



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL EMERGENCY EVACUATION PLAN

Version 2
(March 2021)

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1. DEFINITIONS AND ACRONYMS

"Accident"	It is an unplanned event caused by an unsafe act or acts or unsafe condition.
"Assembly Point"	Refers to areas outside the buildings where employees' visitors and contractors meet for roll call.
"Danger"	Means anything which may cause injury to persons or damage to property.
"Department" (DR&PW)	Means the Department of Roads and Public Works, Northern Cape Province.
"Emergency Plan"	It is a written plan that has to be followed in case of an emergency.
"Explosion"	An explosion is the sudden loud and violent release of energy that happens when something (such as a bomb) breaks apart in a way that sends parts flying outward.
"Fire Fighting"	Fire fighting is the act of extinguishing fires.
"Fire Warden"	A Fire Warden is an officer who has responsibility for fire control in a particular area.
"Head of Department" (HOD)	Is the Accounting Officer (AO), according to the Public Finance Management Act (PFMA), 1999. The PFMA clarifies the responsibilities of the HOD. The HOD, or Accounting Officer, implements the policy choices of the Executing Authority (EA), also called the MEC (Member of the Executive Council), and achieves the outcomes by taking responsibility for delivering the outputs defined in the departmental budget, which is also prepared by the HOD.
"Hazard"	Means a source of, or exposure to, danger.
"Hostage"	A hostage is a person who is captured by someone who demands that certain things be done before the captured person is freed.
"Incident"	An occurrence constituting a serious risk/hazard to employees and visitors.

"Intranet"	An Intranet is a computer network that uses Internet Protocol (IP) technology to share information, operational systems, or computing services within an organization (in this case, the DR&PW).
"MISS"	Means Minimum Information Security Standards of 1998.
"Risk"	Refers to the probability of causing harm.
"SCM"	Means Supply Chain Management.
"SM"	Means Security Manager.

2. INTRODUCTION

- 2.1. The emergency evacuation plan implies that prior planning is done for any action that has the purpose of preventing, and/or combating or counteracting the effects and results of an emergency situation where lives, property and information are threatened.

- 2.2 This includes compiling, approving and distributing a formal, written policy document - a plan and the implementation thereof to identify and rectify gaps in, and to familiarize employees with, the plan.

3. PURPOSE AND SCOPE

- 3.1 The purpose of this policy is to provide procedures for all employees to deal with emergencies at the workplace. This policy involves a documented system that covers the duties and responsibilities related to site risks in the event of an emergency.

- 3.2 This evacuation plan contains measures and procedures that enable the Department to continue to operate in the event of fire, hold-ups, hostage situations and an explosion. It encompasses the systems aimed at detecting possible security incidents or breaches and also responses to these incidents.

- 3.3 Therefore, the DR&PW Security Manager (SM) and Programme Managers, must ensure that proper emergency planning is effected for all public premises under their control.

- 3.4 When compiling evacuation plans and measures (such as emergency evacuations, fire prevention and control, first aid and training emergency personnel), cognizance must be taken of the relevant provisions of the MISS of 1998 and of the statutory requirements.

4. REGULATORY FRAMEWORK

- 4.1 The Occupational Health and Safety Act, 1993, Act No. 85 of 1993, as amended.
- 4.2 The Minimum Information Security Standards policy (MISS), Second March 1998.
- 4.3 National and Local Government Disaster Management Laws/By-laws relating to Community Fire Safety.
- 4.4 The Hazardous Substances Act, Act No. 15 of 1973.
- 4.5 The National Building Regulations and Building Standards Act, Act No. 103 of 1977.

5. OBJECTIVE

- 5.1 The objective of this evacuation plan is to provide clear and concise guidelines that will assist with the co-ordination of the personnel and assets of the DR&PW in the event of the following emergencies:
 - 5.1.1 In case of fire.
 - 5.1.2 In case of hold-up.
 - 5.1.3 In case of bomb threats.
 - 5.1.4 In case of hostage situations.
 - 5.1.5 In case of explosion.

6. POLICY SCOPE AND APPLICATION

- 6.1 This plan is applicable to all members of the management, employees, consultants, contractors and any other service provider of the DR&PW.
- 6.2 It is further applicable to all visitors and members of the public visiting the premises of the DR&PW or who may officially interact with the Department.

7. EMERGENCY EVACUATION PROCEDURES

7.1 Emergency Procedures in Case of Fire

IN CASE OF FIRE	
DO'S	DON'TS
<ul style="list-style-type: none"> 1. Sound the alarm. 2. Inform: Fire brigade 053-8324211/2/3. Building supervisor. Floor marshal; Alfred Mkhize. 3. Attach fire using equipment available if considered safe to do so. 	<ul style="list-style-type: none"> 1. Don't panic. 2. Don't talk unnecessarily. 3. Don't use lift unless instructed to do so. 4. Don't run – remain calm. 5. Don't used water-based extinguishers on electrical fires.

