

LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SPORT, ARTS, AND CULTURE**

HEAD OFFICE

EMERGENCY PLAN FOR OLYMPIC TOWERS

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1. INTRODUCTION

Occupational Health and safety Act 85 of 1993 states that every employer shall provide and maintain, as far as reasonable practicable, a working environment that is safe and without the risk to the health of his employees. Major hazards installation and Explosives regulations stipulates that an employer or self-employed person or user shall ensure that an emergency plan is established and implemented and that the emergency plan is tested in practice at least every 12 months. The availability of the Contingency or Emergency plan in an institution serves as a proactive measure to prevent and /or combat the effect and results of an emergency situation where lives, property of information are threatened.

The Emergency plan can be implemented only through well-organised actions in which all the available means and manpower are used in a co-ordinated and effective way to put preventative and or control measures into operation, and through regular practice of the emergency or contingency plan.

1.1. PURPOSE

Department of Sport, Arts and Culture and Department of Social Development are committed to operate at the highest standard, therefore to protect the health and safety of all employees, visitors, and the environment. The purpose of this document is to establish guidelines for safe and efficient evacuation of employees and also to clearly define and describe the actions to be carried out when it is necessary to evacuate the building in an event of emergency e.g fire, bomb threat, armed robbery, etc.

1.2. SCOPE

- The scope of application of the legislation is extended to afford protection to all persons against the risks to safety and health arising from activities at work.
- The employees of the Departments should be informed of dangers in the workplace and be trained to cope to those dangers or threats.

1.3. OBJECTIVES

- To provide for the health and safety of persons at work.
- Protection of persons other than persons at work against hazards e.g. visitors and contractors.
- To provide guidelines to role players, employees and visitors on activities that should be followed in case of emergency.

1.4. DEFINATION OF CONCEPTS

Emergency

An unforeseen occurrence or combination of circumstances that calls for immediate action or remedy, pressing necessity, exigency.

Procedure

A series of steps taken to mend an emergency occurrence.

Assembly point

A safe place where all persons must assemble or gather in case of emergency.

Roll call

Checklist of all employees names to ensure that all persons in the building are been identified.

Evacuation

Evacuation means leaving the scene during the time of emergency.

Alarm

Is a security measure warning of existing or approaching danger.

Bomb threat

A bomb threat is a telephone call, note or verbal message to scare people of an alleged bomb in a dwelling environment

Fire

The release heat from a burning substance that is natural or artificial.

Explosion

Is a release of energy in a sudden, loud and often violent manner with the generation of high temperature and usually with the release of gases.

Armed robbery

It is an act of using a lethal force to unlawfully take cash or property of another by the use of violence or intimidation. If not well managed, it can lead to death or injury to employees and clients.

Strike Action

Partial or total withdrawal of labour or refusal of work by employees employed by the same employer or different employer disagreeing on a matter of mutual relationship.

Disaster

A disaster refers to a natural or artificial happening that can cause death or destruction.

1.5. BACKGROUND (DISASTER MANAGEMENT)

- Disaster management is all about preventing or reducing the risk of disaster, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disaster and disaster recovery.
- Disaster management Act 57 of 2002 based on Occupational Health and Safety Act, 1993 and its regulation require the department to develop an emergency plan in order to manage emergency situations in the workplace.

1.6. LEGAL FRAMEWORK

Occupational Health and safety Act 85 of 1993 compels every employer to provide and maintain as far as reasonably practicable a working environment that is safe and without risk to the health of his or her employees.

2. STAKEHOLDERS EMERGENCY TELEPHONE NUMBERS

NAME OF DEPARTMENT	CONTACT NUMBERS
POLOKWANE POLICE STATION(SAPS)	0152906577/0152967000 10111
POLOKWANE ESKOM	0152930001
WATER AFFAIRS	0152901405
EMS	10777/ 0152856700
FIRE BRIGADE	0152939777
POLOKWANE MUNICIPALITY (TRAFFIC)	015 2902433 Control Room

	0152902000/ 0152902457
POLOKWANE PROVINCIAL TRAFFIC	0152972175/ Control ROOM 0152951022/08000006694
POLOKWANE HOSPITAL	0152875000
MANKWENG HOSPITAL	015 2861000
MEDI CLINIC	0152903600
POLOKWANE SANDF	0152993381
RISK MANAGEMENT OFFICE	0152844193
DEPARTMENT OF SPORT ,ARTS& CULTURE	0152844000
DEPARTMENT OF SOCIAL DEVELOPMENT	015 230 4338

3. GENERAL INFORMATION

3.1. Addresses

Physical: DSAC 21 Biccard Street

Postal 0700

Department of Sport, Arts & Culture Tel No: 0152844000 /

Department of Social Development Tel No: 015 230 4338

3.2. Number of employees: DSAC 181 (Head office)

DSD = 148 (Head Office)

3.3. Emergency meeting

In case of an emergency, Top Management, Security committee and OHS representatives will meet at the board room for briefing.

3.4. Instructions

In case of emergency, instructions shall be given through telephone, cell phone and louder hailers.

4. RISK AREAS

4.1 Server Room

4.2 Standby generator area

4.3 Basement parking

4.4 Balcony

5. AREA DESCRIPTION

5.1 History of incidents

The characteristics of the environment are normal –No history occurred before.

5.2. Names, telephone numbers of neighbours are as follows:

Name of Department: Department of Economic Development & Tourism

Contact Person: Mr Sematle M (Director Security)
Telephone numbers: 0152938645 or 015-2938300

Name of Department: Department of Public Works

Contact person: Maria (Landlord)

Contact number: 0836258441

Willem Botha – (NDPW-OHS)

Contact number: 0873573000/0716030003/0124921486/0609976744

Contact Person: Mphaphuli Godfrey

Contact number: 0873573001

6. POSSIBLE THREATS AND CONSEQUENCES

This contingency plan makes provision for the following:

- Fires
- Bomb threats, explosions, letter bomb / suspected parcel, armed attack, Robbery, and hostage situations,
- Interruption of necessary service e.g. water, electricity, as well as strikes and stay-away actions.
- Disaster caused by natural forces e.g. flood, drought, storms and earthquakes.

