

the dr&pw

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

DEPARTMENTAL SECURITY CONTINGENCY ACTION PLAN

Version 1
(November 2022)

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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.
“Contingency Planning”	Contingency planning can be defined as a process in anticipation of potential crises, of developing strategies, arrangements and procedures to address the needs of those adversely affected by a crisis, leading towards the prior allocation of resources, personnel, equipment, tasks, responsibilities and decision guidance or rules. This can be linked with training, scenario planning and an array of simulation exercises in a ‘safe’ environment to ensure that the operational and political-strategic layers within state institutions are best placed to manage any crisis that emerges. By means of contingency planning, specific potential events or emerging situations that might threaten the DR&PW and the wider community or the environment are analysed, and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.
“Danger”	Means anything which may cause injury to persons or damage to property.
“Department (DR&PW)”	Means the Department of Roads and Public Works, Province of the Northern Cape.
“Emergency Plan”	It is a written plan that has to be followed in case of an accident.
“HOD”	Means Head of Department, referring to the HOD of the DR&PW, who is also the Accounting Officer (AO) of the Department, according to the Public Finance Management Act (PFMA), 1999. The PFMA clarifies the responsibilities of the HOD. The HOD implements the policy choices of the Executing Authority (EA), also called the MEC (Member of the Executive Council for Roads and Public Works), 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.

“Incident”	An occurrence constituting a serious risk/hazard to employees and visitors.
“JOC”	Means Joint Operations Centre.
“MISS”	Means Minimum Information Security Standards of 1996, as amended. The National Cabinet approved the MISS on 4 December 1996, and it constitutes a national information security policy. MISS applies to sensitive information that has been classified as restricted, confidential, secret or top secret. MISS defines classified information as <i>“...sensitive information which in the national interest, is held by, is produced in, or is under the control of the State, or which concerns the State and which must by reasons of its sensitive nature, be exempted from disclosure and must enjoy protection against compromise.”</i>
“NDMF”	Means National Disaster Management Framework of 2005.
“NMDC”	Means National Disaster Management Centre.
“OHSC”	Means Occupational Health and Safety Committee, which is an internal departmental committee of the DR&PW.
“OHS”	Means Occupational Health and Safety, which is a Unit within the DR&PW Programme (Chief Directorate) of Corporate and Management Services.
“Risk”	In the context of this policy, it refers to the probability of causing harm.
“SM”	Means Security Manager.
“SRMC”	Means Security and Records Management Committee, which is an internal departmental committee of the DR&PW.
“UNISDR”	Means United Nations International Strategy for Disaster Reduction of 2009.
“WAC”	Means Website Administration Committee, which is an internal departmental committee of the DR&PW.

2. INTRODUCTION

- 2.1 Contingency planning provides a holistic representation of disaster risk reduction by bringing together the major elements of potential disasters, namely risk, hazard and vulnerability. The relationship between these three elements is expressed using the most cited disaster equation, i.e. *Risk = Hazard × Vulnerability*.
- 2.2 According to the UNISDR, 2009:
- a) *risk* is the combination of the probability of an event and its negative consequences;
 - b) *hazard* is a dangerous phenomenon that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage; and
 - c) *vulnerability* refers to the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.
- 2.3 Thus, contingency planning processes address risks through a process of hazard identification and prioritisation, identifying vulnerable elements, as well as the capacity of affected people and responders in case the hazard degenerates into a disaster. For example, if a flood hazard is likely to affect an area, there is a need to determine the possible magnitude of the flood, likely areas and populations to be affected, and livelihoods at risk before suggesting response measures.
- 2.4 Contingency planning is one of the key tools for enhancing resilience or the capacity of an organization, potentially exposed to hazards, to 'bounce forward' by adapting, resisting or changing, to reach and maintain an acceptable level of functioning and structure.
- 2.5 The term 'contingency planning' is hard to define, as it means different things to different people. Firstly, contingency planning can be defined as a process in anticipation of potential crises, of developing strategies, arrangements and procedures to address the needs of those adversely affected by a crisis.
- 2.6 Secondly, contingency planning can be defined as a process, leading towards the prior allocation of resources, personnel, equipment, tasks, responsibilities and decision guidance or rules. This can be linked with training, scenario planning and an array of simulation exercises in a 'safe' environment to ensure that the operational and political-strategic layers within state institutions are best placed to manage any crisis that emerges.

