

STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SBCAT-EMP-001	2020/03/02	WATER AND WASTE DIRECTORATE	Version: 00
COMPILED BY: OPERATIONAL STAFF			APPROVED BY: SENIOR SUP
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1.0 Policy and/or Authorisation

In terms of Councils Emergency Management Plan the Disaster Management Act, Occupational Health and Safety Act and Fire Brigade Services Act an emergency plan must be developed and be available at each Facility to ensure that damage, losses and injury are limited to the minimum during disaster and emergency situations.

2.0 Purpose

The Emergency Plan must be executed during any emergency or disaster situation in order to:

- Minimise injury or death of employees;
- Minimise loss or damage to plant or property;
- Minimise interruption of regular operation;
- Maintain overall security to personnel and property.

3.0 Scope

This Emergency Management Plan applies to the Workplace: **Steenbras Catchment**

4.0 Description and Location of Workplace.

The Catchment extends on either side of the upper and lower Steenbras Dam. The North Eastern side boundary runs from Sir Lowry's Pass all along the N2 to the boundary with MTO Forestry / Cape Pine. The ridges of the Hottentots Holland mountains from the North Western side boundary extending down to the mouth of the Steenbras River. The South Western side boundary extends from the Steenbras River mouth along the Steenbras River and along the ridges above Kogelbaai to the Kogelberg. The South Eastern boundary extends all along the Kogelberg through the Rockview Dam to join up with the N2. Steenbras catchment forms part of the Kogelberg Biosphere reserve. The total Catchment area is 7090ha.

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Printed documents are NOT CONTROLLED except if signed and dated			Page 2 of 24

5.0 Appointments and Responsibilities

(Annexure R – summary of duties)

STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SBCAT-EMP-001	2020/03/02	WATER AND WASTE DIRECTORATE	Version: 00
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Printed documents are NOT CONTROLLED except if signed and dated			Page 3 of 24

Designation:	Appointee:	Responsibility:
Emergency Coordinator	<i>Mearl Mozes</i>	Take charge of any emergency by executing the Emergency Plan, see Annexure A.
Deputy / Roving Emergency Coordinator	<i>Ricardo Hendricks</i>	To assist Emergency Coordinator with planning, evaluation of drills and resolve problems. Also trained back-up for co-ordinator.
Floor Warden	<i>Freek Davids</i>	. Take charge of allocated floor or defined space and await further instructions from co-ordinator.
Fire Marshals	<i>Cornelius van Schalkwyk</i>	Fire Marshall is responsible to the Floor warden and are responsible to address small fires and to keep fire equipment tested and in good order
First Aiders	<i>Michael Lyons</i> <i>Freek Davids</i> <i>Michelle Karelse</i> <i>Mary-Jane Scheepers</i> <i>Thomas Kalse</i> <i>Steven Kruger</i> <i>Aldo de Vos</i> <i>Xolani Totolo</i>	Report to Emergency Coordinator and await instructions Establish Medical Post by assembly point
Employee responsibilities	N/A	Follow instructions of Floor Warden or co-ordinator. Proceed to assembly point if instructed
Security-Staff Responsibilities	N/A N/A	Direct staff and occupants to designated assembly points Perform lock down procedure in event of external emergency

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Printed documents are NOT CONTROLLED except if signed and dated			Page 4 of 24

6.0 Emergency Equipment on Site and Assembly Points

6.1 List of all available Emergency Equipment and indication of the location of the equipment attached (Annexure)

6.2 Designated assembly point:

- Main Entrance off N2
- In front of the Standby Quarters on the lawn and
- Back of the office block on the lawn

7.0 Emergency and Disaster Situation Procedures

Disaster / Emergency:	Procedure to follow:
Emergency Co-ordinator and Team members	Attach Annexure
Emergency Equipment and location	Attach Annexure
Employees	Attach Annexure
Fire	Attach Annexure
Accidents and Injuries	Attach Annexure
Power Failure/Interruption	Attach Annexure
Bomb / Terrorist Threat	Attach Annexure
Register and contact details of employees	Attach Annexure
Contact details of Emergency Services	Attach Annexure
Emergency Procedure in case of chemical and fuel spills	Attach Annexure