CONSEQUENCES OF THREATS

- Death, injury and epidemics
- Fire and people who are trapped
- Disruption of essential services
- Fear and panic

7. EMERGENCY MANAGEMENT

7.1. Emergency coordinator: Makaepa M.M

Deputy Director (Security and Risk Management - DSAC)

Office Number: 3-19
Ext: 4193 (0152844193)
Cell number: 0797032837/0761820382

Assistant Director: Risk management (DSAC)

Office number: 1-25
Ext (4132) 015 284 4132

**Department of Social Development
Director Risk Management -Mr Ramalepe**

Office Number: 013
Ext 015 2304448
Cell number: 0829577413

7.3 DSAC Leader /Coordinator communication:

Director Communication: Mr Maila K.K

Office Number: 3-5 (3rd Floor)
Ext: 015 2844026
Cell number: 0726217370

Department of Social Development Communication Coordinator:

Deputy Director: Mantshimuli Kanakana
Office number: 2-49 (2nd Floor)
Cell number: 0716163819
Tel Number: 015 230 4358/88

7.4 DSAC Deputy / Coordinator communication: Deputy Director Research and publication : Ms Kaka G

Office Number: 3-20
Ext: 4321(0152844321)
Cell number: 0825607197

7.5 DSAC Leader fire fighter- Security Admin Officer

Mr Kungoane S

Office Number: 3.3
Ext: 4131 (0152844131)
Cell number: 0823683103

7.6 **DSAC Leader –Security: Assistant Director physical security**

Mr Mphaho K.Z

Office Number: 1- 61
Ext: 4134(0152844134)
Cell number: 0765663568

7.8 **DSAC First Aid Leader: Deputy Director Employee Health and wellness programme**

Ms Mukutu N.N

Office Number: 3-45
Ext : 4194 (0152844194)
Cell number: 0609977107

DSD First Aid Leader: Deputy Director Employee Health and Wellness

Mr Maake E

Office Number: 0-10
Ext : 4338 (015230 4338)
Cell number: 076 738 0075

7.9 **DSAC Evacuation leader: Assistant Director Risk Management**

Magada M.R

Office Number: 1-
Ext: 4129
Cell number: 015 2844129 / 0767377556

8. EQUIPMENTS

8.1. Emergency room:

The following equipments shall always be available in the Emergency room

- Telephone
- Updated Contingency Plan
- Loudspeaker
- Torch in working condition with sufficient live batteries
- Reflective jackets
- First Aid bag with resuscitation equipments
- Serviced Fire extinguisher
- Inventory register of equipment
- Site plan
- Stationary

- Duplicate set of keys
- Camera

8.2. Other available equipment

- Computer
- Printer
- Fax machine

9. IDENTIFICATION LIST

TASK	PERSON RESPONSIBLE AND CONTACT NUMBER
DSD First Aid Team Members:	Mr QLM Mogotlane – 015 230 4338 Office No 049
Ground Floor	Mr Masithulela L 015 230 4398 Office No 049
	Mr Mabasa K.D- 0152844114 Mr Shibodze G- 0152844199
DSD First Aid Team Members:	Ms Chokoe M P - 015 230 4311 Office No: 247
2 nd Floor	Ms Ledwaba P - 015 230 4328 Office No: 2-39
DSAC 3rd Floor	Masemola P-0152844189/0609977119
Fire Team Members: Ground Floor	Mr Segokodi P – 0152841115 Mr Manthata M- 0152844055/0829602860 Ms Moloto M-0152844168
First floor	
Second floor	Mr Rangata M.T- 0153044420
Third floor	Mr Kungoane S-0152844131/0823683103
DSAC TEAM	Mr. Kungoane S -015 284 4131
1.FIRE FIGHTING LEADER	Mr Segokodi P – 0152841115 Mr Manthata M- 0152844055/0829602860

FIRE FIGHTING TEAM MEMBERS	Ms. Maphosho O-015 284 4076 Phooko MS- 015 230 4408 Mr Molotja SR- 015 230 4408
2.EVACUATION LEADER Other Evacuation Team Members	Ms Magada M- 015 284 4132 Mr Mabilu TAR- 0152304339 Mr Mabasa K D- 0152844114 Mr Shibodze G- 0152844199 Mr. Masemola P.K -015 284 4189 Ms Sethlako G- 0152304431 Ms Poopedi EM-0152304409 Ms Motlokwa M-0152304389
3.FIRST AID LEADER FIRST AID TEAM MEMBERS	Ms Mukutu NN – 0152844194 Mr Maake E M- 015 230 4338 Mr Shibodze G- 0152844199 Ms. Moloto M- 015 284 4168 Mr QLM Mogotlane – 015 230 4338 Ms Chokoe M P - 015 230 4311 Mr Masithulela L -015 230 4398 Ms Ledwaba P- 015 230 4328
4.SECURITY TEAM LEADER	Mr Mphaho K-Z -0152844134

HEALTH AND SAFETY FLOOR REPRESENTATIVES (DEPARTMENT OF SOCIAL DEVELOPMENT)

Surname and initials	Floor	Contact number
Mr Rasivumo M.S	Ground floor	015 230 4422
Mr Mabilu TAR	Ground floor	015 230 4339
Ms Moselana M.C	Ground floor	015230 4386
Ms Moloto ME	Ground floor	015230 4383
Mr Rangata M.T	2 nd floor	0152304420
Mr Maake E	Ground Floor	015 230 4338

HEALTH AND SAFETY FLOOR REPRESENTATIVES (DEPARTMENT OF SPORT, ARTS AND CULTURE)

Surname and initials	Floor	Contact number
Masemola P.K	3rd floor	015 284 4189
Segokodi P	1st floor	015 2844111
Moloto M	3rd floor	015 284 4168
Maphosho O	3rd floor	015 284 4076
Manthata M	1st floor	015 284 4055
Shibodze G	1st floor	015 284 4199
Magada M	1st floor	015 284 4132
Mabasa D	1st floor	015 284 4114