- 2.7 Finally, a contingency plan can be defined as a management process that analyses specific potential events or emerging situations that might threaten the DR&PW, the wider community or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.
- 2.8 Furthermore, contingency planning can be seen as part of the overall preparedness that often results in organised and coordinated courses of action, with clearly identified institutional roles and resources, information processes and operational arrangements for specific actors at times of need.
- 2.9 Since contingency planning is a forward-looking undertaking in the imminence of a disaster, it is one of the components of preparedness planning. Comprehensive preparedness planning is not prompted by an imminent disaster but considers all possible disasters, mostly based on historical records and other projected threats that are likely to occur. Comprehensive preparedness planning also addresses broader issues that include the governmental institutional and legislative framework, policies, budget and resource allocation plans.
- 2.10 Scenario-building is a useful tool for successful contingency planning, particularly in identifying gaps in resource mobilisation and exercising. The most common approach to scenario building in contingency planning is the best, most-likely or middle and worst-case scenario approach.
- 2.11 Scenarios are developed to allow planners to examine and plan for different scales of the same potential crisis or emergency. Scenarios of possible emergency conditions allow key actors to envision, anticipate and solve problems that can arise during crises through regular updates and exercises. Whilst it does not specifically address long-term recovery issues, contingency planning contributes towards building resilience by addressing some of the drivers of vulnerability, such as the reduction of negative impacts of a disaster.
- 2.12 Contingency planning has at least six (6) characteristics, as defined and elaborated upon in this policy document:
- 1) it is a continuous process rather than an event that leads to the production of documents that risk gathering dust on the office shelves or being locked in a cabinet or filed on a computer;
 - 2) it is based on preparedness and response policy guidelines;
 - 3) it leads to early response as the potential crisis tends to be anticipated on the basis of scenarios generated within realistic parameters;
 - 4) it involves preparedness planning, such as regular training, exercises and simulations to validate the contingency plans;

- 5) it requires identifying gaps and mobilisation of resources, including financial, human and material resources; and
- 6) it adopts a multidisciplinary and inclusive, participatory approach that involves individuals, teams, and the entire Department, with clear coordination mechanisms, roles and responsibilities.

3. PURPOSE OF THE SECURITY CONTINGENCY ACTION PLAN

- 3.1 The purpose of this Security Contingency Action Plan as policy instrument is to provide procedures for all employees to deal with emergencies at the DR&PW 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 Contingency planning contains measures and procedures that enable the DR&PW to continue to operate in the event of fire, vandalism, natural disasters or system failures. It encompasses the systems aimed at detecting possible security incidents or breaches and also responses to these incidents.
- 3.3 Therefore, in the DR&PW, the Security Manager and the Programme Managers (Chief Directors) must ensure that proper contingency is put into effect for all public premises under his/her/their control.
- 3.4 When compiling contingency 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 Minimum Information Security Standards (MISS of 1996, as amended) and of the statutory requirements.
- 3.5 The envisaged outcome of contingency planning as a process is an action plan, like this one, that can be implemented once a disaster occurs. Unlike disaster risk management planning, which tends to be long term and cover a whole range of hazards based on historical trends, contingency planning is forward planning in a state of uncertainty and formulated to address an emerging crisis.

- 3.6 Thus, the purpose of a contingency plan is to answer the 'what if' question, based mostly on scenario planning to address possible gaps in a risk management plan. It might be viewed as an alternative plan or 'plan B' to be put in action when needed or if the primary plan (normally the risk management plan), fails.
- 3.7 Contingency planning identifies hazards and vulnerabilities that are likely to interact to cause a disaster. Lack of comprehensive risk analysis and unrealistic parameters that inform scenario development can potentially pose difficulties for implementing contingency plans.
- 3.8 Certain key issues in the process of risk analysis include hazard identification, vulnerable individuals/groups/systems and possible disaster impacts. Although contingency planning can tend to be reactive, the aim of contingency planning, according to the MISS, 1996, as amended, is to formulate contingency plans based on prior planning that was done for any action that has the purpose of preventing, and/or combating or counteracting the effect and results of an emergency situation where lives, property and information are threatened. This includes compiling, approving and distributing a formal, written plan and the operationalization thereof to familiarize employees and co-ordinators with the plan.