4. Evacuate the premises, when instructed.
5. Remove high heel shoes and leave one arm free.
6. Staff to congregate for roll call next to vehicle parking lot at assembly point.
7. Report any missing person.
8. Close door as last person leaves, but don't lock them.

YOUR FIRE WARDEN/INCIDENTS OFFICERS ARE:

NAME: Mr. C. Fourie : SCM tender office
Ms. M. Tier : Management block
Ms. P. Motseme : Management block
Mr. N. Goetjana : Block "A". Top Floor
Mr. W. Britz : Block "A" Ground floor
Ms. K. Segwai : Block "B" Top Floor
Mr. T. Nirian : Block "B" Ground floor
Mr. K. Leroy : Block "C" top floor.
Ms. R.Vrey : Block "C" Ground floor
Mr. A. Mkhize : Block "D"
Mr. S. Dipheko : Registry office
Mr. C. Chabalala : Communication block
Mr. J. Sibiya : Ministry

1. All fire fighting equipment will be regularly checked and emergency exits kept clear at all times.
2. If possible, secure records in strong rooms, if no steel cabinets.
3. If possible, secure records in strong rooms, before evacuation.

7.2 Emergency Procedures in Case of Hold-Up

IN CASE OF HOLD-UP	
DO'S	DON'TS
<ol style="list-style-type: none"> 1. Keep calm and avoid any action which might incite criminals to use violence. 2. Sound the alarm as soon as possible and inform the police: tel. no. 08600 10111/053-8384331. 3. Obey instructions by criminals. 4. Observe the criminals. 5. Observe means of getaway. Write down the vehicle registration number. 6. Preserve the scene for examination by police. 7. Complete personal description form. 8. Record names and addresses for witnesses. 9. Inform internal Audit and Security Division and Controlling office. 10. If you can, render first aid if anyone is hurt, alternatively call an ambulance. 11. Ensure that the key to the surveillance camera is withdrawn from safe custody and the recording is removed from the camera by a Police Officer. Obtain a receipt for removed recordings. 12. Re-load camera(s) and reset the system. 	<ol style="list-style-type: none"> 1. Don't answer any questions from the press. 2. Don't discharge firearms from safes. 3. Don't be a hero whilst under threat.

7.3 Emergency Procedures in Case of Bomb Threats

IN CASE OF BOMB THREATS	
DO'S	DON'TS
<ol style="list-style-type: none"> 1. Write down details and record time of telephone call. 2. Ask caller why bomb was placed in the premises. 3. Ask where bomb is placed. 4. Ask when it will go off. 5. Listen carefully for any background noise. 6. Listen if call is from box. 7. Listen if caller has accent which may assist in identifying 	<ol style="list-style-type: none"> 1. Don't touch anything suspicious. 2. Don't panic. 3. Don't assume that only one device has been planted. 4. Don't use more searchers than are absolutely necessary. 5. Don't assemble anywhere near or

<p>him.</p> <ol style="list-style-type: none"> 8. Listen if caller ask for any staff member by name. 9. After telephone call, report immediately to Management. 10. Summon police immediately tel. no.053-8384331. 11. Staff to quickly search their own belonging before decision to evacuate is taken. (Advise police that this has been done). 12. Evacuate premises only if instructed to do so, open doors and windows before leaving. 13. Protect valuable assets as in case of fire. 14. At all times report position of any suspicious items. 15. Place bomb object inhibitor over suspicious items. <p>NOTE:</p> <ol style="list-style-type: none"> 1. Evaluate all aspects of bomb threads then decide what action to take. <ol style="list-style-type: none"> a) To search –then evacuate totally or partly. b) To search without or total or partial evacuation. c) To take action as instructed by Police. <p>Course A will be taken when it is ascertained that a bomb/s are present inside the building and an explosion is imminent.</p> <p>Course B will be taken when a suspicious object is discovered.</p> <p>Course C will be evaluated on the assessment of the report.</p>	<p>opposite premises after evacuation.</p>
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7.4 Emergency Procedures in Case of a Hostage Situation

IN CASE OF A HOSTAGE SITUATION	
DO'S	DON'TS
<ol style="list-style-type: none"> 1. Keep calm. 2. Impose self- discipline. 3. Be passive (obey instructions). 4. Have faith that efforts are being made to free you. 5. Be helpful but do not suggest causes of action to your 	<ol style="list-style-type: none"> 1 Don't be a hero. 2 Don't argue. 3 Don't criticize. 4 Don't talk down to captors. 5 Don't be aggressive.