10 DUTIES OF EMERGENCY PERSONNEL/OFFICIALS

A EMERGENCY COORDINATORS	B EMERGENCY OFFICIALS (BLOCK/FLOOR LEADER)	C FIRE FIGHTING TEAM	D FIRST AID TEAM
<ul style="list-style-type: none"> • Notify the HOD of any emergency • Responsible for co-ordination in an emergency until the arrival of professional help. • Give clear instructions. • Contact emergency services SAPS, EMS, Firebrigade etc • Stay in contact with emergency officials. • Check that all areas have been evacuated. • Make sure that emergency officials do their jobs properly. • Ensure that evacuation take place via fire escapes and that 	<ul style="list-style-type: none"> • In charge of all people in a designated area. • Take control of the situation. • Inform emergency coordinators of the emergency • During evacuation make certain that all areas have been evacuated. • Report to emergency coordinators as soon 	<ul style="list-style-type: none"> • Fight fire until arrival of fire brigade. • Team members' closet to fire must try to extinguish immediately. • If fire rages out of control evacuate the building. • Report to block leaders • Reaction must be fast but organised. 	<ul style="list-style-type: none"> • Assess the situation, and notify the emergency controller requesting assistance and additional equipments if necessary. • Notify the ambulance /emergency services. • Apply first aid to injured persons. • The injuries persons should be moved from dangerous areas, irrespective of the

<p>lifts are not used.</p> <ul style="list-style-type: none"> • Evacuate along safest possible predetermined routes. • Check all areas to ensure that all people have been evacuated to the assembly points • Ensure that essential documents and cash are secured. • Calmness must be maintained 	<p>as evacuation is completed.</p> <ul style="list-style-type: none"> • Assist people with disabilities and injured people. 	<ul style="list-style-type: none"> • Close doors. • Ensure that every one has been evacuated • Leave the area last. 	<p>seriousness of their injuries.</p> <p>See to it that the access routes for ambulance is cleared</p>

11. EMERGENCY PROCEDURES

A EVACUATION PROCEDURE	B FIRE	C ARMED ATTACKS AND HOSTAGE SITUATION	D BOMB THREAT OR BOMB EXPLOSION	E Armed Robbery
<ul style="list-style-type: none"> • Emergency management will determine when evacuation should take place. • Evacuation team will be responsible for the orderly evacuation of a particular area in an emergency. (Contingency Officials) • Follow the instructions of the Contingency 	<ul style="list-style-type: none"> • Try to extinguish immediately (if possible) or if safe with the correct extinguishers • Phone the emergency officials • If the fire ranges out of control evacuate the building • Follow the signs to an emergency exit • Close doors and windows. • Do not shout or 	<ul style="list-style-type: none"> • Obey commands and react to attacker's demands immediately. • Do not panic. Remain calm. • Do not attempt to attack the attackers. • Do not start unnecessary conversations or make any remarks. • Do not attempt to escape. • Try to negotiate with the hostage taker • If you are kept hostage preferably lie down or sit on the floor. Do not resist • If possible avoid involvement 	<ul style="list-style-type: none"> • Get as much information from the person making the threat • Complete the Bomb threat checklist • Determine where the bomb was placed and how it look like and when the bomb will explode • Try to establish the person's motive • Listen to the accent of the person making threat 	<ul style="list-style-type: none"> • Stay calm and co-operate. • Comply with any request of the robbers. • Try to identify the robbers. • Activate emergency panic alarms

<p>official. Listen to announcements made over the Intercom /loudspeakers</p> <ul style="list-style-type: none"> In an emergency the Contingency official is the <u>only person</u> in charge. Never ignore orders of the emergency official 	<p>make unnecessary noise, it increases panic</p> <ul style="list-style-type: none"> Do not interfere with the person performing emergency services (fire department) Do not return to the building until declared safe. Stay at your designated evacuation point Stay calm, do not panic Switch off electrical equipment Lock important documents and 	<p>and arguments</p> <ul style="list-style-type: none"> Obey instructions The by passers may here the screaming and notify the police. Trained negotiators of the SAPS will handle Hostage situation <p>STAY CALM</p>	<ul style="list-style-type: none"> Make notes of all information received Convey all information to the emergency officials Assist with searching Treat all strange objects as bomb Notify the emergency officials if the object is noticed Search the office and report any suspected object (do not touch) Open windows and doors.
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	<p>valuable away</p> <ul style="list-style-type: none"> Obey the commands from emergency officials 			
	<p>F</p> <p>GENERAL HINTS</p> <ul style="list-style-type: none"> Always stay calm Acquaint yourself with the operation of the fire 			

	<p>extinguisher and where it is installed</p> <ul style="list-style-type: none"> • Know where the escape routes are • Always report suspicious objects and persons immediately to Contingency officials <p>Never ignore a fire however small. Report it immediately to Contingency or emergency official</p>			
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12. ACTION PLAN FOR SPECIFIC THREATS

Disruption of water supply	Disruption of Electricity	Serious Accidents	Disruption of essential services	Strikes/stay away
<ul style="list-style-type: none"> ✦ Establish the cause of water failure. ✦ Note the time and date of water failure ✦ Contact the municipality. ✦ Use available water for drinking only. 	<ul style="list-style-type: none"> ✦ Standby generator to be used and be functional always ✦ Treat all power points as alive 	<ul style="list-style-type: none"> ✦ Inform brigade, SAPS, Traffic department and Disaster Management ✦ Inform Emergency/Disaster management ✦ Inform Security for instructions from the Emergency/disaster management ✦ Emergency/Disaster teams in the immediate vicinity start administering first aid to casualty immediately ✦ Emergency 	<ul style="list-style-type: none"> ✦ Identify all critical operations, ✦ Communication systems, both data and computer networks ✦ Security and alarm systems, lighting, life support systems, heating, ventilation, air conditions systems and electrical distribution system. ✦ NB One must determine the impact of service disruption. ✦ One must establish preventative maintenance schedules for all systems and equipment 	<ul style="list-style-type: none"> ✦ Emergency/Disaster management appoints negotiating officers ✦ Identify and organise alternates among the employees ✦ Arrange alternative accommodation for those who are being intimidated and want to make use of it.

		measures to be taken as required	<ul style="list-style-type: none"> Determine the need for backup systems
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Floods/windstorm	poisoning	Epidemic /Diseases	Hazardous material
<ul style="list-style-type: none"> The main switch (electricity) should be switched off to prevent short circuits and electric shocks Identify roof leaks Burst water pipes 	<ul style="list-style-type: none"> Disaster management, emergency services and Department of Health to be notified. 	<ul style="list-style-type: none"> Disaster management, Department of health, Emergency services to be contacted. Plan contingency measures to be readily available e.g. Contact Hospital 	<ul style="list-style-type: none"> Identify the hazardous material either flammable, combustible, explosives, toxic, noxious, Treatment procedures Activate the role players Identify and label hazardous material stored, handled, and disposed by the Facility. Identify procedures to warn employees of an incident. Determine whether an incident could affect the facility. Employees to be trained to recognize and report hazardous material spills and releases Employees to be trained on proper handling and storage of hazardous materials

13. Prevention of fires and emergency situation

- Appoint fire team members/Marshalls in the building complex concerned. Fire officers play an important role in preventing fires
- Fire officers should receive training in fire prevention as well as fire –fighting.
- Training is provided by the local fire brigade.
- Effective housekeeping is extremely important for keeping all fire.
- It is advisable that employees to be trained as fire fighters so that people are kept aware of malpractices and fire hazards in the buildings assigned to them for this purpose.
- In case of evacuation the fire officers serve as leaders to guide people to safety.