4. REGULATORY FRAMEWORK

- 4.1 The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), as amended by the Occupational Health and Safety Amendment Act 1993 (Act No. 181 of 1993) and the Regulations for Hazardous Chemical Substances of 2008, in terms of this Act.
- 4.2 Handbook on Minimum Information Security Standards (MISS) Policy Document of 1996, as amended.
- 4.3 The Public Service Act (PSA), 1994 (Act No. 103 of 1994), as amended by the Public Service Amendment Act, 2007 (Act No. 30 of 2007).
- 4.4 The Public Service Regulations (PSR), 2001, as amended in 2002 and 2016.
a) In the PSR, 2001, Chapter 5, Part II: Information Security, B. *Minimum information security standards*, prescribes as follows:

"B.1 The Minister shall, in consultation with the Minister of Intelligence, issue Minimum Information Security Standards (herein referred to as the MISS) for the public service in the form of a handbook called the Handbook on Minimum Information Security Standards.

B.2 Any person working with Public Service information resources shall comply with the MISS.

B.3 A head of department may request exemption from a provision of the MISS. The request shall be submitted to the Minister. The Minister shall, in consultation with the Minister of Intelligence, grant the request for exemption if the exemption is considered necessary for the effective functioning of the relevant department or a part thereof."

4.5 The Disaster Management Act, 2002 (Act No. 57 of 2002), as amended by the Disaster Management Amendment Act, 2015 (Act No. 16 of 2015) and the Regulations issued in terms of this Act.

4.6 The Public Administration Management Act, 2014 (Act No. 11 of 2014).

4.6 The NDMF, 2005.

4.7 NDMC Guideline: Contingency Planning and Arrangements, 2019.

4.8 The National and Local Government Disaster Management Laws/By-laws relating to Community Fire Safety.

4.9 The Hazardous Substances Act, 1973 (Act No. 15 of 1973), as amended by the Hazardous Substances Amendment Act, 1992 (Act No. 53 of 1992).

4.10 The National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977).

4.11 The following associated departmental regulatory frameworks, amongst others, apply:

a) The DR&PW Risk Management Policy, 2021.

b) The DR&PW Risk Management Strategy, 2021.

c) The DR&PW Monitoring and Evaluation (M&E) Policy Framework, 2021.

d) The DR&PW Code of Ethics and Conduct, 2020, which forms part of *The Plan* Compilation of Policies on Fraud, Corruption and Ethics Management of 2020.

5. OBJECTIVES OF THE SECURITY CONTINGENCY ACTION PLAN

- 5.1 The objective of this Contingency Action Plan as departmental policy instrument is firstly to provide a clear and concise plan that will assist with the co-ordination of the personnel and assets of the Department of Roads and Public Works (DR&PW) in the event of the following emergencies:
- a) Injuries at Work;
 - b) Fire;
 - c) Bomb Threats (possible Explosion);
 - d) Flooding;
 - e) Chemical spill;
 - f) Vandalism;
 - g) Mains failure;
 - h) Strikes; and
 - i) Lockout.
- 5.2 By appropriately addressing the above, the outcome will be to:
- a) Save the lives of employees; visitors and contractors; property and information.
 - b) Ensure that activities can continue with as little disruption as possible.
 - c) To identify specific types of emergency incidents that can occur.
 - d) Minimize casualties and assist with rescue and treatment.
 - e) Stipulate the roles that will be fulfilled during specific types of emergency situations.

6. PRINCIPLES, VALUES AND PHILOSOPHY

This policy is intended to reflect the DR&PW's commitment to the principles, goals and ideals described in the Departmental vision, mission and core values.

7. SCOPE OF APPLICABILITY

- 7.1 This policy is applicable to all members of the management, employees, consultants, contractors and any other service provider of the DR&PW.

- 7.2 This policy 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.

8. ROLES AND RESPONSIBILITIES

8.1 The Emergency Controller

This person is responsible for the following:

- a) Updating the emergency procedure as described in this policy.
- b) Planning and evaluating the departmental emergency plan.
- c) Informing all the officials of the DR&PW about the contents of the aforementioned emergency plan.
- d) Contacting the relevant emergency services.

