

SP 8: Standard for the Establishment of Satellite Disaster Risk Management Centres

Arrangements for the decentralised execution of disaster risk management legislation and policy in the Waterberg District Municipality

Purpose

The Disaster Management Act, 2002 requires district municipalities to establish their arrangements for disaster risk management in consultation with the local municipalities within their areas. The national objective is to promote integrated and coordinated disaster risk management amongst role players and stakeholders in disaster risk management in South Africa. This guideline serves to establish joint standards of practice and to provide the parameters to ensure that uniform approach is adopted in the execution of disaster risk management policy between the Waterberg District Municipality and the seven local municipalities in the district.

Responsibilities of Waterberg DM

The Waterberg DM, having consulted with the seven local municipalities in the area, must establish and maintain a disaster risk management centre and has primary responsibility for the coordination and management of disasters occurring or threatening to occur in its area. In order to facilitate the execution of disaster risk management policy throughout the Waterberg District the DRMC must establish and maintain satellite disaster risk management centres.

Satellite Disaster Risk Management Centres

For the purposes of direction and effective management, each local municipality within the district must be served from a satellite disaster risk management centre.

Such satellite centres must be established by the Waterberg District Municipality in consultation with the relevant local municipalities except in the case where agreement has been concluded with a local municipality in terms of section 54(2) and (3) of the Act in which case the said local municipality must establish a satellite centre for its municipality.

In accordance with the Limpopo Provincial DRMPF and the Waterberg District DRMPF, population statistics, distances and levels of disaster risk must guide the location of the satellite centres as well as the number of local municipalities to be clustered under a single satellite centre. An assessment must be made to establish the minimum personnel requirements to facilitate the execution of disaster risk management policy in area covered by the satellite. The

assessment must take into account the need for 24-hour availability of personnel including relief and stand-by duties.

Particular emphasis must be focused on risk reduction strategies in communities who are most at risk to specific known disaster risks. This assessment must be made on the basis that the satellite centres will provide support services to local municipalities as is appropriate for the prevailing circumstances.

After consultation with the local municipalities in the district and taking the aforementioned provisions into account four satellite centres must be established and maintained as follows:

- Matatiele Satellite Disaster Management Centre
- Umzimvubu Satellite Disaster Management Centre
- Ntabankulu Satellite Disaster Management Centre
- Mbizana Satellite Disaster Management Centre

The responsibilities of the satellite centres are incorporated into seven key performance areas as follows:

KEY PERFORMANCE AREA	SUMMARY OF RESPONSIBILITIES
1. Institutional Capacity	Facilitate the establishment and maintenance of institutional arrangements in each satellite area in consultation and co-operation with the local municipalities in accordance with the guidelines to be developed as part of the consultative process. Ensure the active participation of communities in such arrangements including the recruitment of volunteers
2. Data Collection	Establish, implement and maintain mechanisms to gather and record information in accordance with the guidelines to be developed as part of the consultative process, for relaying to the district disaster risk management centre to provide for real time information; planning; disaster risk reduction; disaster response and recovery, within the wards of municipalities. Consult and involve traditional leaders and take into account indigenous knowledge.
3. Disaster Risk Reduction planning and practice	Facilitate and guide the development and implementation of risk reduction plans of the departments and other municipal entities within the administration of the local municipality; and of the wards within the local municipality's jurisdiction. The plans must include policies, practices, strategies and specific integrated risk management projects, and emergency preparedness which contribute to vulnerability reduction by building resilient communities in accordance with the Integrated Development Plan

	objectives.
4. Public Awareness	Implement and maintain community awareness programmes which will inculcate risk avoidance behavioural patterns and ensure an alert, informed and self – reliant public
5. Disaster Risk Management Education and Training	Facilitate access to dynamic education and training opportunities for relevant local municipal functionaries, politicians and other relevant local role players and stakeholders including community leaders and volunteers to enable them to participate in disaster risk management
6. Communication	Sustain an effective essential and emergency radio communication service within the area of the satellite centre with special emphasis on accessible emergency communication in communities
7. Disaster Response and Recovery planning and practice	Facilitate and co-ordinate operational capacity, planning, practices and procedures to ensure the application of joint standards of practice and cooperative partnerships for the application of physical and technical resources at local level when disasters occur or are threatening to occur. Such plans must be consistent with the provincial and district municipality’s disaster response and recovery manual

Minimum requirements for the establishment of a Satellite Disaster Risk Management Centre

Location and contingencies

Prior to the establishment of the satellite centre an assessment must be undertaken to ensure that it is located in an area which is not exposed to any known risks. In order for it to operate effectively it must have adequate facilities to exercise access control. The centre must have the capacity to operate off an independent power supply and must have access to an independent supply of water which is sufficient to cover the centre in maximum operational mode for 5 consecutive 24 hour days and must comply with the following minimum infrastructural requirements:

Communication facilities

Preferably the centre should have a separate radio room adjoining the operations room. The centre must have reliable telecommunication facilities including two-way radio connectivity to the Waterberg District Municipality DRMC; to the other local municipalities served by the relevant satellite centre; to the wards of local municipalities; as well as with communities at risk. There must be access to internet, email and short message service facilities. Disaster Risk

Management personnel must be furnished with mobile telephones and must have access to at least one mobile GPS instrument.

Office arrangements and relevant infrastructure

The centre must be equipped with at least one printer; a fax facility; a photocopy machine as well as normal office equipment and stationery requirements.

There must be furnished office space for each Disaster Risk Management functionary.

The centre must be furnished with at least one computer which has the necessary capacity and software to accommodate the information management requirements of the district.

A dual purpose operations room cum training

The centre must have a facility suitable for conducting the local coordination and management of joint response operations in the case of a significant event/s and/or disasters occurring or threatening to occur in the area. The facility must have the capability to serve dually as the local disaster risk management public information, awareness and training facility.

The facility must have the following minimum infrastructure:

- Seating for approximately 25 persons (with tables) in U shaped configuration;
- Data and/or overhead projection facility;
- Screen;
- TV/Video Monitor;
- Telephone extension through switchboard;
- At least one dedicated unlisted priority lines which is independent of any switchboard;
- Commercial radio facility – Battery/Mains;
- Whiteboards and flipcharts;
- Wall space for maps, charts, etc.;
- Office stationery requirements e.g. Clipboards, in and out trays, note blocks, pens etc.