occurred. Liaise with the Floor/Safety Representative.

5.3 Power failure

Personnel should practice patience during a power failure and not get upset. Should there be power failure for an indefinite period; employees will be informed as soon as clarity on the situation has been obtained. Stay calm and respond immediately to instructions.

5.4 Floods

Employees should always be on the look-out for water leaks and immediately report them to the Floor/Safety Representative.

5.5 Fire

- (a) In case you see or smell smoke, or notice any sign of fire, you should report it immediately to your Floor/Safety Representative and Security Officers. Also contact the following emergency number (10111), relevant officials within the department or reception.
- (b) Meanwhile, attempt to extinguish the fire, if it is reasonably safe to do so.
Obey all orders and instructions from the designated officials.
- (c) Stay away from windows and breaking glass.
- (d) Should you move through a smoke-filled area, cover your nose and mouth with a wet towel, cloth or handkerchief while crawling on the floor against the wall with your hands closed (fist).
- (e) During an evacuation you should not re-enter your office or the building to retrieve personal belongings.

- (f) Do not use lifts during evacuation.
- (g) The staircase should not be obstructed under any circumstances.
- (h) Wait for the command to descend the staircase. High-heeled shoes must be removed. Walk down the stairs in a single file and keep left to allow open access to emergency personnel.
- (i) After an evacuation, employees should gather at the locations designated below, outside the building and wait for further instructions:

Floors: Ground Floor: Assembly Point on the Eastern and Western Sides of Old Parliament Building.

Floors: 1st and 2nd Floors: Next to the Gathering Area in front of New Building.

5.6 Bomb Threat (Persons receiving call)

Most bomb threats are made to an office by telephone. The message is usually terse and may not be repeated. Individuals most likely to receive a bomb threat are:

- a) Switchboard operators;
- b) Office bearers; and
- c) Security personnel.

These individuals should familiarise themselves before hand with the attached form (**Appendix 1**) in order to be in a position to obtain as much investigation information as possible.

The person receiving the threat, after the call has been completed, should immediately call the emergency organisations, namely, Risk Management Unit, SAPS, EMS, Fire Brigade, etc. at telephone **10111** and advise Security Personnel at the following extension number: **018-388 4452** immediately thereafter, the receiver of the call should be temporarily relieved of all duties and, without discussing the call with anyone else, complete the below-mentioned bomb threat form.

5.7 Explosion

Since a major explosion or fire may completely destroy the building, there is a need to establish an information back-up system in the building. The IT Section must ensure that the back-up system is functional.

The primary duty of the Security Management and Emergency Team after the explosion will be to prevent further injury or death to personnel/officials as well as the protection of equipment and assets. Security personnel will be stationed in the vicinity of the explosion area charged with the specific task of protecting the area from unauthorised onlookers/bystanders.

(a) The Emergency Team will:

- Act quickly, but in an organised way;
- Floor/Safety Representatives and Fire Marshals must take the lead of their floors and identify themselves;
- Advise staff members on their floors about the procedures and conduct during emergency evacuation procedures;
- Ensure that Security Management knows about the situation;
- If the premise is to be evacuated, check that all the floors have been evacuated;
- When the premises have been evacuated, report to Security Management and
- Take care of the disabled, injured and other personnel who may need specific assistance, e.g. pregnant women, traumatised persons, etc.

(b) Security personnel will:

- Phone Emergency Services;
- Give clear instruction;
- Keep contact with the Emergency Team;
- Check that all areas have been evacuated;
- Ensure that the Emergency Team do what they are instructed to do, and
- Collect and evaluate information (they must be supplied with the information of the Emergency Team in advance esp. since we use Service Providers for Security).

5.8 Armed violence or terrorist attack

In such situations, remain calm and comply with the attacker's demands. In case of shots being fired, fall to the ground and remain there towards the wall closest to the attack area. All employees should familiarise themselves with their workplace, particularly with regard to doors, steps and escape routes that can be followed. Attempt to alert any other person to activate a security response without drawing the attention of the attacker. Furthermore, it is necessary for each employee to know the **Floor/Safety Representatives** of his/her floor.

5.9 Interruption of essential services such as water, electricity, refuse removal and sewerage

According to the Facilities Regulations 2 and 7, the duty rests on the employer to provide or make available sanitary facilities at the workplace in accordance with the National Building Regulations and adequate supply of drinking water. It must be noted that the absence of running water is not only a health risk but also a safety risk if one considers something like the outbreak of a fire.