8.2 The Chief Coordinator (OHS)

This person is responsible for the following:

- a) Ensuring that the procedures as communicated in this policy document are obeyed and adhered to, in other words that, if all fails and a fire for example breaks out, that the departmental officials, guests and visitors are aware of what has to be done and how to respond.
- b) Arranging simulated exercises (drills) to ensure a state of preparedness as well as coordinating the activities of the DR&PW Emergency Team during an emergency.
- c) To ensure that all work areas within the affected building(s) have an Emergency Response Plan.
- d) Ensuring that the relevant emergency services are contacted.

8.3 The Safety Representatives / Area Coordinators

These persons are responsible for the following:

- a) Taking charge of evacuation procedures in their areas of responsibility.
- b) Supervise evacuation of all DR&PW staff and visitors.
- c) Staying in contact with the Security Manager and the Chief Coordinator (OHS)
- d) Ensure that officials and visitors report at the assembly points.
- e) Ensure that all staff is accounted for.
- f) Direct personnel to their assembly point.

- g) Contact emergency services.

8.4 The First Aiders

These persons are responsible for the following:

- a) Providing assistance to employees with medical problems and reporting to the Area Coordinator.
- b) Assisting and carrying out instructions from the Area Coordinator.
- c) Providing assistance with the evacuation of personnel in an orderly fashion; ensuring no panic, no running and that no persons enter or go back along the evacuation routes.
- d) Directing personnel to their designated assembly point.

9. EMERGENCY EVACUATION ARRANGEMENTS

The decision to evacuate will be taken by the Chief Coordinator (OHS). Evacuation for the various emergencies will be initiated with the sounding of the fire alarm (by means of three Air Hooters) as follows:

- a) **Fire:** The sounding of two (2) air hoots.
- b) **Bomb threats and Explosion:** The sounding of one (1) air hoot.

9.1 Evacuation Procedure

If you hear the fire alarm e.g. in case of fire:

- a) Keep calm.
- b) Do not run, scream or shout – it will lead to panic.
- c) Act calmly and purposefully.
- d) If time permitting, ensure that electrical appliances are switched off.
- e) Leave your office / room immediately.
- f) Use nearest emergency route and ladies remove high heeled shoes.
- g) Fire escape route to be clear of obstruction.
- h) If time permitting, ensure that valuable information / assets is secured against damage.

9.2 Parking Area Procedure

- 9.2.1 All vehicles (private, official and visitors) must be parked for easy evacuation during emergencies, because:
- a) This provides a clear view on both sides of vehicles for easy driving out safely without causing any accident.
 - b) Parking in non-parking designated areas, like driveways and thoroughfares is prohibited and access with trailers behind vehicles has a high risk of collision with other vehicles at the parking area.
- 9.2.2 Security Officers at the gate must instruct all drivers to park at the designated parking bays.
- 9.2.3 The security services are responsible for the monitoring and compliance of the vehicles parking area within the premises of the Department of Roads and Public Works.
- 9.2.4 Security services at the gate must ensure that emergency vehicles have a right of way.

9.3 Ministry Emergency Procedure

- 9.3.1 The Member of the Executive Council (MEC) and VIP Protection Officers are exempted from entering and leaving the Departmental premises at any time and have a right of way.
- 9.3.2 Security services to ensure that the Member of the Executive Council is evacuated by means of a designated route and the Head of Ministry is the Emergency Controller in this regard.

9.4 Emergency Assembly Points

- a) **Floors (Head Office):** Two (2) Assembling Points: one in front of the Ministry and the other one next to the Exit Gate.
- b) **Padkamp:** Assembly point at the Centre next to the parking area.
- c) **Mothibistad:** In front of the DR&PW office building.
- d) **Prieska:** Assembly point at the Western side of the Parking Area.
- e) **De Aar - Technical services:** Outside behind the car park.

- f) **De Aar- John Dube Building:** In front of the building across the road.
- g) **Upington:** In front of the DR&PW Office Building.
- h) **Springbok District Office:** At the front gate of the DR&PW Office Building, next to the Security Guardhouse.

9.5 Emergency Roll Call

Once everybody is safe and all visitors in your area have been brought to safety at the assembly point, report to the Area Coordinator/Safety Representative who will be there to make a roll call.

10. FIRE PROCEDURE

10.1 Action by Person Discovering the Fire

- a) **F**ind: Find the fire.
- b) **I**nform: Advise your Manager/Supervisor or Area Coordinator, who will in turn inform the Security Manager and the Chief Coordinator.
- c) **A**fter hours you must inform the Security Manager.
- d) **R**estrict the fire: Fight the fire, but don't take a risk, if too big, leave it (close doors and windows, as you leave).
- e) **E**xtinguish or Evacuate: Extinguish with correct fire fighting equipment, if you can.