<p>captors.</p> <ol style="list-style-type: none"> 6. Communicate (it lowers the level of stress). 7. Maintain spirit. 8. Keep in time with time. 9. Spread out but maintain contact with at least one or two members. 10. Listen to your captor's conversation. 11. Identify the other hostages in case you are released early. 12. Accept your situation and be prepared to wait. 13. Act only when told to do so. 14. Drop flat on the floor if authorities make an assault on the place. 15. Be aware of possible escape routes. 	<ol style="list-style-type: none"> 6 Don't give your captors an opportunity to over react. 7 Don't try to escape once held as hostage if this would the live of other hostages. 8 Don't bunch together. 9 Don't stand or sit close to glass.
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7.5 Emergency Procedures in Case of Explosion

IN CASE OF EXPLOSION	
DO'S	DON'TS
<p>In the event of an explosion occurring in your section:</p> <ol style="list-style-type: none"> 1. Take cover by falling face downwards. 2. Emerge from this cover only when instructed to or after the situation has stabilized. 3. Open windows to clear dust. 4. If you have knowledge of first aid, provide assistance. 5. Unless it is necessary to save life, do not touch or remove any object as you may destroy valuable clues. 6. Follow instructions given to you. 7. Remain calm. 	<ol style="list-style-type: none"> 1. Don't touch anything suspicious. 2. Don't panic. 3. Don't remove any object. 4. Do not use the lift. 5. Do not shout or run.

8. GENERAL GUIDELINES

- 8.1 Annual evacuation drill will be exercised to ensure all staff knows what to do in case of fire. This will assist the staff to respond instinctively to an emergency situation.

- 8.2 Evacuation plans (floor plans) for each office block are displayed on notice boards in prominent places.

9. COMMUNICATING THE POLICY

- 9.1 The SM of the DR&PW shall ensure that the content of this evacuation plan (or applicable aspects thereof) is communicated to all employees, consultants, contractors, service providers, clients, visitors, and members of the public that may officially interact with the Department.
- 9.2 The SM must ensure that a comprehensive awareness program is developed and implemented within the DR&PW to facilitate the above said communication. Communication of this plan by means of this program shall be conducted as follows:
- 9.2.1 Awareness workshops and briefings to be attended by all employees.
- 9.2.2 Distribution of memos and circulars to all employees.
- 9.2.3 Access to the plan on the Intranet of the Department.

10. FINANCIAL IMPLICATION

- 9.1 The total projected commitment in terms of this policy is R50 000 per year.

11. MONITORING AND EVALUATION

- 11.1 The SM, with the assistance of the Security Unit, the Monitoring and Evaluation (M&E) Unit, the Security Committee and the Occupational Health and Safety Committee (OHSC) of the DR&PW shall ensure compliance with this emergency evacuation plan by means of conducting internal practical fire drills and inspections of fire fighting equipment on a frequent basis.
- 11.2 The findings of the said drill and fire fighting equipment inspections shall be reported to the HOD forthwith, after completion thereof.

12. DISCIPLINARY ACTION

- 12.1 Any disciplinary action taken in terms of non-compliance with this evacuation plan will be in accordance with the disciplinary code/directives of the DR&PW and the Public Service.

13. POLICY REVIEW

- 13.1 The assessment to determine the effectiveness and appropriateness of this policy will be done five (5) years after its effective date. The assessment could be performed earlier than five (5) years to accommodate any substantial structural or other organizational changes at the Department or any change required by law.

13.2 The policy shall be reviewed to specifically factor in changes in legal frameworks, organisational development, political and economic trends, as well as the outcomes of monitoring and evaluation processes.

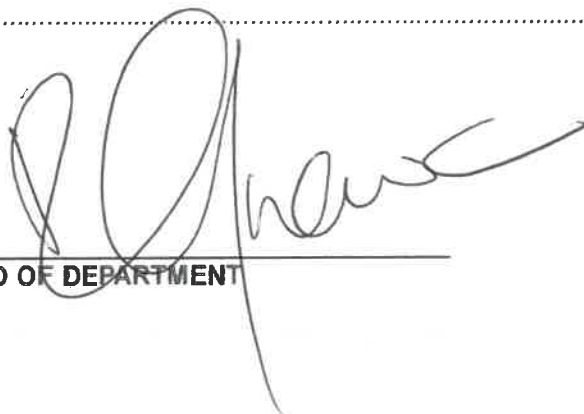
13.3 Deviations from this policy must be approved by the HOD.

14. APPROVAL OF THE POLICY AND DATE OF EFFECT

This Policy is Approved / Not Approved

Comments:

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.....