Recommendations

Possible controls to consider could include:-

- (1) Installation of permanent water tanks that could be filled with water for use when piped water is not available.
- (2) Bringing in bottled water or water tanks (where not installed)
- (3) Bringing in adequate hygienic portable toilets (executive portable toilets) that do not show the contents when one is relieving himself / herself.
- (4) On the grounds of health and safety (Facilities Regulations 2 and 7), releasing the employees to knock off if the problem persists for forty five to sixty (45-60) minutes of working hours, until the water supply has been restored.

The appropriate emergency actions should also be taken during situations where there is sudden electricity breakdown lasting for an extended period of time, causing disruption of services. Always confirm the duration of the disruption and await instructions from the Head of the Department on the next action to be taken.

The same goes for the non-removal of refuse from the premises resulting in heaps of garbage causing a nuisance. Next instructions should arise from the Head of Department after consulting with relevant authorities.

This goes for uncontrolled sewerage flooding due to pipe burst causing foul smells and attracting flies. The extent of the situation will determine the next action or measures to be taken.

5.10 Anthrax Powder

Anthrax is a contagious and haemorrhagic disease resulting in excessive bleeding of a person after inhaling the powder, caused by an organism *Bacillus Anthracis*. It is a disease of sheep and cattle transmissible to human beings (zoonotic).

The Anthrax powder can either be sent to a person in an envelope or any other container that will facilitate inhalation of the powder by the recipient. As soon as the powder is exposed to air and inhaled, it forms spores inside a human being that will be difficult to treat and will trigger sudden bleeding through all external openings of the human body such as noses, ears, eyes, etc.

So it is always important to be suspicious of any container or paper delivered to you containing unknown powder not mentioned in the outside of the container or not the container not labelled.

Do not attempt to open the container nor unseal the envelope. Rather notify your Health and Safety Representative, OHS Practitioner or the Police with immediate effect and ensure that you vacate the area.

6. EVACUATION PROCEDURES

Evacuation drills will be held once per year.

6.1 Decision to evacuate.

The overall decision of whether or not to evacuate will be made by the Emergency Controller: Head of Department or his/her designated deputy and be announced by the Director: Security Management.

Depending on the type, seriousness and location of the emergency, the Security Management may order that the premises of the Department be evacuated if there is an imminent threat to the lives of people.

6.2 Total and partial evacuation

Depending on the type, seriousness and location of the emergency situation, employees and visitors may be ordered to withdraw from certain areas of the building, or from the building entirely. The predetermined escape routes will be via the exit doors of each block. Employees and visitors will be informed about assembly points during emergency announcements.

6.3 Alarms and announcement procedures

The alarm is sounded as follows:

When the alarm sounds the following steps/actions will be taken and followed during evacuation (real or practice) process:

(a) First announcement

- *Attention please Attention please, all Floor/Safety Representatives are ordered to assemble at the (exit points) for preparations.*

- *All people in the building are requested to remain calm and wait for instructions*
- (b) Second (evacuation) announcement
 - *Attention please Attention please, this is an evacuation announcement. When you hear the evacuation signal you are ordered to evacuate the building using indicated exit points.*
 - Please..... **Evacuate!!!**

6.4 Assembly Point

Unless indicated otherwise, the assembly points, as stated above, shall be an open place which will manage to accommodate a group of people and must be a fire risk free area.

Once you are at Assembly Point or at the pre-determined place of safety, assemble in the designated open area. Do not leave the assembly area or re-enter the evacuated building until you are told to do so.

6.5 Allocation of escape routes

To avoid confusion and congestion during evacuations, employees, visitors and contractors should use stairs nearest to their offices.

6.6 Conduct during an evacuation

During working hours, each Floor/Safety Representative will be responsible for evacuating conditions at the onset and during an emergency situation. Thereafter, he/she shall report to Security Personnel. If the emergency creates an immediate or potential danger to employees, those who are not required to control the emergency on the affected floor, will be directed to leave such floor and walk to a given assembly area as quickly as possible.

Upon receiving notification from the appointed Floor/Safety Representative or through emergency warnings that the building should be evacuated, all employees must follow the following procedures:

The Do's:

- (a) Shut down all electrical equipment in your office.
- (b) Lock away all valuables.
- (c) Take off high-heeled shoes (compulsory).
- (d) Walk to the indicated routes.
- (e) Walk down the stairs in a single file, keeping left.
- (f) Show moral support to your colleagues.
- (g) Follow instructions from your Safety/Floor Representative.
- (h) Brief your visitors and contractors on site accordingly.