10.2 Classes of Fire

- 10.2.1 **Class A** - Fire involved ordinary solid combustibles such as wood, paper, coal, plastics and textiles.
- 10.2.2 **Class B** - Fire involving flammable liquids and greases e.g. petrol, alcohol, paraffin, benzene, etc.
- 10.2.3 **Class C** - Fires of A, B and D type, energized electricity e.g. electrical cables, electric motors, generators, switchboards, etc.

10.2.4 **Class D** - Flammable metals such as aluminium, magnesium, sodium and potassium.

10.2.5 **Class E** - Involves flammable gasses such as methane, butane, propane and liquid petroleum gas (LPG).

**IMPORTANT: IN CASE OF A BUILDING WITH A LIFT - DO NOT USE THE LIFT;
DO NOT SHOUT OR RUN.**

10.3 Action to be taken by Emergency Controller / Deputy Emergency Controller and Area Coordinator's Team (Safety Representatives)

- a) The emergency controller must raise the alarm.
- b) Gather the emergency team and evaluate the situation.
- c) If possible, the fire team must try to extinguish the fire.
- d) If the fire is uncontrollable, follow the evacuation procedure and contact the **Fire Department** at **emergency number 053-832 4211**.
- e) Be calm and direct occupants to the nearest emergency exit.
- f) Ensure that nobody remains behind before they leave the building for the Assembly Point.
- g) Provide first aid assistance, where needed.
- h) Ensure that unclosed windows and doors are closed to avoid the spreading of the fire.
- i) The Area Coordination Team must ensure that all emergency exits are unlocked.

10.4 Action to be taken by the HOD

The HOD or his representative will take charge of all external communication and interact with the media. Employees are to follow the instructions of the team appointed by the HOD.

10.5 Action to be taken in case of Explosion

The following actions are to be taken in the event of an explosion occurring in your section:

- a) Take cover by falling face downwards.
- b) Emerge from this cover only when instructed to or after the situation has stabilized.
- c) Open windows to clear dust.
- d) If you have knowledge of first aid, provide assistance.

- e) Unless it is necessary to save life, do not touch or remove any object as you may destroy valuable clues.
- f) Follow instructions given to you.
- g) Remain calm.
- h) Do not panic.
- i) Don't touch suspicious-looking objects.

10.5.1 Action to be taken by Coordinator of Affected Area:

- a) Inform the Emergency Controller.
- b) Identify the Section affected.
- c) Identify the Number of Injured.
- d) Identify the Fire Situation (circumstances that led to the incident and current situation).
- e) Identify the Extent of Damage to affected Infrastructure/Assets.

10.5.2 Deployment of First Aiders, Fire and Evacuation Teams in order to:

- a) Assist the Injured.
- b) Fight fires.
- c) Initiate evacuation procedures.
- d) Call an **ambulance(s) for badly injured people – Toll free telephone number 10177.**
- e) Inform Emergency Controller/Deputy Emergency Controller when floor/area is clear, who will in turn inform the Joint Operations Centre (JOC).
- f) Await instructions.

10.5.3 Emergency Controller / Deputy Emergency Controller and Evacuation Team

- a) Evaluate the report(s) on the emergency situation.
- b) Decide whether or not to evacuate.
- c) If the decision is made to evacuate, the emergency team will do so.
- d) Calm and direct occupants to the nearest emergency exit.
- e) Ensure that nobody remains behind before they leave the building for the Assembly Point.
- f) Inform the Joint Operations Centre (JOC).

IMPORTANT: IF A CALL ABOUT A BOMB THREAT WAS RECEIVED, FILL OUT THE BOMB THREAT CHECK LIST FORM (SEE ANNEXURE A).

11. SUPPLEMENTARY ACTIONS

- 11.1 Annual evacuation drills will be exercised to ensure all DR&PW staff knows what to do in case of fire. This will assist the staff to respond instinctively to an emergency situation.
- 11.2 Evacuation plans for each area are displayed on notice boards in prominent places.

