

Contingency Planning

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The terms of reference includes the design and implementation of contingency plans for Umzinyathi District Municipality. In order to achieve this, the high level risk assessment was used as an input to guide the development of contingency plans. This was achieved by presenting the course: How 2... develop and test contingency plans module.

1 Objectives of the contingency planning session

The objectives of the session were to:

- Transfer contingency and scenario planning skills;
- To develop draft disaster management contingency plans that will address the identified hazards in a multi disciplinary and integrated manner;
- To identify early warning systems and response and mobilisation mechanisms;
- Understand disaster assessment, classification and declaration as well as integrated response and incident management; and
- Address the process of planning, preparation, execution and debriefing to enable participants to drive the process professionally.

2 Methodology

A training session was conducted on 13 and 14 November 2008 focussing on the skills, knowledge and tools needed to do contingency planning. The process focussed on addressing identified risks in a multi disciplinary an integrated manner. Early warning systems, response and mobilisation, disaster assessment, classification and declaration as well as integrated response and incident management were addressed. The workshop also introduced the need for exercises to test contingency plans. A practical session was facilitated to develop high-level contingency plans for Umzinyathi District Municipality. An introduction of emergency preparedness and evacuation was created to enable participants to work the elements into the contingency plans. The participants were divided up into groups with specific tasks regarding contingency planning. See attached in annexure.

3 Outcomes of the session

3.1 Draft contingency plans developed by the group

The following draft contingency plans were developed by the various groups:

- Structural fires
- Veldt fires
- Evacuation

3.2 Recommendations

The draft contingency plans developed by the Umzinyathi District Municipality personnel must still be refined and presented to the Advisory Forum. The Advisory Forum should appoint a Technical Task Team for each contingency to ensure that a detailed plan is developed with detailed SOPs if needed. This process will ensure that a multi-disciplinary, integrated approach leads to full buy-in should it become necessary to implement the plans.

3.3 Annexures

Draft contingency plans as developed by the groups:

- Structural fires
- Veldt fires
- Evacuation