HEAD OF DEPARTMENT

30-03-21

DATE



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

DATE:	18 MARCH 2021	REF. NO.	
TO:	THE DIRECTOR: STRATEGIC PLANNING MANAGEMENT		
FROM:	THE DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES		
SUBJECT:	SUBMISSION FOR APPROVAL OF REVIEWED DEPARTMENTAL POLICY DOCUMENTS		

Dear Ms. Bekebeke

Please find attached the final drafts of the reviewed departmental policy documents on Moveable Asset Management; Staff Retention and Critical Skills Management; Sexual Harassment; Redeployment ; and the Emergency Evacuation Plan, for your perusal and consideration. The above mentioned policy documents has been circulated departmentally for consultation and inputs for review, and it is hereby submitted for approval by the Acting Head of Department (HOD).

Regards,

Mr. T. Ferreira
Manager: Policy and Research Management Services



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

DATE:	18 MARCH 2021	REF. NO.	
TO:	THE HEAD OF DEPARTMENT (HOD)		
FROM:	THE DIRECTOR: STRATEGIC PLANNING MANAGEMENT		
COPY:	THE CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES		
SUBJECT:*	SUBMISSION FOR APPROVAL OF REVIEWED POLICIES		

Purpose

1. The purpose of this submission is to obtain approval from the Head of Department (HOD) for the operationalization within the Department of the following reviewed departmental policy documents:

- ✚ Policy on Moveable Asset Management;
- ✚ Policy on Staff Retention and Critical Skills Management;
- ✚ Policy on Sexual Harassment;
- ✚ Policy on Redeployment; and
- ✚ Emergency Evacuation Plan;

Recommendations

1. The above mentioned reviewed policy documents have been circulated departmentally by the Communication and Marketing Unit to consult the staff members in order to provide an opportunity for inputs toward the review of said policy documents.

**SUBMISSION FOR APPROVAL OF REVIEWED DEPARTMENTAL
POLICY DOCUMENTS**

2. It is therefore recommended that the Acting HOD approve these reviewed versions of these policy documents as Departmental policy.
3. Please see e-mails attached of the Evidence of Departmental Consultation.



MS. B. BEKEBEKE
DIRECTOR: STRATEGIC PLANNING MANAGEMENT
Recommended / Not Recommended

23/03/2021
DATE



MS. A. MFOTSANG
CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES
Recommended / Not Recommended

2021-03-26
DATE

MS. R. GREWAN
ACTING HEAD OF DEPARTMENT
Policies Approved / Policies Not Approved

DATE



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

**EVIDENCE OF CONSULTATION WITH
DEPARTMENTAL STAKEHOLDERS**

**REVIEWED DEPARTMENTAL POLICIES
ON:**

- ✚ MOVEABLE ASSET MANAGEMENT;**
- ✚ STAFF RETENTION AND CRITICAL SKILLS
MANAGEMENT;**
- ✚ SEXUAL HARASSMENT;**
- ✚ EMERGENCY EVACUATION; AND**
- ✚ REDEPLOYMENT**

**SUBMISSION FOR APPROVAL
18 MARCH 2021**

From: DRPW-Info
To: A AMokwadi; A Maina; A van Staden; ABrand; ACLouw; AFembers; AKula...
Date: 2/19/2021 12:55 PM
Subject: REVIEW OF POLICIES: EMERGENCY EVACUATION PLAN AND REDEPLOYMENT POLICY
Attachments: Approved DR&PW Emergency Evacuation Plan - 12-08-2016.pdf

Good Day Colleagues

Please find attached copies of two (2) policies to be reviewed by the Department, namely the Emergency Evacuation Plan and the Policy on Redeployment for consultation purposes. The due date for inputs/feedback from staff members on the policy reviews is Friday, 26 February 2021. Inputs/feedback can be e-mailed to tferreira@ncpg.gov.za

For any clarification or more information regarding the attached policies, kindly consult with Mr. Tom Ferreira;
Manager: Policy and Research Management Services,
DR&PW
Tel: 053 - 839 2156

From: DRPW-Info
To: A AMokwadi; A Maina; A van Staden; ABrand; ACLouw; AFembers; AKula...
Date: 2/19/2021 12:59 PM
Subject: Re: REVIEW OF POLICIES: EMERGENCY EVACUATION PLAN AND REDEPLOYMENT POLICY
Attachments: Approved DR&PW Redeployment Policy, 2012.pdf

Hereby receive 2nd policy since both policies could not be circulated in one mail as it has been regarded as too big for the limited size provided for folders/ files to be send.

Thank You

>>> DRPW-Info 2/19/2021 12:59 PM >>>
Good Day Colleagues

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