12. COMMUNICATING THIS ACTION PLAN

- 12.1 The Security Management Unit, in collaboration with the Occupational Health and Safety (OHS) Unit, the DR&PW Security and Records Management Committee (SRMC), the DR&PW Occupational Health and Safety Committee (OHSC), as well as DR&PW Website Administration Committee (WAC), with the support of the Communication and Marketing Unit of the DR&PW, shall ensure that the content of this policy (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.
- 12.2 The SM will further ensure that all applicable security policies and security directives are enforced and complied with.
- 12.3 The SM must ensure that a comprehensive Security Awareness Programme is developed and implemented within the DR&PW in order to facilitate the above mentioned point. Communication of this policy by means of the said Security Awareness Programme shall be conducted as follows:
 - a) Awareness workshops and briefings to be attended by all DR&PW employees.
 - b) Distribution of memos and circulars to all DR&PW employees.
 - c) Access to this policy, other relevant departmental policies and applicable directives on the intranet of the DR&PW.

13. FINANCIAL AND BUDGETARY IMPLICATIONS

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

14. MONITORING AND EVALUATION (M&E)

- 14.1 The SM, with the assistance of the departmental Security Unit, supported by the departmental Monitoring and Evaluation (M&E) Unit and the DR&PW Security and Records Management Committee (SRMC) and the DR&PW Occupational Health and Safety Committee (OHSC), shall, on behalf of the HOD, ensure compliance with this policy by means of conducting internal practical fire drills and inspections of fire fighting equipment on a frequent basis.
- 14.2 The findings of the said drill and fire fighting equipment inspections shall be reported to the HOD forthwith after completion thereof.
- 14.3 The SM, supported by the departmental Monitoring and Evaluation (M&E) Unit shall, amongst others, also ensure the following:
- a) Efficient and effective implementation of this policy.
 - b) The accessibility of this policy to the intended stakeholders.
 - c) The implementation of measures to limit the possible abuse of this policy.
 - d) Submission of the required monitoring and evaluation reports related to the implementation of this policy.
 - e) Development of necessary tools and processes to assess the outcome of the policy implications by all the stakeholders.

15. DISCIPLINARY ACTION

Any disciplinary action taken in terms of non-compliance with this policy will be in accordance with the departmental disciplinary code/directives and the DR&PW Code of Ethics and Conduct of 2020, as well as the South African Government's disciplinary code/directives and Code of Conduct for the Public Service.

16. POLICY REVIEW AND AMENDMENT

- 16.1 This policy is effective from date of signature.
- 16.2 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 DR&PW or any change required by law.
- 16.3 If and when any provision of this policy is amended, the amended provision will supersede the previous one.
- 16.4 Deviations from this policy must be approved by the Head of Department (HOD) of the DR&PW.

17. APPROVAL OF THE POLICY AND DATE OF EFFECT

This policy is Approved / ~~Not Approved~~

Comments:

.....

.....

.....

.....

.....



DR. J. MAC KAY
HEAD OF DEPARTMENT



DATE

ANNEXURE A: Bomb Threat Checklist

BOMB THREAT CHECKLIST

Step 1

Date :

Time Call received :

Public Telephone – Yes/No :

Details of Threat :

Where is it :

When is it set for :

What does it look like :

Reason for planting the bomb :

Who is the bomber :

Time call ended :

Step 2

Notify Emergency Controllers on 053 -8392100 or 053- 8392287/ 254/118.

Step 3

Calmly record the following:

Voice on telephone : Man / Woman / Child and Age.
Conduct : Excited / Nervous / Emotional / Calm, Coherent / Friendly / Angry / Polite.

Characteristics : Loud / Soft / Intoxicated.

Speech : Fast / Slow / Clear / Impediment.

Vocabulary : Excellent / Good / Fair / Vulgar.

Accent : Setswana / Afrikaans / English / isiZulu / isiXhosa / Sesotho / Other / Foreign.

Background Noise : Factory / Machines / Animals / Traffic / Aircraft / Trains / Music.

Office machines :

Is the caller familiar with the premises and layout thereof? – Yes / No.

.....

Any knowledge of Personnel / Management / Activities:

.....

Did you recognize the voice? – Provide details:

.....

.....

