

<p><b>OUTCOME: LEVEL 1 PLAN COMPLETED</b></p> <p>Due date: PDRMCs: 1/04/06 MDRMCs: 1/07/06</p>	<p><b>ACTION</b></p>	<p><b>STEPS</b></p>	<p><b>CROSS REFERENCES TO RELEVANT SECTION IN NDRMF AND DM ACT</b></p>	
<p><b>LEVEL 1 PLAN</b></p> <p>A level 1 plan applies to national or provincial organs of state or municipal entities that have not previously developed a coherent DRM plan. It focuses primarily on establishing foundation institutional arrangements for DRM; putting in place contingency plans for responding to known priority risks as identified in the initial stage of the DRA; identifying key governmental and other stakeholders, and developing the capability to generate a level 2 plan</p>	<p><b>I ESTABLISH FOUNDATION INSTITUTIONAL ARRANGEMENTS FOR DRM</b></p>	<p>1.1</p>	<p>Conduct a GAP Analysis to:</p> <ul style="list-style-type: none"> <li>• establish current status of institutional arrangements</li> <li>• identify necessary adaptations to existing arrangements</li> <li>• identify new arrangements to be established</li> </ul>	
		<p>1.2</p>	<p>Establish and/or formalise mechanisms for integrated policy making within the relevant sphere</p>	<p>KPA 1: s 1.1 DM Act: Ch 4;5</p>
		<p>1.3</p>	<p>Establish and/or formalise mechanisms for integrated direction and execution of policy</p>	<p>KPA 1: s 1.2 DM Act: Ch 4;5</p>
		<p>1.4</p>	<p>Establish <i>internal</i> mechanisms to enable integrated execution of policy, technical advice and planning amongst internal departments and/or municipal entities</p>	<p>KPA 1: s 1.3.1.3 KPA 2: s 2.1.1 DM Act: s 47;52</p>
		<p>1.5</p>	<p>Engage with Disaster Risk Management (DRM) Stakeholders for sensitization, consultation and to obtain buy-in</p>	<p>KPA 1: s 1.3; 1.4.1; KPA 2: s 2.1.5; 2.4.1 KPA 3: s 3.3.1.2; 3.3.1.3</p>
		<p>1.6</p>	<p>Establish and/or formalise mechanisms for stakeholder participation, technical advice and planning (DRMAFs or alternative consultative forum)</p>	<p>KPA 1: s 1.3. DM Act: s 37;51</p>
		<p>1.7</p>	<p>Head of Centre to establish Team of relevant expertise to draft DRM Framework and to facilitate and manage the project Task the drafting team to develop the Disaster Risk Management Framework (DRMF)</p>	<p>KPA 3: s 3.1 DM Act: s 28;42</p>
		<p>1.8</p>	<p>Establish Technical Advisory Committee (TAC) to:</p> <ul style="list-style-type: none"> <li>• facilitate the development of Terms of Reference for the initial Disaster Risk Assessment (DRA)</li> <li>• monitor progress</li> <li>• monitor the validation and/or interpretation of findings</li> </ul>	<p>KPA 2: s 2.4.2.1</p>
		<p>1.9</p>	<p>Develop terms of reference for the initial DRA Submit terms of reference to relevant DRM centre/s for approval</p>	<p>KPA 2: s 2.1.7.1; 2.4;</p>
		<p>1.10</p>	<p>Commission the initial DRA to identify:</p> <ul style="list-style-type: none"> <li>• Known priority risks</li> <li>• Common vulnerabilities prevailing in the area as a whole</li> <li>• High risk groups, areas and developments</li> </ul>	<p>KPA 2: s 2.1</p>
		<p>1.11</p>	<p>Submit first draft of DRMF to relevant stakeholders and role players including internal policy making entity (see step 1.2) and to relevant DRM Centre/s for inputs and comments Process inputs and comments Publish first draft of DRM in the Provincial gazette calling for inputs and comment Process inputs and comments Publish final draft of DRM in the Provincial gazette</p>	<p>DM Act: s 6;28;42</p>
		<p>1.12</p>	<p><b>Ensure that all relevant data required for the purposes of the information management system (Level 2 plan, Action III) is identified and gathered simultaneously during each step of this Action</b></p>	<p>KPE 1 DM Act: s 16;17; 32;33;34; 46;47;48 etc.</p>