8.0 Alarm System and Control Office

Emergency procedure/evacuation will be activated by loud hailer/telephone. Control in case of full evacuation will be carried out from security desk at basement entrance

9.0 Contacts details of Emergency Services

See Annexure attached (or dial 107)

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Printed documents are NOT CONTROLLED except if signed and dated			Page 5 of 24

10.0 Persons, Companies, Organisations, and Authorities to be contacted in an Emergency

See Annexure attached.

11.0 Notes

11.1 Regular fire drills to be held in order to prepare staff for real emergency.

11.2 A minimum of 2 drills per calendar year

12.0 Emergency Plan Annexures:

- A:** Emergency Procedure and checklist to be followed by the Emergency Coordinator, Team and members.
- A1:** List of emergency equipment and location.
- B:** Emergency Procedure to be followed by the Employees.
- C:** Emergency Procedure in case of a fire
- D:** Emergency Procedure in case of chemical and fuel spills
- E:** Emergency Procedure in case of a Power Failure/Interruption
- F:** Emergency Procedure in case of a Bomb/Terrorist Threat
- G:** Emergency Procedure in case of an accident and injuries
- H:** Register and contact details of all the employees at the Workplace
- P:** Contact details of Emergency numbers
- P-1:** Persons, Companies, Organisations and Authorities to be contacted in an emergency
- R:** EMERGENCY EVACUATION BUILDING FLOOR PLAN

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Printed documents are NOT CONTROLLED except if signed and dated			Page 6 of 24

ANNEXURE A:

Emergency Procedure and checklist to be followed by the Emergency Coordinator and Team members.

1. As soon as an emergency is reported to the Emergency Coordinator, he/she must assess the situation and contact the team members as appropriate.
2. He/she must send one of the Wardens/Fire Marshalls to investigate the emergency and report back ASAP.
3. Once the nature and magnitude of the emergency incident has been established activate the applicable Plan.
4. On completion of the execution of the Emergency Plan complete the applicable form and report the incident to the Chairman of the Catchment Health and Safety Committee.
5. Compile a report on the emergency incident and make recommendations intended to improve the emergency plan and procedures as well as put preventative strategies in place.
6. Arrange a post mortem session with all the team members to discuss problems experienced and plan remedial steps to improve on the existing processes.

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Printed documents are NOT CONTROLLED except if signed and dated			Page 7 of 24

ANNEXURE A1:

A. List of emergency equipment and location.

1. Emergency Control Office:
2. Fire Escapes: N/A
3. First Aid Boxes: 1x fixed first aid box in main office
3x portable kits with field teams
1x portable kit with maintenance team
1x portable kit for general use (station and surrounds)
4. First Aid Room: N/A
5. Intercom system: 1x intercom system between mess room and office.
6. Loud Hailer: Room N/A
7. Two-way Radios: 12x Hand radios
3x mobile radios in vehicles
1x Base set in office.
8. Alarms: 1x Electrical fire alarm
1x Manual fire alarm
9. Fire Extinguishers: 1x main office entrance
1x outside store complex
1x blacksmith store
1x Fuel store
1x Fire store
4x Vehicles
5x standby quarter's
2x garage
1x Poison Store
1x Tools & Plant store
10. Fire Equipment: 37x Rake Hoes
100x Fire Beaters
3x Bakkie Sakkie Units
4x Fire Pumps

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Printed documents are NOT CONTROLLED except if signed and dated			Page 8 of 24

B. List of Fire Marshals Equipment.

Bib
Hard Hat
Torch

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Printed documents are NOT CONTROLLED except if signed and dated			Page 9 of 24

ANNEXURE B:

Emergency Procedure to be followed by the Employees:

General:

1. Any abnormal occurrence that could lead to an emergency situation must be reported to the Emergency Coordinator immediately.
2. When the emergency alarm or fire siren is heard every employee must switch his/her electronic / electric equipment off and move to the assembly area and wait there for further instructions from the Emergency Coordinator.
3. In the case of minor incidents, the Emergency Coordinator will communicate with Fire Wardens who will issue instructions to be followed.