ANNEXURE B: Contact Telephone Numbers in Case of Emergency

CONTACT TELEPHONE NUMBERS IN CASE OF EMERGENCY

NAME	TEL.	CHIEF DIRECTORATE / DIRECTORATE / UNIT
Chief Coordinators		
Head of Department (HOD)	053-8392109	Head Office
Chief Financial Officer (CFO)	053-8392220	Finance and Supply Chain Management (SCM) Chief Directorate
Chief Director: Corporate and Management Services	053-8392113	Corporate and Management Services Chief Directorate
Chief Director: Public Works Infrastructure	053-8392241	Public Works Infrastructure Chief Directorate
Chief Director: Expanded Public Works Programme (EPWP) and District Coordination	053-8392106	EPWP and District Coordination Chief Directorate
Emergency Controllers		
Security Manager (SM)	053-8392287	Security Management Unit
Occupational Health and Safety (OHS) Officer	053-8395776	OHS Unit
Vetting Officer	053-8392331	Security Management Unit

Area Coordinators: Block A		
Director: Human Resource Management (HRM)	053-8392255	HRM Directorate
Director: Education Infrastructure, Maintenance and Technical Portfolio	053-8392172	Education Infrastructure, Maintenance and Technical Portfolio Directorate
Safety Representative (OHS Officer)	053-839 776	OHS Unit
Director: Financial Management and Accounting	053-8392219	Financial Management and Accounting Directorate
Safety representative	053-8392144	Financial Management and Accounting Directorate
Area Coordinators: Block C		
Director: EPWP	053-8392105	EPWP and District Coordination Chief Directorate
Safety Representative	053-8392240	EPWP Directorate
Area Coordinators: Block D		
Deputy Director: Human Resource Management (HRM)	053-8392153	HRM Unit
Safety Representative	053-8392331	Security Management Unit
District Offices		
Programme Managers	As per District	District Office
Institutional Managers	As per District	District Office

Safety Representative	As per District	District Office
Management Block		
Office Manager (HOD office)	053-8392282	Head Office
Safety Representative	053-8392139	Head Office
Ministry		
Head of Ministry (HOM)	053-8392150	Ministry
Safety Representative	053-8392224	Ministry
Others		
The South African Police Service (SAPS)	053-8384331	
Flying Squad (SAPS)	08600 10111	
Ambulance	10177/053-8311954/5	
Emer-G-Med (Ambulance and Emergency Service)	086 1007 911	
ER24 (Ambulance and Emergency Service)	084 124	
Traffic Police	053-8306221	
Fire Brigade	053-8324211	
Bomb Squad	10111	

Kimberley Hospital (KH)	053-802 9111	
Kimberley Medi-Clinic (Hospital)	053-838 1111	
Lenmed Hospital	053-045 0350	
Rescue services (Aviation)	054-3311363	



the dr&pw

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

INTERNAL MEMO

DATE:	01 NOVEMBER 2022	REF. NO.	
TO:	THE DIRECTOR: STRATEGIC PLANNING MANAGEMENT		
FROM:	THE DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES		
SUBJECT:	SUBMISSION FOR APPROVAL OF THE NEW DEPARTMENTAL SECURITY CONTINGENCY ACTION PLAN POLICY DOCUMENT (VERSION 1)		

Dear Ms. Bekebeke

Please find attached the final draft of the new departmental Security Contingency Action Plan policy document (version 1) for your perusal and consideration. This policy document has been circulated departmentally for consultation and inputs, and it is hereby submitted for approval by the 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:	01 NOVEMBER 2022	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 THE NEW DEPARTMENTAL SECURITY CONTINGENCY ACTION PLAN POLICY DOCUMENT (VERSION 1)		

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 new departmental Security Contingency Action Plan policy document (version 1).

Recommendations

1. This policy document has been circulated departmentally by the Communication and Marketing Unit to consult the staff members in order to provide an opportunity for inputs toward the development of this policy.
2. It is therefore recommended that the HOD approve this new policy as departmental policy.
3. Please see e-mail attached of the Evidence of Departmental Consultation.