# LEVEL 1 PLAN

<b>II</b> <b>DEVELOP THE CAPABILITY TO GENERATE A LEVEL 2 PLAN</b>	1.13	During steps 1.5 and 1.6 identify information requirements for purposes of complying with requirements of sections 16 and 17 of DM Act	KPE 1	
	1.14	Include in the Terms of Reference for the initial DRA (step 1.8), requirement for simultaneously collecting data for the DRM Information Management System and Emergency Communication	KPE 1 DM Act: s 16;17	
	1.15	Based on the findings of the initial DRA establish priorities for establishing emergency communication links	KPE 1	
	1.16	Establish decentralised arrangements for DRM in the municipal sphere	KPA 1: s 1.3.1.3 p28	
	1.17	Establish arrangements for DRM in Wards in the municipal sphere	KPA 1: s 1.3.1.3 p28; 1.3.2.2;1.3.3	
	1.18	Promote the recruitment, training and participation of volunteers in DRM	KPA 1: s 1.3.3	
	1.19	Identify all role players and stakeholders including appropriate specialist and technical expertise relevant to the development of the DRM information management system and establish an information management system technical team (IMS TT)	KPE 1	
	1.20	Identify a primary entity and assign primary responsibility for facilitating and managing the planning, development, establishment and maintenance of the IMS using project management methodologies and reporting formats. Assign responsibilities to support entities		
	1.21	Identify all role players and stakeholders including appropriate specialist and technical expertise relevant to the development of the Emergency Communication System	KPE 1	
	1.22	Establish an emergency communication system technical team (EmCom TT)		
	1.23	Identify a primary entity and assign primary responsibility for facilitating and managing the planning, development, establishment and maintenance of the EmCom system using project management methodologies and reporting formats. Assign responsibilities to support entities		
	<b>III</b> <b>DEVELOP AND IMPLEMENT CONTINGENCY PLANS FOR KNOWN PRIORITY RISKS</b>	1.24	Based on the findings of the initial DRA, identify all relevant role players and stakeholders for each priority risk identified in the initial DRA e.g. severe weather events, drought, floods, wildland fires etc. <ul style="list-style-type: none"> <li>Establish hazard specific project teams comprising all role players and stakeholders for each of the known priority risks identified above</li> <li>Identify primary entities and assign primary responsibility for each hazard type and assign responsibilities to support entities</li> <li>Task primary entities to lead project teams in the development of hazard specific contingency plans for each of the priority risks identified, using project management methodologies and reporting formats</li> </ul>	KPA 1: s 1.3.2 KPA 3 KPA 4 DM Act: s 38, 39, 40, 41, 49, 52, 53, 54 and 55
		1.26	Based on the findings of the initial DRA identify all relevant role players and stakeholders for each category of activities associated with response and recovery operations relevant to the findings of the risk assessment e.g. disaster assessment; search and rescue; emergency medical care; health; evacuation etc. <ul style="list-style-type: none"> <li>Establish project teams to develop operational plans for each category of disaster response and recovery activity comprising all role players and stakeholders identified above</li> <li>Identify primary entities and assign primary responsibility and assign responsibilities to support entities</li> <li>Task primary entities to lead project teams in the development of operational plans for each category of disaster response and recovery activity, using project management methodologies and reporting formats</li> </ul>	KPA 1: s 1.3.2 KPA 3 KPA 4 DM Act: s 38, 39, 40, 41, 49, 52, 53, 54 and 55
1.30		Task municipal entities to initiate developmental projects to reduce common vulnerabilities relevant to their functional area as per the findings the initial DRA, for incorporation in the IDP using project management methodologies and reporting formats	KPA 2: s 2.1.8 KPA 3: s 3.2-3.5 DM Act: s 33, 34, 47and 48	
1.31		<ul style="list-style-type: none"> <li>Submit drafts of all plans to DRMCs in all relevant spheres for input and comment and make available for public comment</li> <li>Process inputs and comments and finalise plans</li> <li>Submit for final approval, publish and circulate</li> </ul>	DM Act: s 38(3); 39(4); 52(2); 53(4)	
1.32		Incorporate hazard specific contingency planning and response and recovery operational planning into IDP	DM Act: s 44(3)(b)	
1.33		<b>Ensure that all relevant data required for the purposes of the information management system (Level 2 plan, Action III) is identified and gathered simultaneously during each step of this Action</b>		