Evacuation:

1. Lock up valuable articles and switch electrical equipment off
2. Take along personal items.
3. Assist children, the elderly and injured persons (where applicable)
4. Keep Wardens informed.
5. Evacuate using shortest, safest routes.
6. Take roll call and feed information back to Emergency Coordinator
7. Reorganise (return to normal) after receiving instruction to stand down.

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Printed documents are NOT CONTROLLED except if signed and dated			Page 10 of 24

Bomb or terrorist threat:

1. Immediately report the presence of unfamiliar parcels, bags or objects to the Emergency Co-ordinator.
2. Immediately report the presence of strangers, or unaccompanied people who are not employees to the Emergency Co-ordinator.
3. If you receive a bomb threat by telephone, attempt to keep the caller on the phone as long as possible and record conversation as well as any distinguishing voice characteristics.
4. Inform SAPD and Disaster Management.
5. Report the call and all information obtained to the Emergency Co-ordinator and any other authorised external Emergency Respondents.
6. Follow the instructions from the Emergency Co-ordinator and any other authorised external Emergency Respondents.
7. In response to the general evacuation alarm, report to the assembly area:
 - **Main Entrance off N2**
8. If an evacuation is required, do not attempt to return to your work station unless the All Clear is verbally communicated by the Emergency Co-ordinator.

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Printed documents are NOT CONTROLLED except if signed and dated			Page 11 of 24

ANNEXURE C:

Emergency Procedure in case of a fire

1. Immediately report observance of **a facility** fire to the Emergency Co-ordinator and the fire fighting Team Leader.
2. If involved in or witness to the ignition of a fire, respond immediately by extinguishing the fire with the nearest fire extinguisher, and report the incident to the Emergency Co-ordinator. **Do not apply water to a chemical/fuel fire.**
3. If a fire appears to be out of control, activate the fire alarm and report immediately to the **Lawn area behind the Office block or Lawn area in front of the Standby Quarters** (primary assembly area).
4. Follow all instructions from the Emergency Co-ordinator and any authorised external Emergency Respondents.
5. If you are a member of the fire fighting team, identify yourself to the Emergency Co-ordinator and follow all instructions from the fire fighting team leader.
6. Do not return to your work station unless the All Clear has been verbally given by the Emergency Co-ordinator.
7. If directly involved in, or witness to the cause of the fire, note time and circumstances of occurrence and co-operate fully with the incident reporting
8. Immediately report observance of a veld fire or a wild fire to the Emergency Co-ordinator and the Fire Fighting Team leader.
9. If a veld fire threatens the office building and appears to be out of control, activate the fire alarm and report immediately to the **Lawn area behind the Office block.**
10. Follow all instructions from the Emergency Co-ordinator and any authorised external Emergency Respondents.
11. If you are a member of the fire fighting team, identify yourself to the Emergency Co-ordinator and follow all instructions from the Fire Fighting Team leader.
12. Do not return to your work station unless the All Clear has been verbally given by the Emergency Co-ordinator.

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All CONTROLLED documents are located in the SAP DM system			Printed 2020/09/07
Printed documents are NOT CONTROLLED except if signed and dated			Page 12 of 24

13. If directly involved in, or witness to the cause of the fire, note time and circumstances of occurrence and co-operate fully with the incident reporting.