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

07/11/2022
DATE

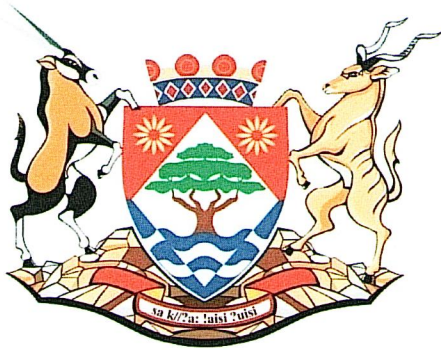
SUBMISSION FOR APPROVAL OF THE NEW DEPARTMENTAL
SECURITY CONTINGENCY ACTION PLAN POLICY DOCUMENT

MS. A. MPOTSANG
CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES
Recommended / Not Recommended2022-11-10

DATE

DR. J. MAC KAY
HEAD OF DEPARTMENT
Policy Approved / Policy Not Approved15/11/2022

DATE



the dr&pw

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

**EVIDENCE OF CONSULTATION WITH
DEPARTMENTAL STAKEHOLDERS**

**NEW DEPARTMENTAL SECURITY
CONTINGENCY ACTION PLAN
POLICY DOCUMENT**

**SUBMISSION FOR APPROVAL
01 NOVEMBER 2022**

T Ferreira - POLICY CONSULTATION: New DR&PW Security Contingency Action Plan Draft, Ver 1 of 2022

From: DRPW-Info

To: ABrand; ACLouw; AFembers; AKula; ALesotho; ALSishi; amaina@vodamail.co.za; AMasisi; AMegalanyane; AMiller; AMkhize; AMoeti; AMokwadi; amomokwadi@gmail.com; AMotlagodisa; AMPotsang; ampotsang79@gmail.com; andrejooste17@gmail.com; AnthonyL; APulen; arpinm7@gmail.com; ARudman; ASwanepoel; BaatileItumeleng; Babalwa Bekebeke; BBobeje; BChotelo; BCloete; BDamon; Bettymabili@gmail.com; BGaonakala; BGoba; BKapanda; BMaclean; BMazwi; BMeruti; BMontshiwa; bobbybobeje@gmail.com; BonoloMakoko; BosmanP; BPitso; BSedisho; BSemau; bslingers@vodamail.co.za; BValentine; c28robertson@gmail.com; CAbrahams; CAdams; CBailey; cbailey@vodamail.co.za; CChakela; CDenysschen; CFourie; ChanelFourie; ChantelleCloete; CharmaineLouw30@gmail.com; ChristinaF; CKakora; clementinerifles@gmail.com; CMrwebi; CNdebele; CNotuku; collin.upt@gmail.com; CRabaji; CRobertson; CValentine; CvanRooi; daniel.maquityana@gmail.com; DBingwa; DBingwane; denicebingwane460@gmail.com; DGaehete; DKowa; DMaquityana; DMokoena; DMonyamane; DMwembo; DPhirisi; drpwesimon@gmail.com; DRPW-Info; DSolo; dtsoai.drpw.nc@gmail.com; DvdMerwe; EbenSwartbooi; EBeukes; EBlaauw; EBreytenbach; ed.simon19@gmail.com; EduPlessis; EJobe; EJonkers; EKhatwane; ELecwedi; eliasparage55@gmail.com; elsie.dupels@gmail.com; EMichaels; emodise@vodamail.co.za; ENodoba; EPino; EricksenA; ESimon; esterhuysek133@gmail.com; faithpmoabi631@gmail.com; FdeBruin; FDooling; feliciadebruin2@gmail.com; FMogoje; FPetoro; francesbaardmech@gmail.com; FvanVuuren; GAppels; GCloete; GJacobs; GMoabi; GMolale; gobiditseonerobertmosang@gmail.com; GPietersen; gregs.gak@gmail.com; GRiet; GSalimana; GSefotlho; gstuurman17@gmail.com; GSwanepoel; GThupe; GTopkin; gvmhlauli@gmail.com; HenerydeWee@gmail.com; hermie@hantam.co.za; howardvanstaden@gmail.com; HPuley; HvanderMerwe; ICarolus; IFredericks; ILottering; IMolore; inocentia.senza@gmail.com; IOliphant(...)

Date: 10/24/2022 9:43 AM

Subject: POLICY CONSULTATION: New DR&PW Security Contingency Action Plan Draft, Ver 1 of 2022

Attachments: Draft DR&PW Security Contingency Action Plan, Ver 1, 2022.docx

Good day Colleagues,

Kindly find attached NEW draft departmental Security Contingency Action Plan, Version 1 of 2022.

The due date for inputs/comments/feedback from staff is Friday, 31 October 2022, which can be e-mailed to tferreira@ncpg.gov.za

Thank you



DRPW-info@ncpg.gov.za
COMMUNICATION AND MARKETING SERVICES

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'Trendsetters in infrastructure delivery to change the economic landscape of the province'