14. TESTING

The contingency plan shall be tested once a year. Representatives of the SAPS, Fire brigade can be contacted to evaluate the exercise.

NO	TYPE OF EXERCISE	SIGNATURE OF EMERGENCY COORDINATOR	SIGNATURE OF THE PERSON EVALUATING EXERCISE (SAPS)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

15. BOMB THREAT QUESTIONNAIRE

ANNEXURE A

CONFIDENTIAL REPORT WHEN COMPLETED

BOMB THREAT QUESTIONNAIRE

NOTE: DURING TELEPHONE THREAT, DO NOT TRANSFER CALL, HANDLE IT YOURSELF

FIRSTLY: Keep the following questions in mind when you receive a bomb threat by telephone:

WHEN will it explode? DID YOU PUT IT THERE YOURSELF?
WHERE MUST WE LOOK FOR IT? WHERE ARE YOU CALLING FROM
HOW DOES IT LOOK LIKE? WHO ARE YOU?
WHY ARE YOU DOING IT
WHAT TYPE OF BOMB?

SECONDLY: TRY TO OBTAIN THE FOLLOWING INFORMATION AND TICK THE APPROPRIATE SQUARES:

<u>SEX</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
<u>AGE</u>	Estimate <input type="checkbox"/>	Uncertain <input type="checkbox"/>	Adult <input type="checkbox"/>	Teenager <input type="checkbox"/>
<u>QUALITY</u>	Soft <input type="checkbox"/>	Loud <input type="checkbox"/>	Normal <input type="checkbox"/>	Sharp <input type="checkbox"/>
<u>OF</u>				

VOICE

Harsh Pleasant Muffled

Lisp

BACKGROUND

Music Laughing Party Machinery

ND

NOISES

Traffic Trains Airplanes Animals

Silence Other (Please specify)

ORIGIN OF

Local Tel. booth Trunk call Internal

CALL

Do not
know

ADDITIONAL INFORMATION

Details of call:

Date: Time: Tel: Room No:

Duration of call:

Details of recipient

Name: Signature:

CONTACT THE SECURITY CONTROL ROOM IMMEDIATELY!

ANNEXURE B

15.1.ARMED ROBBERY CHECKLIST

1. Number of suspects(circle appropriate)

1 2 3 4 5 6 7 8 9 10

2. Description of the suspects

3. Clothing.

Weapon/s carried:

524. Mode of Transport

Type	Make	Colour	Registration	Passenger/s

SERIOUS VIOLENCE CRIME UNIT

Provincial Vispol: Contact Person: Brigadier Mokgonyana
Cell number: 0828228332
Tel Number : 0152967000

Colonel Kotze
Cell number: 0824142314
Tel Number : 0152967000

15.2 ROLL CALL CHECKLIST

TO BE MADE AVAILABLE AT THE EMERGENCY ASSEMBLY POINTS

EMPLOYEE NAME	AVAILABLE	NOT AVAILABLE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

16.1. COMPOSITION OF EMERGENCY TEAM

1. Emergency coordinator/controller
2. Leader –Fire fighting
3. Leader –First Aid
4. Leader –Evacuation
5. Leader –Security
6. Leader –Communication
7. Emergency team

16.2 ROLES AND RESPONSIBILITY**EMERGENCY COORDINATOR/CONTROLLER**

- Notify the HOD
- Report any emergency to SAPS,EMS , Firebrigade etc
- Ensure that evacuation take place via fire escapes and that lifts are not used.
- Evacuate along safest possible predetermined routes.
- Check all areas to ensure that all people have been evacuated to the assembly points

- Ensure that essential documents and cash are secured.
- Calmness must be maintained

LEADER – FIRE-FIGHTING

- ✚ Responsible for the identification of fire hazards zones or areas and laying down of preventative measures and emergency procedures.
- ✚ Determining the needs in respect of training, practice drills or arrange regular practice drills, checking of all equipment and arranging for it be serviced.
- ✚ Liaise with the fire-fighters.
- ✚ Liaising with the local fire brigade.
- ✚ Keeping the documents that may be required from time to time.

LEADER – SECURITY

- ✚ Responsible for need determination in respect of search teams, equipments like alarms ,fence etc
- ✚ Movement control.
- ✚ Documentation and permit.
- ✚ Responsible for appointing search teams.
- ✚ Responsible for key control.
- ✚ Responsible for ensuring the availability of security measures.
- ✚ Keeping of documentation that may be required from time to time.

LEADER –COMMUNICATION AND ADMINISTRATION

- ✚ Responsible for need determination in respect of: External communication (Radio), internal communication (intercom, loudspeakers), alarm system.
- ✚ Arrange in cooperation with the local disaster management division, for telephone operators /receptionists to be trained to deal with bomb threats and telephone enquiries in emergency situation.
- ✚ Arrange, in cooperation with the local disaster management division, for the training of persons responsible for radio communication.
- ✚ Responsible for the compilation of detailed block plans in cooperation with the other members of the committee
- ✚ Responsible for making arrangements for the removal of documents in times of emergency.

- ✦ Responsible for the writing of emergency procedures for inclusion in the emergency plan.
- ✦ Responsible for keeping any documentation that may be required from time to time.

EMERGENCY TEAM:

- Count all workers to see if anyone is missing
- Search for survivors and rescue
- Warning the workers or public of the hazards and whether to evacuate.
- Co-ordinate outside services, ambulance/EMS and hospital.

EVACUATION TEAM

- Evacuation team will be responsible for the orderly evacuation of a particular area in an emergency. (Contingency Officials)
- Follow the instructions of the Contingency official. Listen to announcements made over the Intercom /loudspeakers
- In an emergency the Contingency official is the only person in charge. Never ignore orders of the emergency official

18. ACTIONS FOR SPECIFIC THREATS

BOMB THREAT

- ✦ A person who receives a call about a bomb threat must keep calm, complete the bomb threat questionnaire and inform the Emergency disaster management and hand over the bomb threat questionnaire.