CHECKLIST IN CASE OF A FIRE:

FIRE LOCATED AT:

REPORTED ON (DATE):TIME:

REPORTED BY:

PROBABLE CAUSE:

		TIME	NOTES
1	Activate Fire Fighting Team/s		
2	Notified Fire Dept.		
3	Notified SAPS		
4	Alerted Floor Wardens on: Refer Checklist		
5	Evacuate affected floor area		
6	If necessary, institute emergency shut down		
7	Lifts grounded		
8	If necessary, institute emergency shutdown		
9	Emergency shutdown complete		
10	Other (Specify)		

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All CONTROLLED documents are located in the SAP DM system			Printed 2020/09/07
Printed documents are NOT CONTROLLED except if signed and dated			Page 13 of 24

Any casualties:

Comments:

Completed by:		Signature	
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STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
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Printed documents are NOT CONTROLLED except if signed and dated			Page 14 of 24

ANNEXURE D:

Emergency Procedure in case of chemical and fuel spills:

1. Immediately note the name and active ingredients of spilled or leaking substance
2. Isolate the area for a minimum of 25m (i.e remove all objects, containers and prevent people or vehicular access).
3. Ensure that there are no sources of ignition in proximity to the spill.
4. Do not touch or walk through the spilled material.
5. Do not disperse the substance or vapours using water unless instructed to do so by the Emergency Co-ordinator or an authorised outside respondent.
6. Stop the container leaking or spillage if this can be done without risk.
7. Report the spill or leak to the Emergency Co-ordinator.
8. Access all relevant supplier MSDS information about the substance involved.
9. If toxic fumes are noted, stay upwind of the spilled material or leak and keep out of low areas.
10. Follow all instructions from the Emergency Co-ordinator.
11. Depending on the scale of the spill contact outside Emergency Respondents/ Suppliers/ Clean-up Contractors if required or follow clean up and disposal procedures in accordance with supplier or MSDS.
12. Do not return to your work station in the vicinity of the spill or leak unless the All Clear has been verbally given by the Emergency Co-ordinator.
13. If directly involved in, or witness to the cause of the leak/spill, note time and circumstances of occurrence for incident reporting purposes.

STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
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Printed documents are NOT CONTROLLED except if signed and dated			Page 15 of 24

ANNEXURE E:

Emergency Procedure in case of a Power Failure/Interruption

Before the Power Outage

1. Learn location of fuse box or circuit breaker.
2. Store candles, flashlights and extra batteries in a handy place.

During the Power Outage

1. Unplug all your appliances. The surge of power that comes when power is restored could ruin your appliances.
2. Turn off all but one light switch.
3. Report any downed lines.

After the Outage

1. When power is restored, plug in appliances one by one, waiting a few minutes in between each one. This may prevent an overload on the system.
2. Be patient. Energy may first be restored to police and fire departments and hospitals.

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All CONTROLLED documents are located in the SAP DM system			Printed 2020/09/07
Printed documents are NOT CONTROLLED except if signed and dated			Page 16 of 24

ANNEXURE F:

Emergency Procedure in case of a Bomb / Terrorist Threat

1. Anyone receiving a telephone call regarding a bomb or terrorist threat must refer the call to the Emergency Coordinator. If unsuccessful follow the procedure below, but report to the Emergency Coordinator immediately after the call.
2. If possible, obtain the following details and complete the bomb threat check list below:
 - a. When is it to detonate
 - b. Where has it been placed
 - c. What does it look like or what type of bomb is it?
 - d. Why has it been placed in the Slaney Building
 - e. How many devices / bombs are there
3. The Emergency Coordinator must move down to the basement immediately after requesting all employees to evacuate the building and assemble at the assembly point in the car park.
4. The Emergency Coordinator must request one of the team members to call SAPS, the emergency services listed in annexure P-1 and the other tenants and businesses as per Annexure P-2.
5. The Fire Marshalls must be instructed to meet SAPS and guide them to the Control Centre to discuss the situation with the Emergency Coordinator.
6. In the mean time the Floor Wardens must ensure that the evacuation has been completed.
7. The emergency team members must assist SAPS to search for the bomb if requested to do so by SAPS.
8. The Emergency Coordinator must convey instruction received from SAPS to the employees in the assembly point.
9. When the search has been concluded and the building declared safe, complete the bomb threat report form included herewith below.
10. Request the employees to report back to their offices for duty, after informing them of the details on the outcome of the search reported by SAPS.
11. Compile a report with recommendations on improvements to the Emergency Plan and procedures.