<p><b>OUTCOME: LEVEL 2 PLAN COMPLETED</b></p> <p><b>Due date: PDRMCs: 1/04/07 MDRMCs: 1/07/07</b></p>	<p><b>ACTION</b></p>	<p><b>STEPS</b></p>		<p><b>CROSS REFERENCES TO RELEVANT SECTION IN NDRMF AND DM ACT</b></p>	
<p><b>LEVEL 2 PLAN</b></p> <p>A level 2 DRM plan applies to national, provincial and municipal organs of state that have established the foundation institutional arrangements, and are building capabilities needed to carry out comprehensive risk management activities. It includes establishing processes for a comprehensive risk assessment, identifying formal consultative mechanisms for development of disaster risk reduction projects, and introducing a supportive DRM information system and emergency communication capabilities</p>	<p><b>I ESTABLISH PROCESSES FOR COMPREHENSIVE RISK ASSESSMENTS</b></p>	<p>2.1</p>	<p>Task the TAC to:</p> <ul style="list-style-type: none"> <li>facilitate the identification of specific specialized risk science expertise needed to conduct comprehensive risk assessments for groups, areas and developments identified as at-risk in the initial DRA</li> <li>facilitate the development of Terms of Reference for the comprehensive risk assessments</li> <li>monitor and advise on the appointment of such expertise</li> </ul>	<p>KPA 2 KPA 2: s 2.4</p>	
		<p>2.2</p>	<p>Commission comprehensive risk assessment to:</p> <ul style="list-style-type: none"> <li>Evaluate and establish <b>priorities</b> in respect of specific groups, areas and developments identified as at- risk in the initial DRA</li> <li>Conduct comprehensive assessments for each <b>priority</b> group, area and development identified</li> </ul>	<p>KPA 2</p>	
		<p>2.3</p>	<p><b>Ensure that all relevant data required for the purposes of the information management system (Level 2 plan, Action III) is identified and gathered simultaneously during each step of this Action</b></p>		
	<p><b>II IDENTIFY AND ESTABLISH FORMAL CONSULTATIVE MECHANISMS FOR SPECIFIC PRIORITY RISKS REDUCTION PROJECTS</b></p>	<p>2.4</p>	<p>Identify a full range of appropriate expertise specific to the nature of the risk/s prevailing in each <b>priority</b> at- risk group, area, and development as identified in the comprehensive DRA and establish specific project teams accordingly. Project Teams to include representatives of local communities</p>		<p>KPA 3</p>
		<p>2.5</p>	<p>Identify a primary entity for each priority risk reduction project and assign primary responsibility for the development and implementation of holistic and integrated risk reduction strategies for each priority project Identify support entities and assign responsibilities</p>		<p>KPA 3</p>
		<p>2.6</p>	<p>Task the Priority Risk Reduction Project Teams to develop holistic and integrated risk reduction strategies to reduce risk and build resilience in each priority high risk, group, area and development using project management methodologies and reporting formats</p>		<p>KPA 3</p>
		<p>2.7</p>	<p>Facilitate, assist and support emergency preparedness strategies through ward DRM structures and assist with the development of local contingency plans and establishing procedures for responding to early warnings and taking avoiding actions</p>		<p>KPA 3</p>
		<p>2.8</p>	<p>Incorporate specific risk reduction project plans into IDP</p>		<p>DM Act: s 44(3)(b)</p>
		<p>2.9</p>	<p><b>Ensure that all relevant data required for the purposes of the information management system (Level 2 plan, Action III)is identified and gathered simultaneously during each step of this Action</b></p>		