The Don'ts

- (a) Don't panic or cause panic.
- (b) Don't evacuate before instructions are given.
- (c) Don't use the lifts.
- (d) Don't run, but walk quickly.
- (e) Don't wear high heel shoes when walking down the stairs.

6.7 Emergency Management Committee (EMC)

The EMC which is a technical committee of the Safety and Security Management Committee in the Department of Public Works and Roads will comprise of the following:

- Risk Management Unit
- Floor/Safety representatives
- Employee Wellness Unit
- Human Resource Management
- Security Management Services

The EMC will be comprised of the portfolios indicated below:

Floor/Safety Representative
Deputy Floor/Safety Representative
Assembly Point Coordinator
Overall Evacuation Coordinator

Fire Fighting Team
First Aid Team

6.8 Functions and responsibilities

The main function of the EMC is to take the lead and make decisions regarding any emergency situation.

(a) Security Management Unit -

- Will be responsible for monitoring all exits, entrances and other security areas in the building;
- Will lead the OHS Committee, and act as overall co-ordinator during evacuations.
- Will, under the direction of the Head of Department or any person appointed by him/her ensure that he/she issues copies of the Evacuation Plan to all members as well all employees and other stakeholders;
- Ensure that each member of the Directorates is familiar with his/her assigned duties during emergencies; and
- Issue special instructions in writing to the security personnel regarding this plan.

6.9 Reporting, and taking action

(a) Reporting

All employees in the Department are responsible for reporting emergency situations. The reporting procedures are as follows:

- (i) Use any available communication systems such as telephones, cellular phones, intercoms, etc.
- (ii) Identify yourself
- (iii) State the nature of the emergency
- (iv) The Security Officer, upon receipt of an emergency call will immediately inform the Security Management Unit.
- (v) The extension numbers for reporting emergency situations are as follows:

- 88 4286
- 88 4331
- 88 4320
- On site Security Control (88 1374)

(b) **Action**

The Security Management Unit or any senior security official, upon receiving word of the emergency controller, will take the following actions:

- (i) Handle the emergency without evacuation
- (ii) Shutdown electrical power supply if necessary; and
- (iii) Announce partial or complete evacuation of the building.

(c) **Outside Communication**

In the event of an emergency the Security Management Unit will call the emergency services from outside if necessary, for assistance, if required. The Security Management Unit will be responsible for making whatever outside calls if necessary to obtain assistance. A list of the outside agencies, which will be kept updated is provided in this plan:

(d) **Community Relations**

If it appears that an emergency will endanger neighbours, the Security Management Unit will be responsible for making whatever calls necessary to alert these neighbours, once the decision to sound the alarm is made.

In the event of the emergency occurrence in either of the buildings after normal hours, the Security Management Unit will be responsible for calling the emergency management team.

6.10 Floor/OHS Committee Members

(a) **Functions and Responsibilities**

Their main function will be to control and co-ordinate the persons present, on a floor or area of the building, including visitors, during emergency situations. They must be aware of anyone in their blocks with disabilities/pregnancy/elderly people and must appoint someone beforehand to assist them when the building is evacuated.

(i) First Announcement

When the first announcement is heard, Floor/Safety Representatives will co-ordinate all activities on their floors and:

- Assemble the First Aiders and Occupational Health and Safety (OHS) representatives of their floors;
- Instruct floor First Aiders and Occupational Health and Safety (OHS) representatives to wear their aprons;
- Instruct them to inspect their zones and escape routes;
- Instruct them to take posts, namely near to each side door leading to the staircases;
- Indicate those who are responsible for the evacuation of physically challenged persons and other persons with specific needs; and
- Ensure that first- aid kits are not left behind

(ii) Second Announcement

After the second announcement, Floor/Safety Representatives must:

- Go to every workstation and office and order people to evacuate their floors;
- Remind everyone on their floors about the designated assembly point;
- Always evacuate to the bottom (Ground Floor)
- When their floors have been evacuated completely, leave the building via the nearest escape routes to the assembly point.

(b) Responsibilities of First Aiders

- Administer first aid to injured persons on their floors.
- First Aid and Fire Fighting Personnel to evacuate with other personnel to the assembly point after attending to injured persons, unless their further assistance is required / requested.

- Inform the Floor/Safety Representatives should it be required to remain in the building, e.g. with an injured person who cannot move or be moved as well as the condition of the person and what specific assistance is required.
- The Floor/Safety Representative must alert the professional medical emergency services immediately on their arrival and dispatch them to a specific location to assist.