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Printed documents are NOT CONTROLLED except if signed and dated			Page 17 of 24

12. BOMB THREAT REPORT FORM:

REPORTED ON (DATE)..... TIME:.....

REPORTED BY:.....

FROM:.....

		TIME	NOTES
1	Checklist Completed		
2	SAPS notified (10111)		
3	Floor Wardens alerted		
4	Search called for		
5	Bomb Threat Questionnaire completed. Received.		
6	Foreign object found		
7	Complex / Area evacuation called for		
8	Time of arrival of SAPS		

Comments:

Completed by:		Signature	
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Printed documents are NOT CONTROLLED except if signed and dated			Page 18 of 24

BOMB THREAT CHECK LIST (SAPS Compliant)

Record of phone call received:

- 1 Ensure that the conversation is recorded or have someone listening in.
- 2 Exact wording of message
- 3 Keep the caller talking
- 4 Ask questions such as:

When will it go off ?				
What kind of bomb is it ?				
Where is it ?		Building	Floor	Office
Why was it placed ?				
Are you aware that people will be injured when the bomb goes off ?				Yes No
How do you know so much about the bomb?				
Where are you now ?				
What is your name ?		What is your telephone number		

COMPLETE THE FOLLOWING SECTION AFTER RECEIPT OF CALL - ORIGIN OF CALL

Local	Long distance	Call Box	Internal	Other
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CALLER WAS

Male	Female	Adult	Teenager	Child
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LANGUAGE USED

Afrikaans	English	Other
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CALLER'S VOICE WAS

Loud	High pitched	Raspy	Pleasant	Calm	Crying	Disguised	Muffled
Soft	Deep	Clear	Angry	Excited	Laughing	Normal	Other

CALLER'S ACCENT WAS

Heavy(Pronounced)	English	American	German	African	Irish
Slight	Afrikaans	Indian	British	Coloured	Other

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Printed documents are NOT CONTROLLED except if signed and dated			Page 19 of 24

BACKGROUND SOUNDS

Factory Machines	Bedlam	Party Atmosphere	Animals	Voices	Street Noises	Television / Radio
Office Machines	Music	Trains	None	Aircraft	House noises	Other

COMMENTS:

Person receiving call:		Signature	
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Printed documents are NOT CONTROLLED except if signed and dated			Page 20 of 24

Annexure G:

Accidents and Injuries:

1. Respond immediately and provide whatever assistance you can.
2. If there is a danger of further injury or loss of life, move the victim to a safe area.
3. **REMEMBER:**
 - Do not attempt to move the victim if there is no danger of further injury or loss of life
 - Do not personally attempt to rescue someone who is drowning if you cannot swim.
 - Do not attempt to move someone if a spinal or neck injury is likely.
4. Immediately report the incident to the relevant Emergency Co-ordinator and the First Aid Team leader.
5. Follow any instructions from the First Aid Team Leader and any external Medical Emergency Service.
6. If required, accompany the victim or patient to the hospital/clinic.
7. Note the time and circumstances of the accident or injury, for incident reporting purposes.