# LEVEL 2 PLAN

<b>LEVEL 2 PLAN</b>	<b>III DEVELOP A SUPPORTIVE INFORMATION MANAGEMENT SYSTEM</b>	2.10	<p>Task the IMS TT to Identify key categories of information and capability requirements for the following imperatives and support services:</p> <ul style="list-style-type: none"> <li>• Institutional arrangements</li> <li>• Disaster risk analysis, assessment, mapping and monitoring</li> <li>• Disaster risk reduction planning, projects, programmes and monitoring</li> <li>• Response and recovery planning and operations</li> <li>• Public information and communication management</li> <li>• Education, training, public awareness and research</li> <li>• Funding and financial management</li> </ul>	KPAs: 1-4 KPEs: 1-3 DM Act: s 16;17;18
		2.11	<p>Task the IMS TT to obtain information which will contribute to the design and development of the IMS to include:</p> <ul style="list-style-type: none"> <li>• Conducting a GAP analysis to establish outstanding information and technological requirements and to identify relevant existing information and technology and requirements for adaptation/upgrading</li> <li>• Identifying and establishing mechanisms to source/gather relevant outstanding information</li> <li>• Identifying components requiring interface capability</li> <li>• Describing the nature of interface requirements</li> <li>• Identifying GIS requirements and establishing minimum standards</li> <li>• Identifying mechanisms for the dissemination of information to guide decision making</li> </ul>	
		2.12	Assign responsibilities to relevant entities for gathering outstanding data/information including accessing existing sources of information	DM Act: s 18;32;46
		2.13	Task IMS TT to compile draft specification document including the financial implications for the design of the IMS after consultation with strategic role players and specialist technical expertise in accordance with national standards and guidelines. The specification must make provision for the adaptation/upgrading of any compatible existing systems. Ensure that the requirement for skills transfer, capacity building and system maintenance are central to the commission	KPA 2: s 2.3.3 KPE1 KPE 2
		2.14	Submit specification to the NDMC for comments/inputs and approval	
		2.15	Task the IMS TT to prepare a tender proposal for the development of the system Call for proposals Commission the development and installation of the IMS	
		2.16	Task IMS TT to monitor the project and report on progress	
	<b>IV DEVELOP EMERGENCY COMMUNICATION CAPABILITIES</b>	2.17	<p>Task the EmCom TT to consult with all stakeholders to establish minimum communication requirements and capabilities in respect of:</p> <ul style="list-style-type: none"> <li>• Central reporting</li> <li>• Analyzing and processing incoming information</li> <li>• Monitoring systems for the purposes of early warnings</li> <li>• Dissemination of early warnings</li> <li>• Activating disaster response</li> <li>• Emergency communications for real time response management</li> <li>• Public information and resource access</li> </ul>	KPA 1: s 1.2; 1.3;1.4 KPA 3: s 3.2.5.2 KPA 4: s 4.1; 4.3.2; 4.3.3 KPE 1 KPE 2
		2.18	Task the EmCom TT to identify minimum capability requirements of EmCom system	
			<p>Consult with technical expertise to:</p> <ul style="list-style-type: none"> <li>• conduct a GAP analysis and draw a comparative analysis between existing systems and the requirements in terms of the national standard</li> <li>• establish specifications for system which must make provision for the adaptation/upgrading of any compatible existing systems and/or equipment</li> </ul>	
		2.19	Task the EmCom TT to prepare a tender proposal for system including financial implications	
		2.21	Call for proposals	
		2.22	Commission the development and implementation of the system	
		2.23	Task the EmCom TT to monitor progress	