Emergency/ Disaster Management Officials

- ✦ All evacuation officers to be prepared.
- ✦ Evacuation officers to make sure that the staff in their area of responsibility search all area, every toilet, unmanned room, storeroom and rubbish room, and report any suspicious looking objects.
- ✦ Wait at the assigned assembly points for instructions.
- ✦ Open all windows and doors and draw curtains.
- ✦ Do not touch any strange objects.

- Make sure that officers in charge of first aid equipment are ready.
- Security staff to be instructed to mend emergency exists.
- Evacuation be done if necessary.

EVACUATION OFFICERS

- Inform emergency management.
- Wait for instructions from emergency / disaster management.
- Carry out emergency /disaster management instructions, once you have received instructions to evacuate the building /grounds.
- Warn staff and visitors to keep calm.
- Take charge in their area.
- Make sure that the building are evacuated quickly and in an orderly manner according to the instructions by using the most suitable routes determined beforehand to the designated assembly point.
- Take roll call of the employees at the assembly point, report and wait for further instructions.

SECURITY STAFF

- Increase vigilance and ensure that emergency exists are manned.
- Make sure that exits are not blocked and have been unlocked for evacuation purposes.
- If evacuation is ordered remain calm and ensure that it take place in an orderly fashion.
- Provide information to SAPS concerning suspicious looking objects that have been traced or the location of the bomb according to the threatening call.
- Prevent crowding at the entrance.
- No information should be given to the outsiders.
- If suspicious looking object is noticed, do not touch it.
- Ensure that the emergency / disaster management is informed of any suspicious looking object.
- If no suspicious looking object is found, Emergency /Local Disaster Management are responsible for deciding whether the building should be evacuated.

17. SITE PLAN

- Will identify the fire escapes, emergency exits, emergency points, fighting equipments.
-

18. ASSEMBLY POINTS

- The assembly points may be changed if the emergency controller or coordinator is of the opinion that personnel may be exposed to danger.

19. OTHER INFORMATION

INSTITUTION	Polokwane provincial Hospital
PHYSICAL ADDRESS	
CONTACT PERSON/S	Dr Maweya
CELL NUMBER	0152875010
TELEPHONE NUMBER	0152875000/0152875072
FAX NUMBER	0152972604
E -MAIL ADDRESS	
RESPONSIBILITY	Patient care
PERSONNEL	Doctors 333 (All hospitals)=60 specialists,161 medical officers,32 registrars,20 community service Nurses 636
EQUIPMENT	6 x general theatres 1xmaternity theatre 524 beds (only 472 beds are usable) 43xMortuary trays 72x forensic trays
INSTITUTION	Mankweng Hospital
PHYSICAL ADDRESS	Houtbos Dorp Street, Sovenga 0725
CONTACT PERSON	Doctor Muvhango
TELEPHONE NUMBER	0152861000
FAX NUMBER	
E-MAIL ADDRESS	
RESPONSIBILITY	Patient care

PERSONNEL	+ -100 Doctors
EQUIPMENTS	540 beds, 21 Mortuary trays and 50 Forensic mortuary trays 4 Theatres Ambulances
INSTITUTION	Medi clinic
PHYSICAL ADDRESS	Corner Burger street and Thabo Mbeki
CONTACT PERSON/S	Switchboard – Manager in charge
CELL NUMBER	0824132149
TELEPHONE NUMBER	0152903600
FAX NUMBER	0152903931
E –MAIL ADDRESS	Hyla.mare@ mediclinic.co.za
RESPONSIBILITY	Patient care
PERSONNEL	198 Nurse 20 Private Doctors
EQUIPMENT	6xTheatres 190 beds
INSTITUTE	Seshego Hospital
PHYSICAL ADDRESS	Seshego
CONTACT PERSON/S	Doctor Matentjje
CELL NUMBER	0834074530
TELEPHONE NUMBER	0152235141
FAX NUMBER	0152236169
E –MAIL ADDRESS	Matentjerm@dhw.norpro.gov.za
RESPONSIBILITY	Patient care
PERSONNEL	156 Nurses 16 Doctors
EQUIPMENT	2x General theatres 280 beds Mortuary (6xtrays) Net care
INSTITUTE	26 webser street Polokwane
PHYSICAL ADDRESS	

CONTACT PERSON/S	Kobus Lightfoot and Kenneth Van whye
CELL NUMBER	0723833095/0827870162
TELEPHONE NUMBER	0152914516
FAX NUMBER	0152914516
E -MAIL ADDRESS	COBUS.LIGHTFOOT@NETCARE.CO.ZA
RESPONSIBILITY	Emergency medical care , rescue &Transportation to the Hospital
PERSONNEL	
EQUIPMENT	2X RRV 3X Ambulances ALS,ILS,BLS
EQUIPMENT	2x General theatres 280 beds Mortuary (6xtrays)
INSTITUTE	
PHYSICAL ADDRESS	Department of Sports Arts and Culture Cnr Rabe and Biccard Street Olympic Towers
CONTACT PERSON/S AND CONTACT NUMBERS	Pheeha MM- 0724023604 Makaepea M.M- 0797032837,0152844193 Mphaho K.Z-0765663568, 0152844134 Magada R-0767377556 Kungoane S-0823683103-0152844131
E -MAIL ADDRESS	Makaepeam @ sac.limpopo.gov.za
RESPONSIBILITY	Security management External communication and internal communication in case of emergency
PERSONNEL	16 Security officers
EQUIPMENTS	Security guards Walkthrough detectors Two way radios Batons Handcuffs etc.

INSTITUTE	SAPS HOSTAGE NEGOTIATORS
PHYSICAL ADDRESS	LIM PROV COMM OFFICE
CONTACT PERSON	
CELL NUMBER	
TELEPHONE NUMBER	015 290 6231
FAX NUMBER	015 290 6210
E-MAIL ADDRESS	lim prov crime @ prevention
RESPONSIBILITY	NEGOTIATE ALL SUICIDE & HOSTAGE SITUATIONS
PERSONNEL	
INSTITUTE	Crime Combat Unit
PHYSICAL ADDRESS	Polokwane
CONTACT PERSON	SUPT Pieterse
CELL NUMBER	0824442835
TELEPHONE NUMBER	0152937134
FAX NUMBER	
E-MAIL ADDRESS	
RESPONSIBILITY	Crime prevention
PERSONNEL	
INSTITUTE	Crime Prevention Unit

PHYSICAL ADDRESS	Polokwane
CONTACT PERSON	Brigadier Mokgonyana 0828228332 Tel Number : 0152967000 Colonel Kotze Cell number: 0824142314 Tel Number : 0152967000
CELL NUMBER	0828228332,0824142314
TELEPHONE NUMBER	0152967000,0152967360
FAX NUMBER	
E-MAIL ADDRESS	
RESPONSIBILITY	Crime prevention
PERSONNEL	PROVINCIAL TRAFFIC: ROAD AND TRANSPORT.
PHYSICAL ADDRESS	40 PAUL KRUGER STR POLOKWANE.
CONTACT PERSON/S	HORN G.
CELL NUMBER	082 804 4740
TELEPHONE NUMBER	082 295 6833
FAX NUMBER	015 295 6834

E - MAIL ADDRESS	horngadrt. Limpopo.gov.za.
RESPONSIBILITY	
PERSONNEL	
EQUIPMENT	
INSTITUTE	PROVINCIAL TRAFFIC: INCIDENT MANAGEMENT.
PHYSICAL ADDRESS	40 PAUL KRUGER STREET POLOKWANE
CONTACT PERSON/S	NCHABELENG P M
CELL NUMBER	079 510 5513
TELEPHONE NUMBER	015 295 6833
FAX NUMBER	015 295 6838
E - MAIL ADDRESS	nchabelengmp@dtl.limpopo.gov.za.
RESPONSIBILITY	TRAFFIC CONTROL AND ESCORT SERVICE.
PERSONNEL	

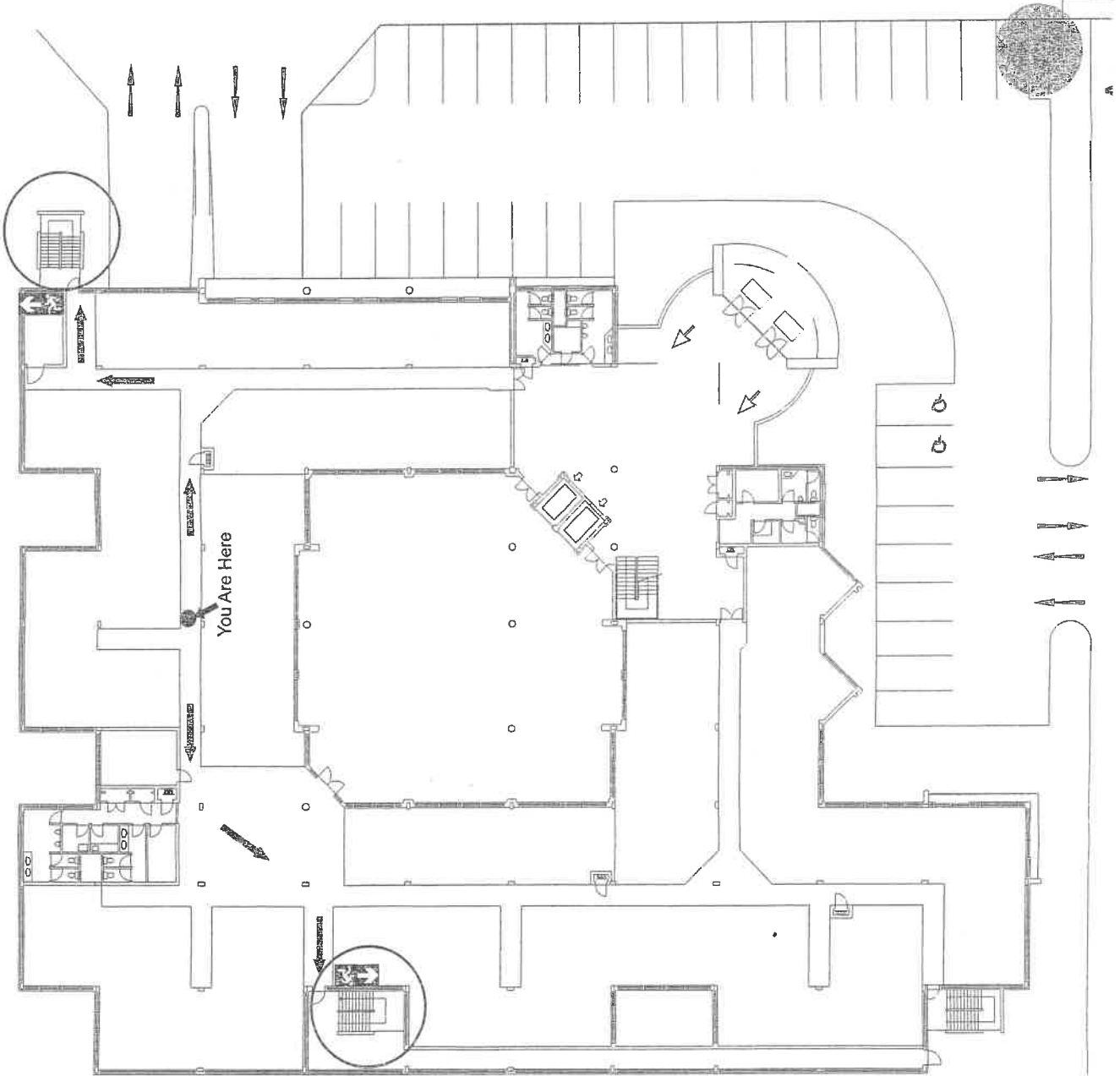
Approved Not Approved




MANNYA K.C.M
HEAD OF DEPARTMENT

18 DEC 2017




GROUND FLOOR EVACUATION ROUTE



Notes

- Evacuate to your nearest fire escape
- Follow the  evacuation signs
- Do not use lifts
- Assembly point on the corner of Rabe and Biccard streets

LEGEND

-  Evacuation Route
-  Your position
-  Closest fire escape

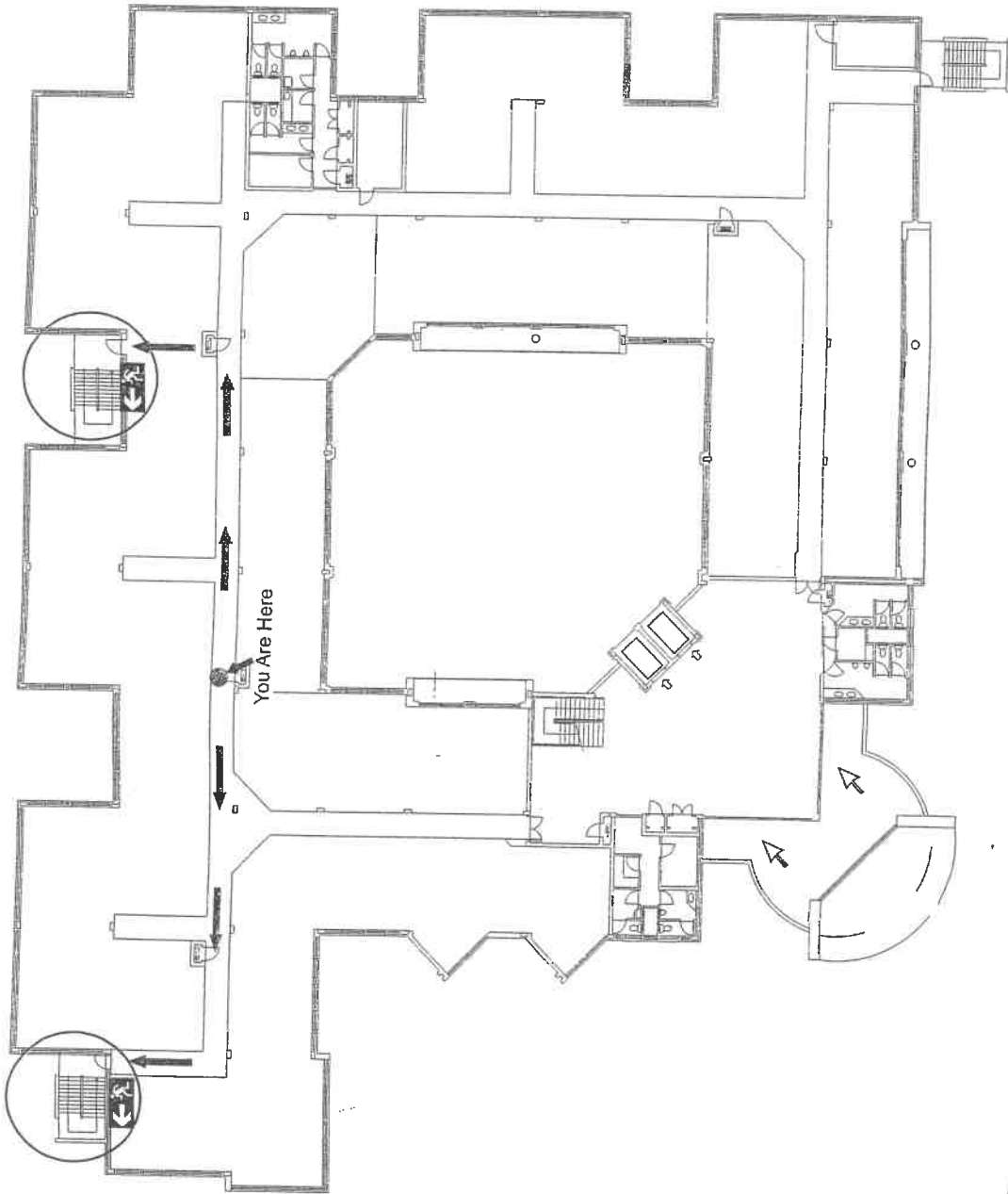
Francois J. Katzke

Chace Consulting
 50 Le Maire Street
 Brackenhurst
 Alberton
 1448



FIRST FLOOR EVACUATION ROUTE

DSAC



Notes

Evacuate to your nearest fire escape

Follow the  evacuation signs

Do not use lifts

Assembly point on the corner of Rabe and Biccard streets

LEGEND



Evacuation Route



Your position



Closest fire escape



Assembly point

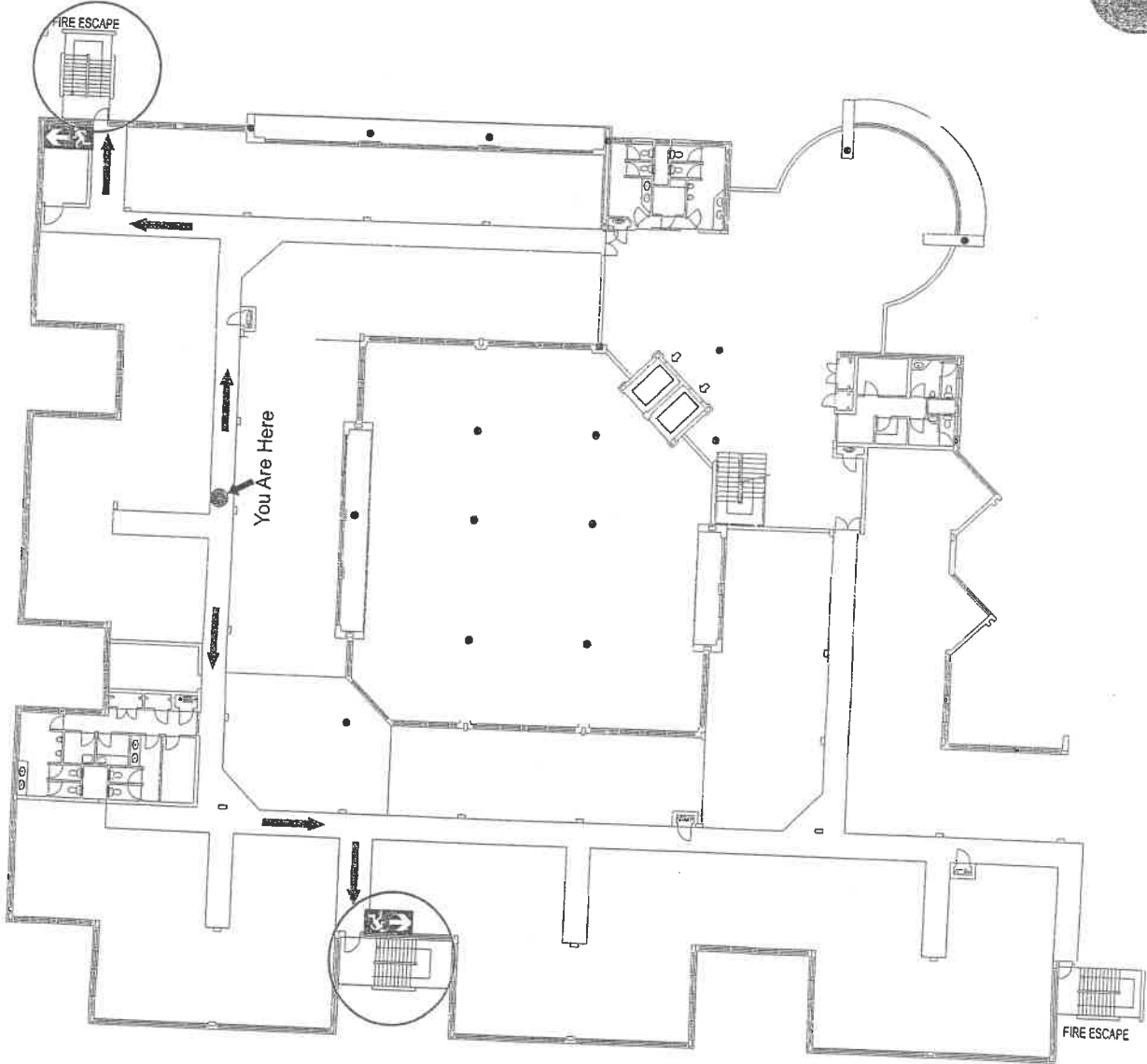
Francois J. Ketzke

Chate Consulting
50 Le Maitre street
Brackenhurst
Alberion
1448



Cell: 083 792 0403
Mail: Francois@Chateconsulting.co.za

SECOND FLOOR EVACUATION ROUTE



Notes

Evacuate to your nearest fire escape

Follow the  evacuation signs

Do not use lifts

Assembly point on the corner of Rabe and Biccard streets

LEGEND



Evacuation Route



Your position



Closest fire escape



Assembly point

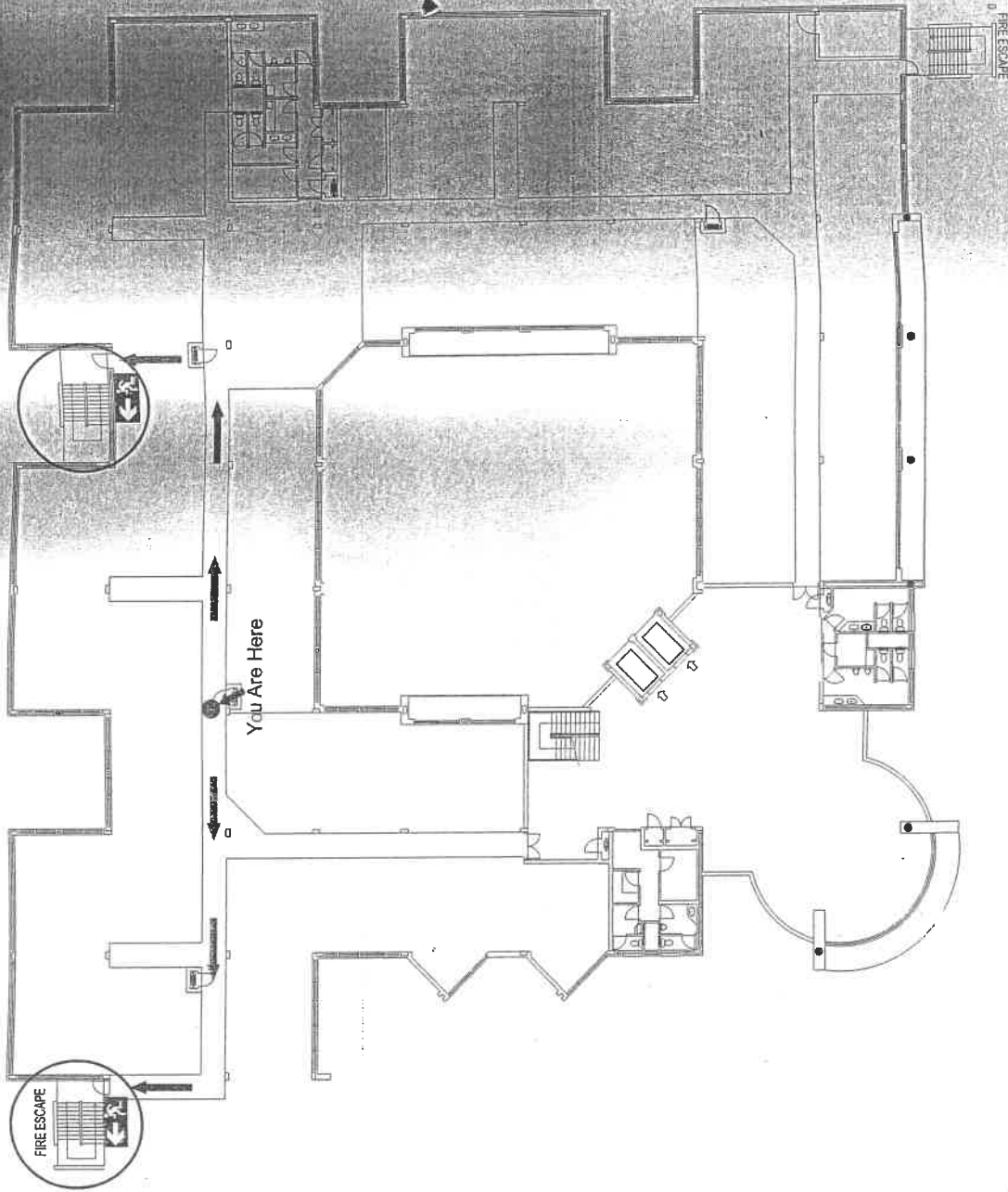
Francois J. Katzke

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50 Le Maire street
Breckenhurst
Alberton
1448




Cell: 083 792 0403
Mail: FJ.Katzke@Chaseconsulting.co.za




THIRD FLOOR EVACUATION ROUTE



Notes

- Evacuate to your nearest fire escape
- Follow the  evacuation signs
- Do not use lifts
- Assembly point on the corner of Rabe and Bickard streets

LEGEND

-  Evacuation Route
-  Your position
-  Closest fire escape



Assembly point

Prosperity
LOASBA
Francis J. Katzke
Chate Consulting
10 Le Maitre street
Brackenhurst
Abelton
448
Cell: 083 792 0403
Mail: Francis@Chateconsulting.co.za