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Printed documents are NOT CONTROLLED except if signed and dated			Page 21 of 24

Annexure H

Register and contact details of all the employees at the Workplace:

Designation	Name	Surname	Contact No
Snr Superintendent	Ricardo	Hendricks	0716879243
Senior Foreman	Mearl	Mozes	0748409071
Clerk1	Mary-Jane	Scheepers	0747089339
Clerk1	Michelle	Karelse	0825591363
Sen. Worker	Cornelius	Van Schalkwyk	0846651145
SPO	Michael	Lyons	0785592235
SPO	David	Garnatt	
SPO	Willem	Willemse	0820730724
Driver 3	Melvin	Jansen	0764048750
Sen. Worker	Carvin	Kroukamp	0784188694
MPO1	Freek	Davids	0717485026
Sen. Worker	Frederick	Hoofd	0827863479
Worker	Sylvester	Mashapa	0728831717
Worker	Sakhe	Mabhayo	0785014913
Sen. Worker	Michael	Ralinku	0737258497
Driver 3	Tobile	Shumane	0824872178
Sen. Handyman	Thomas	Kalse	0787878486
Sen. Handyman	Xolani	Totolo	0736246572
SPO	Ruvellan	Valentyn	0713357527
Worker	Fabian	Grandfield	0747001808
Sen. Worker	Mziwethu	Sifili	0788349683
Worker	Phomolo	Ralinku	0718007431
Worker	Aldo	De Vos	0786118467
Sen. Worker	Kruger	Steven	0791988475
Worker	Julies	Anthony	0650998863

STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SBCAT-EMP-001	2020/03/02	WATER AND WASTE DIRECTORATE	Version: 00
COMPILED BY: OPERATIONAL STAFF			APPROVED BY: SENIOR SUP
All CONTROLLED documents are located in the SAP DM system			Printed 2020/09/07
Printed documents are NOT CONTROLLED except if signed and dated			Page 22 of 24

ANNEXURE P-1:

Contact details of Emergency Services

STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SBCAT-EMP-001	2020/03/02	WATER AND WASTE DIRECTORATE	Version: 00
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SERVICE	OFFICE HOURS	AFTER HOURS	
107 PUBLIC EMERGENCY COMMUNICATIONS CENTRE	107 / 0214807700 (Cell)	107 / 0214807700 (Cell)	
PG:WC EMERGENCY MEDICAL SERVICES	10177 / 107	10177 / 107	
CoCT FIRE AND RESCUE SERVICE	021 444 7600 107 or 0214807700 (Cell)	021 444 7600 107 or 0214807700 (Cell)	
CoCT METROPOLITAN POLICE – TRAFFIC SERVICE	0860 765 423		
S.A. POLICE SERVICES (LOCAL POLICE STATION)	10111	021 859 7700	
S.A. POLICE SERVICES (RADIO CONTROL)	10111	10111	
ELECTRICITY SUPPLY CALL CENTRE	0800220440		
WATER SUPPLY CALL CENTRE	0860103054	0860103054	
LOCAL HOSPITAL	Helderberg Hospital - 021 8504700 Vergelegen Medi Clinic- 021 8509000 Busamed Paardevlei Private Hospital - 021 840 6600		
AMBULANCE SERVICE	10177		
CoCT DISASTER RISK MANAGEMENT CENTRE	0215975000	0215975000	
ADDITIONAL NUMBERS :			

STEENBRAS CATCHMENT EMERGENCY RESPONSE PLAN			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
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ANNEXURE P-1:

Persons, Companies, Organisations and Authorities to be contacted in an emergency

NAME OF PERSON, COMPANY, AUTHORITY	OFFICE HOURS	AFTER HOURS
R Moollan – Bulk Water East- Area manager	021 400 6334	084 283 2231
Vacant - Steenbras Scheme Manager	021 444 8030	
I Waryawa - Steenbras Dam – Senior Superintendent	021 444 7973	083 489 9928
D Kroukmap - Steenbras Dam - Foreman	021 444 7971	076 564 8268
CapeNature- Reserve Manager KGB	078 288 0501	028 272 9335
Grabouw Fire Brigade	021 859 5525	
SAPS Grabouw	021 859 7700	
Traffic Department/ Fire & Rescue Helderberg	021 853 1179	