<b>OUTCOME: LEVEL 3 PLAN COMPLETED</b> <b>Due date: PDRMCs: 1/04/08 MDRMCs: 1/07/08</b>	<b>ACTION</b>	<b>STEPS</b>		
<b>LEVEL 3 PLAN</b> A level 3 DRM plan applies to national, provincial and municipal organs of state that have established foundation institutional arrangements for DRM and essential supportive capabilities. The plan must specify clear institutional arrangements for coordinating and aligning the plan with other governmental initiatives and plans of institutional role players. It must show evidence of informed risk assessment and ongoing disaster risk monitoring capabilities as well as relevant developmental measures that reduce the vulnerability of disaster prone areas, communities and households.	<b>I ESTABLISH SPECIFIC INSTITUTIONAL ARRANGEMENTS FOR COORDINATING AND ALIGNING PLANS</b>	3.1	Arrange for The Head of Centre to serve on relevant IDP structures to ensure coordination and alignment of disaster risk management plans with IDP	KPA 3: s 3.4
		3.2	Establish arrangements to ensure that agencies with primary responsibility for any other developmental initiatives such as the Spatial Development Framework; Environmental Management Plan etc. are represented on relevant DRM structures	KPA 3: s 3.4
		3.3	Task all primary entities with DRM planning responsibilities to consult with the relevant DRMAFs with regard to the development of DRM Plans	KPA 1: s 1.3.1;1.3.2
		3.4	Submit disaster risk management framework and all plans to: <ul style="list-style-type: none"> <li>• DRM centres in other spheres</li> <li>• The agencies with primary responsibility for any other developmental initiatives</li> <li>• Neighbouring DRM Centres</li> </ul>	KPA 3: s 3.1.3 DM Act: s 25(3); 38(3); 39(4); 52(2); 53(4)
		3.5	Establish arrangements with primary entities to ensure that plans for all development strategies and projects are submitted to the DRM Centre for comment and input	KPA 3: s 3.1.2 DM Act: s 20;33;47
		3.6	Task all planning teams to implement project management methodologies and to submit schedules which clearly demonstrate alignment and integration of DRM planning and implementation	KPA 3: s 3.1.2 KPA 4: s 4.3 DM Act: s 25(1)(b); 38(1)(c); 39(1)(b); 47(1)(c); 52(1)(b); 53(1)(b)
	<b>II ESTABLISH MECHANISMS TO ENSURE INFORMED AND ONGOING RISK ASSESSMENTS</b>	3.7	Establish clear documented mechanisms for the DRM Centre for accessing, monitoring, tracking, consolidating, updating and disseminating relevant risk information including the receipt, interpretation and dissemination of early warnings and show evidence of such in annual reports	KPA 2: s 2.3; 2.4 KPA 4: s 4.1; 4.3.2; 4.3.3 KPE 1 KPE 2 DM Act: s 21; 34; 48; 24; 36; 50
		3.8	Establish mechanisms to ensure that the disaster risk information system is managed by skilled individuals with both information technology and disaster risk analytic skills	KPA 2: s 2.3.3 KPE 1
		3.9	Task primary entities to establish clear documented systems to monitor and track disaster risks relevant to their functional area; to update risk assessments and to disseminate findings	KPA 2: s 2.3 KPE 1 KPE 2
		3.10	Task primary entities to submit annual reports which include evidence of informed and ongoing assessment and effectiveness of ongoing risk reduction efforts	KPA 2 DM Act: s 24;36; 50
		3.11	Task primary entities to establish clear mechanisms for accessing and updating hazard and vulnerability information on disaster risks specific to their functional area and to show evidence thereof in annual reports	KPA 2 DM Act: s 24;36; 50

**LEVEL 3 PLAN****III  
IMPLEMENT MECHANISMS TO ENSURE  
RELEVANCY OF DISASTER RISK MANAGEMENT  
FRAMEWORKS AND PLANS**

3.12	Task primary entities to review contingency plans on the basis of more robust DRA findings following comprehensive risk assessments	KPA 3 DM Act: s 19(a); 25(1)(c); 38(1)(c); 39(1)(c); 52(1)(c); 53(1)(c)
3.13	Revise DRM Framework every 2 years	KPA 3: s 3.1.3 DM Act: s 6(1)(b); 28;42
3.14	Task all primary entities to revise all DRM Plans every 2 years	KPA 3: s 3.1.3 DM Act: s 19(a); 25(1)(c); 38(1)(c); 39(1)(c); 52(1)(c); 53(1)(c)
3.15	Submit revisions to all relevant entities	DM Act: s 19(a); 25(1)(c); 38(1)(c); 39(1)(c); 52(1)(c); 53(1)(c); 24(1)(h) 30(1)(h); 50 (1)(h)
3.16	Devise and implement mechanisms to ensure that currency of the DRM information management system is maintained	KPE 1
3.17	Task all primary entities to devise and implement mechanisms to ensure that currency of the DRM information management system for their functional area is maintained	KPE 1
3.18	Show evidence in annual reports of mechanisms implemented to maintain currency of the DRM Framework; DRM Plans and the DRM information management system	KPE 1 DM Act: s 24; 30; 50