6.11 Emergency Equipment and Training of Floor/Safety Representatives

(a) Equipment

The following equipment/facilities are available for assistance in case of Emergency:

- (i) Updated Emergency Evacuation Plan;
- (ii) Torch, in working condition;
- (iii) Alarm system;
- (iv) Telephones; and
- (v) Other means of communication such as inter-com and Two-way radio
- (vi) Portable fire extinguishers on each floor;
- (vii) Fire reels on each floor;
- (xiii) Emergency telephones list

(b) Training

All personnel assigned with Emergency Evacuation Plan duties will be prepared for emergencies through the following orientation and training.

Reading

Copies of the departmental contingency plan will be distributed to all personnel who have been assigned with emergency responsibilities and duties. Other employees will be issued with evacuation procedures. The evacuation procedures and map will also be displayed on each floor.

➤ **Group instruction**

Personnel will be instructed and orientated periodically on the Emergency Evacuation Plan during regularly scheduled meetings. Designated individuals, who will be responsible to the Head of Department to ensure that all personnel instructed and orientated understand their responsibility and duties, will conduct this group instruction.

➤ **Special training**

Floor/Safety Representatives will receive training on Fire Fighting and First Aid. The Floor/Safety Representatives will in addition to the above-mentioned training receive advanced training on Fire Prevention and Fighting.

(c) **Clearing away of evacuation routes and exits**

All employees of the Department of Public Works and Roads are responsible to ensure that on a daily basis they check the emergency exits and escape routes to ensure that they are not blocked. The Security Personnel, during their patrols are responsible for reporting all blocked exits and evacuation aisles and reporting the damaged fire-fighting equipment and fire hazards identified.

7. BOMB THREAT FORM

1. What to do when receiving a bomb threat.

- a. Stay calm;
- b. Do not transfer the call unless requested to do so;
- c. Do not interrupt the caller;
- d. Be courteous; and
- e. Keep the caller talking for as long as possible and ask the following questions:
 - In which building is the bomb placed?
 - When is it set to go off (date and time)?
 - What kind of a bomb is it?
 - How many devices are there?
 - Where in the building has it/ have they been placed?
 - What does the container in which the bomb is placed look like?
 - Do you know that people will be injured when the bomb explodes?
 - How did you get to know about the bomb?
 - Why are you doing this?

- Who are you?
- From where are you calling?
- Where do you work?
- How old are you?

2. During this period, make a mental note of the following:

- Did the caller appear familiar with the building?

.....

- Note the date and time of the call:

Date: _____ Time: _____

- Establish the caller's identity:

Male Female

Approximate age Juvenile

Adult

- Origin of call:

Local Long distance

Internal Telephone booth

- Language:

English Afrikaans

Setswana Other

- What about his voice?

Loud High / Low pitch

Soft

- What about his speech?

Distinct Distorted

Hurried Slow

Stuttering Slurred

Nasal

- What about his manner of speech?

Calm Excited

Humorous Angry

Rational Irrational

- Any other details not mentioned: e.g. accent

- What about background noises:

Traffic Busy Street
Machinery Trains

Aircrafts Music

Office noise Silence

Animals' Party noise

- Remarks:

General Notes:

This checklist must at all times be kept ready for use when it becomes apparent that you are dealing with such a situation.

8. EMERGENCY EVACUATION PLAN ANNUAL REVIEW REGISTER

The Emergency Evacuation Plan must be revised at least annually, but must be updated more regularly. The person revising or updating the Emergency Evacuation Plan must sign this register:

Date	Surname and Initials	Signature

9. EMERGENCY CONTACT NUMBERS

PERSON	TEL. NUMBER	SECTION	CELL NUMBER
Security Management	018 – 388 4452	Security Management	
EHWP	018 – 388 4331/4320/4603	IEHW PROGRAMME / OHS UNIT	
Risk Management	018 – 388 1102	Risk Management	
Security Control	018 – 388 1374	Security Control	
Fire	10111 OR 018- 392 3333	SAPS / Fire Department (MLM)	
Bomb	10111	SAPS Bomb Squad	
SAPS	018 – 387 7534	SAPS	
Ambulance	018 – 383 2199	EMS Mafikeng	
EMS	018 – 383 2199	EMS Mafikeng	

APPROVED / NOT APPROVED


MR. S. THOBAKGALE

05/06/2019
DATE

ADMINISTRATOR: