



**BELEID / POLICY No. 5.0 – Risiko Bestuur / Risk Management:**  
**November 2021**

**OORSIG** – Die risikos waaraan huiseienaars, inwoners, besoekers en werkers binne die kompleks blootgestel is, word in hierdie beleid aangespreek. Hierdie risikos bestaan uit, maar is nie beperk tot, Bome, Brandgevaar, Ontploffings, Versmoring, Swaar reën en vloede, Storm-sterk winde, Langdurige droogtes, Peste en Interpersoonlike konflik. Hierdie beleid probeer elkeen afsonderlik aanspreek, asook die funksie van die Reaksiespan.

Dit is dus 'n vereiste van Stad Kaapstad (SK), die Grondwet en Gedragsreëls, dat elke eiendom ten alle tye, ten volle verseker is.

**OVERVIEW** – *The risks affecting homeowners, residents, visitors and workers inside the complex are addressed in this policy. These risks are, but not limited to, Trees, Fires, Explosions, Suffocation, Heavy rains and floods, Storm winds, Persistent droughts, Pests and Inter personal conflict. This policy attempts to address each risk individually as well as the function of the Reaction Team.*

*It is thus a requirement from the City of Cape Town (CoCT), the Constitution and Conduct Rules, that all properties are fully insured at all times.*

**1. BOME / TREES – Hoë risiko / High risk**

- a. Die bome in die kompleks, meestal Bloekombome, was hier gevestig voor enige eenheid hier gebou of gekoop is. Hul was bedoel as skaduwee vir kampeerders sowel as om te help met die drooglegging van hierdie gedeelte van die Park, wat oorspronklik vlei-agtig was. / *The trees in the complex, mostly Eucalyptus, were established here before any unit was built or bought here. Their purpose was to provide shade for the campers and to assist with the absorption of water as this portion of the Park was quite soggy.*
- b. Die bome het nou die einde van hul bruikbare lewens bereik en het in 'n groot risiko vir huiseienaars en inwoners ontaard. Takke kan breek en skade en beserings veroorsaak, terwyl boomwortels skade aan fondasies en ondergrondse dienste kan aanrig. Geen eienaar of inwoner kan egter beweer dat hul nie bewus was van die risiko wat die bome inhou nie. / *The trees have now reached the end of their useful lives and have become a*

*big risk to home owners and residents. Overhanging branches can break and cause damage and injury, whilst tree roots can cause damage to foundations and underground services. However, no home owner or resident can declare that they were not aware of the risk inherent to the trees.*

- c. Alhoewel die bome aan Stad Kaapstad "behoort", is die onderhoud, volgens die Grondwet, die verantwoordelikheid van die huiseienaar. Toestemming om die bome te sny of te verwyder sal nie onnodig deur die Uitvoerende Komitee (UK) geweier word nie. / *Although the trees "belong" to the City, the homeowner, according to the Constitution, is responsible for the maintenance thereof. Permission to prune or remove a tree, will not be withheld unduly by the Executive Committee (EC).*
- d. 'n Groot risiko is dat 'n swaar tak of hele boom op een of meer eenhede kan val met inwoners daarin. Die Bloekomboom is berug daarvoor dat swaar oorhangende takke kan breek of dat die hele boom kan omval in vlei-agtige grond. Eienaars moet gevaarlike takke en bome identifiseer en reël dat dit verwyder word om lewensverlies, beserings of skade te verhoed. 'n Boom wat op 'n eienaar se "erf" staan is hul verantwoordelikheid om te onderhou. Stad Kaapstad sal gevaarlike takke sny wat oor gemeenskaplike areas hang. / *A major risk is that a heavy branch or tree can fall over onto a unit or several units with residents therein. The Eucalyptus tree is notorious for breaking branches or that a complete tree can fall over in marshy soil. Owners must identify dangerous branches and trees and arrange for it to be removed to avoid loss of life, injury and damage. A tree located on a home owners "erf" is their responsibility to maintain. The City will cut dangerous branches where it overhangs common areas.*
- e. Indien enige persoon in die kompleks beplan om 'n boom te sny of te verwyder, moet die volgende stappe geneem word: 1. Stel die UK skriftelik in kennis ten minste 7 dae voor die tyd. 2. Verwittig die UK van die volle besonderhede van die kontrakteur wat u aangestel het. 3. Die bewys (sertifikaat) dat die kontrakteur die nodige versekering het teen skade aan enige perseel, huis of struktuur, motor, eiendom, persoon, ens. 4. Dat die kontrakteur se werkers verseker is teen persoonlike beserings of dood. 5. Dat die kontrakteur toegerus is met die nodige veiligheidsrusting en beskermde uitrusting

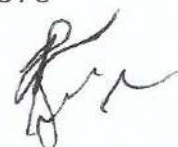




om werkers te beskerm. 6. 'n Lys van vorige werk wat suksesvol deur die kontrakteur uitgevoer is. Hierdie is die UK se minimum vereistes. Bestuur van die werke en toesig bly die verantwoordelikheid van die Eienaar. / *Should any person in the complex plans to cut or have a tree removed, the following steps must be taken: 1. Advise the EC in writing at least 7 days in advance. 2. Provide the EC with the full details of the appointed contractor. 3. The proof (certificate) that the contractor has the necessary insurance against damage to any unit, "erf", or structure, motor car, property, person, etc. 4. That the contractor's workers are insured against personal injuries or death. 5. That the contractor is equipped with the necessary safety gear and protective equipment to safeguard workers. 6. A list of works successfully completed by the contractor. These are the minimum requirements from the EC. Management of the works and supervision remains the responsibility of the Owner.*

## **2. BRANDE / FIRES – Hoë risiko / High risk**

- a. Brande kan vinnig verander na hoë risiko indien dit gepaard gaan met sterk winde. Die huise is meestal van hout konstruksie met interne kook en braai fasiliteite. 'n Brand kan vinnig ontstaan in hierdie areas. Moet nooit vure alleen laat nie! / *Fires can quickly turn into high risk if it is fanned by strong winds. The units are mostly of wooden construction with internal cooking and braai facilities. A fire can easily start in these areas. Never leave fires unattended!*
- b. Die huise is ook na aan mekaar geleë en 'n brand kan oorspring van een huis na die ander. / *The units are located in close proximity and a fire can jump from one unit to the other.*
- c. Die reëls bepaal dat elke huis met 'n gepaste brandblusser toegerus moet wees. Hierdie blussers moet jaarliks versien en gesertifiseer word volgens die vereistes van die vervaardiger. 'n Vuurkometers (fire blanket) per eenheid word ook sterk aanbeveel. Rook detektors word aanbeveel in kook en braai areas. / *The rules stipulate that every unit be equipped with a specified extinguisher. These extinguishers must be serviced and certified yearly in accordance with the requirements of the manufacturer. A fire blanket is strongly recommended for each unit. Smoke detectors in cooking and braai areas are*



recommended.

- d. Daar is ook 'n gevaar dat oorhangende takke/bome deur skoorstene aan die brand gestee kan word. Goeie huishouding /skoonmaak van takke en blare asook behoorlike berging/stoor van brandbare materiaal is dus uiters noodsaaklik. / *There is a risk that overhanging branches/trees can catch fire by chimneys. Proper housekeeping/sweeping of branches and leaves as well as the proper piling/storing of flammable materials is thus extremely important.*
- e. Buite braaivure moet nooit alleen gelaat word nie, veral in winderige weer. Hou 'n brandblusser, emmer water of tuinslang altyd byderhand vir 'n noodgeval. / *Outside braai-fires should never be left unattended, especially in windy conditions. Always have a fire extinguisher, bucket of water or garden hose nearby in case of emergency.*
- f. Sub-standaard elektriese installasies, konneksies, koppelings en toestelle kan brande veroorsaak. Dit word ten sterkste deur die UK aanbeveel dat 'n elektriese voldoenings sertifikaat vir elke eenheid verkry word. / *Sub-standard electrical installations, connections, couplings and equipment can cause fires. It is thus strongly recommended by the EC that an electrical certificate of compliance be obtained for every unit.*

### **3. ONTPLOFFINGS / VERSMORING / EXPLOSIONS / SUFFOCATION - Hoë risiko / High risk**

- a. Van die wooneenhede is toegerus met gas-verwarmers, gas-braaie of gas-stowe en gas kook-geriewe. Gassilinders kan ontplof indien nie behoorlik geïnstalleer en gereël word nie. Indien gas binneshuis uitlek waar dit met suurstof meng, is die moontlikheid van 'n ontploffing groot, wat beserings, dood en groot skade kan aanrig. / *Some units are equipped with gas heaters, gas braais, gas stoves and gas cooking facilities. Gas cylinders can explode if not properly installed and serviced on a regular basis. If gas leaks out internally, where it mixes with oxygen, the possibility of an explosion is great, causing injury, death and great damage.*
- b. Dit is noodsaaklik om 'n gasvoldoenings sertifikaat vir alle gas-installasies te verkry. Die gas-silinder vervaardiger en alle apparaat daaraan gekoppel se veiligheids instruksies moet presies nagevolg word. Groot gas-silinders moet buite geïnstalleer en beskerm word soos deur die vervaardiger gespesifiseer. / *It is imperative to obtain a gas-*





*installation certificate of compliance for all gas-installations. The gas-cylinder manufacturer's and all equipment coupled thereto, safety instructions must be precisely followed. Large gas-cylinders must be installed outside and protected as per the manufacturer's specifications.*

- c. Versmoring van inwoners kan ook plaasvind indien instruksies en gereelde onderhoud nie presies nagevolg word nie. Elke huiseienaar of inwoner neem volle verantwoordelikheid hiervoor. / *Suffocation of tenants can happen if instructions and regular maintenance are not precisely followed. Every home-owner or resident takes full responsibility for this requirement.*

**4. SWAAR REËN en VLOEDE / HEAVY RAINS and FLOODS- Medium risiko / Medium risk**

- a. Stormwater afvoerstelsels is reeds verbeter om vloede te voorkom, maar reënstorms is onvoorspelbaar en in sekere gevalle mag daar wel vloede voorkom. Inwoners moet gereeld takke en blare van stormwater inlate verwyder om blokkasies te verhoed. Vloede kan groot skade aan eiendomme veroorsaak. / *Storm water systems have been improved to prevent floods, but rainstorms are unpredictable and in certain cases flooding can happen. Residents must regularly remove branches and leaves from storm water inlets to avoid blockages. Floods can cause great damage to properties.*
- b. Elke inwoner moet n plan beraam om vloeding by sy/haar eiendom te voorkom. Die natuurlike vloei van water mag onder geen omstandigheid deur huiseienaars of inwoners verhoed word nie. / *Every resident must have a plan to prevent flooding at his/hers property. Under no circumstance may the natural flow of water be prevented by owners or residents.*

**5. STORMSTERK WINDE / GALE FORCE WINDS - Hoë risiko / High risk**

- a. Stormsterk winde word uitgewys as 'n hoë risiko aangesien dit gereeld hier voorkom en die risikos verbonde aan 1, 2 en 4 sal vererger. Daar is n verdere risiko van vlieënde voorwerpe wat verlies, skade en beserings aan mense en eiendom kan aanrig. / *Gale force winds are identified as a high risk as it is common to these parts and will increase the risks associated with 1, 2 and 4. There is an increased risk of flying objects that can cause loss, damage and injury to persons and property.*



- b. Dakplate, bouwerk en afdakke moet volgens bouregulasies opgerig en vasgeheg word. Huis eienaars sal verantwoordelik wees vir sub-standaard bouwerk indien dit dood, beserings en skade aan persone en ander eiendom aanrig. / *Roof plates, building works and car ports must be erected and secured as per building regulations. Home owners will be held liable for sub-standard building works if it causes death, injury or damage to persons or property.*
- c. Los voorwerpe en materiaal wat moontlike skade kan aanrig moet behoorlik vasgemaak word. / *Loose objects and materials that can cause possible damage must be properly secured.*

**6. LANGDURIGE DROOGTES / EXTENDED DROUGHTS - Hoë risiko / High risk**

- a. Langdurige droogtes en water onderbrekings is aan die toeneem as gevolg van klimaat verandering. Vir hierdie risiko is "wellpoints" en/of watertenks by die Saal blok en Store blok geïnstalleer. Hierdie water is nie geskik vir drinkwater nie maar moet beskikbaar wees vir algemene gebruik gedurende landurige droogtes of water onderbrekings. Die UK sal die tye kommunikeer en kwota bepaal wanneer die water beskikbaar sal wees (afhangende van die noodgeval). / *Extended droughts and water shortages are on the increase due to climate change. For this risk well points and/or water tanks have been installed at the Hall block and Stores block. This water is not suitable for drinking but must be available for general use during extended droughts and water shortages. The EC will determine and communicate the times and quota when the water will be made available (depending on the severity).*
- b. Die gebrek aan water kan die risiko verhoog vir plaë, veral as daar nie water vir spoeltoilette is nie. Die water sal ook beskikbaar wees in die geval van brande of natmaak van die gemeenskaplike areas. / *The lack of water can increase the risk of pests, especially if there is no water to flush toilets. The water will also be available for fire-fighting and to water the common areas.*

**7. PESTE / PESTS- Medium risiko / Medium risk**

- a. Indien huis-afval nie gereëld verwyder word nie, kan vlieë, muise rotte, kakkerlakke en ander plaë ontstaan. Dit is dus noodsaaklik dat huis-afval ten minste weekliks verwyder





word na die area wat die munisipaliteit daar gestel het. "Bins" moet nie langer as een dag gelaat word nadat die munisipaliteit hul leeggemaak het nie. / *If household trash is not disposed of regularly, it can breed flies, mice, rats, cockroaches and other pests. It is thus imperative that household trash be disposed of at least weekly to the area allocated by the municipality. Bins must not be left for longer than a day after emptied by the municipality.*

- b. Die opgaar van reënwater word toegelaat, maar inwoners moet toesien dat daar nie 'n broeiplek vir muskiete, ens. ontstaan nie, Dieselfde geld vir potplante, fonteine en dammetjies. / *The collection of rainwater is allowed, but residents must take care that it does not provide a breeding place for mosquitos, etc. The same is applicable to pot plants, fountains and ponds.*
- c. Plae op die gemeenskaplike areas moet onmiddelik by die UK aangemeld word, wat sal reël dat dit bestry word. Plae binne wooneenhede of erwe moet deur die inwoners beheer word. / *Pests on common areas must immediately be reported to the EC, who will arrange for extermination thereof. Pests inside living units or "erven" must be controlled by residents.*

#### **8. INTERPERSOONLIKE KONFLIK / INTER PERSONAL CONFLICT - Medium risiko /**

##### ***Medium risk***

- a. 'n Belangrike oogmerk van die UK is om 'n aangename, samehorige gemeenskap en omgewing te vestig. / *An important goal for the EC is to create a pleasant, common-interest community and environment.*
- b. Aangesien die eenhede naby mekaar geleë is, grenslyne vaag en daar heelwat gesamentlike dienste is, is die moontlikheid vir konflik altyd daar. Inwoners is eerstens verantwoordelik vir nakoming van die reëls en vir goeie buurmanskap. / *Because units are spaced in close proximity, border lines vague and there are a number of common services, the chance of conflict exists. Residents are firstly responsible for abiding by the rules and for good neighborliness.*
- c. Die UK sal slegs intree om te verhoed dat die konflik eskaleer, wat tot moontlike bakleiery, beserings, skade of verliese kan lei. Die dra of gebruik van enige vorm van



wapen is streng verbode. Die gebruik van vuil of dreigende taal is verbode. In sulke gevalle kan die SAPD deur enige inwoner of besoeker ingeroep word. / *The EC will only intervene to prevent the conflict from escalating, which can cause physicality, injury, damage or loss. The carry of any type of weapon is forbidden. The use of foul or threatening language is forbidden. In such cases the SAPS can be called in by any resident or visitor.*

#### **9. REAKSIE SPAN / REACTION TEAM**

- a. Vroeg in die ontstaan van die kompleks het 'n Reaksie Span noodsaaklik geword om in geval van nood beskikbaar te wees as "eerste reaksie" lede. Hierdie span bestaan uit inwoners (nie-professionele persone) wat moontlik beskikbaar (tuis) sal wees in 'n geval van nood. / *Early in the establishment of the complex, it became apparent that an Emergency Team will be required as "First Responders" in case of emergencies. This team consists of residents (non-professional) that will probably be "home" in case of emergencies.*
- b. Die Reaksie Span bestaan uit 'n "Brand Span" en 'n "Noodhulp Span" en hulle is slegs met basiese uitrusting, toerusting en opleiding toegerus. Die lede wissel van tyd-tot-tyd en daar is 'n kommunikasie (WhatsApp) groep gestig waarop hulle kommunikeer. Dit word aanbeveel dat die Reaksie Span op die UK verteenwoordig word. / *The Reaction Team consists of a "Fire Team" and "First Aid Team" and they are only equipped with basic gear, equipment and training. The members are often replaced with new members and they communicate by means of a communication (WhatsApp) group. It is recommended that the Reaction Team is represented at the EC.*
- c. Die doel van die Reaksie Span is om in 'n noodgeval so gou moontlik te reageer, die noodgeval by die "regte" instansie aan te meld, tydelik hulp te verleen, aan professionele persone oor te gee sodra hulle op terrein is. Die reaksiespan sal dan slegs assisteer waar nodig. Sien aangehegte dokumentasie; Nood kontak nommers, Metode van reaksie, Reaksie span name en handige wenke en terreinplan wat "fire hydrants", noodhekke en "assembly points" aantoon. / *The purpose of the reaction team is to react as soon as possible in an emergency situation, to report the situation at the correct*





*institution, attend to the situation in the meantime, hand-over to professional persons as soon as they arrive. The reaction team will then only assist where required. See attached documentation; Emergency contact numbers, Method of reaction, Reaction team names and handy tips and site plan showing fire hydrants, emergency gates and assembly points.*

Voorsitter / Chairman

A handwritten signature in black ink, appearing to be 'P. J. B.', written over a horizontal line.

Onder Voorsitter / Vice Chairman

A handwritten signature in black ink, appearing to be 'J. van', written over a horizontal line.

Sien dokumentasie aangeheg (6 bladsye) / See attached documentation (6 pages)

## **NOOD NOMMERS EMERGENCY NUMBERS**

### **ALLE NOODGEVALLE / ALL EMERGENCIES**

FROM TELKOM LINE / VAN TELKOM LYN	107 OF / OR 021 480 7700
FROM CELLPHONE / SELFOON (TOLVRY / TOL-FREE)	112
FIRE BRIGADE / BRANDWEER STRAND	021 444 7600 / 1
FIRE EMERGENCY CENTRE	021 590 1900
FIRE ENQUIRIES	021 444 7207
DISASTER MANAGEMENT	080 911 4357
RAMP BESTUUR KANTOOR	021 845 5885
AMBULANS / AMBULANCE (STAAT)	10177
GB SEC AMBULANS (CREW)	076 185 5351
DOKTERS (OK SENTRUM) STRAND	021 853 2112
POLICE / POLISIE	10111 / 021 854 9100
STRAND POLISIE / SEKTOR 2	082 522 2750
STRAND POLISIE / SEKTOR 3	082 522 3236

### **NA URE KLAGTES / AFTER HOUR COMPLAINTS**

ELEKTRISITEIT / ELECTRICITY	0860 103 089
WATER	0860 103 089
ROADS & STORMWATER	0800 656 463
PAAIE & STORM WATER	0860 103 089
SOLID WASTE REMOVAL / SOLIEDE AFVAL	0860 103 089
SMS NR. FOR AFTER HOURS COMPLAINTS / NA URE KLAGTES	31220 (ELECTRICITY) 31373 (WATER)







## **NOOD TOESTAND**

### **HUIDIGE REAKSIESPAN EN WENKE**

#### **Huidige Reakiespan:**

##### **BRANDSPAN**

Frans Nel – Huis No. 69 – Tel 083 345 9574  
Flip Zwiegers – Huis No. 78 – Tel 082 780 8284  
Jannie Loubser – Huis No. 33 – Tel 083 271 1842  
Alun Palm – Huis No. 70 – Tel 082 467 8813  
David Roos – Huis No. 83 – Tel 083 602 5912  
Bert le Roux – Huis No. 99 – Tel 084 471 4135  
Rynardt Van Schoor – Huis No. 92 – Tel 062 034 3716  
Lilla Swart – Huis No. 21 – Tel 076 881 1295  
Robert Keyser – Huis No. 67 – Tel 079 100 9282 – ook Sekuriteit en Buurtwag  
Adriaan Skog – Huis No. 13 – Tel 082 807 9812 – ook Sekuriteit en Buurtwag

##### **EERSTEHULPSPAN**

Reinard Le Roux – Huis No. 99 – Tel 072 554 9292  
Natasha Van Schoor – Huis no 92 – Tel 079 080 2866  
Amanda Venter – Huis No. 95 – Tel 078 190 7136

### **HANDIGE WENKE**

1. Moet asb nie u tuinslang wegpak nie. Hou dit naby die kraan waar dit in die geval van 'n brand byderhand sal wees.
2. Meeste brande begin in die kombuis of binne braai/kaggel omgewing. Hou u brandblusser in daardie omgewing.
3. Rook detektors (smoke detectors) wat met 'n 9V battery werk is baie handig.
4. Moet nie paniekerig raak nie!! Roep die bure. Kontak reaksiespan. Kontak nood dienste.
5. Indien 'n pan of kastrol met olie aan die brand slaan, moet nie paniekerig raak nie. Sit die deksel op om die lug af te sny. U kan ook 'n nat vadoek of lap hiervoor gebruik. Moet nooit water opgooi nie!
6. Moet nooit water op olie of elektriese vuur gebruik nie!
7. Doen alles moontlik om die verspreiding van die vuur te verhoed.
8. Die standaard droë poeier blusser is geskik vir meeste brande.
9. Maak seker dat u blusser ten minste jaarliks vesien word. Na 'n sekere aantal jare moet 'n druktoets uitgevoer word. Die versieners kan u daarvoor inlig.
10. 'n Vuurkombers (fire blanket) is 'n handige artikel om byderhand te hê. Gooi dit oor die vuur of rol 'n brandende persoon daarin toe.
11. Maak u gesig en neus met 'n nat doek toe om rook inaseming te vermy.
12. Kruip so laag as moontlik op die grond om rook te ontsnap. Die meeste suurstof is laag onder.
13. Moet nooit aan elektriese toerusting vat of werk terwyl die vloer of grond in die area nat is nie.
14. Behandel alle elektriese toerusting of drade as "lewendig".
15. Moet nooit 'n beseerde persoon verskuif, tensy dit lewensgevaarlik is nie.
16. Kordon die area rondom die beseerde persoon af.
17. Sodra nood-dienste arriver, handig beseerde persoon oor. Assisteer waar nodig.

**LW. HIERDIE LYS IS GEENSINS VOLLEDIG NIE**

**VPHEV**



## ***EMERGENCY SITUATION***

### ***CURRENT REACTION TEAM AND TIPS***

#### **Current Reaction Team:**

##### ***FIRE TEAM***

Frans Nel – House No. 69 – Tel 083 345 9574  
Flip Zwiegiers – House No. 78 – Tel 082 780 8284  
Jannie Loubser – House No. 33 – Tel 083 271 1842  
Alun Palm – House No. 70 – Tel 082 467 8813  
David Roos – House No. 83 – Tel 083 602 5912  
Bert le Roux – House No. 99 – Tel 084 471 4135  
Rynardt Van Schoor – House No. 92 – Tel 062 034 3716  
Lilla Swart – House No. 21 – Tel 076 881 1295  
Robert Keyser – House No. 67 – Tel 079 100 9282 – also Security and Neighborhood Watch.  
Adriaan Skog – House No. 13 – Tel 082 807 9812 – also Security and Neighborhood Watch.

##### ***FIRST AID TEAM***

Reinard Le Roux – House No. 99 – Tel 072 554 9292  
Natasha Van Schoor – House no 92 – Tel 079 080 2866  
Amanda Venter – House No. 95 – Tel 078 190 7136

## ***HANDY TIPS***

1. Please do not pack away your garden hose. Keep it close to the tap where it can be on hand in case of a fire.
2. Most fires start in the kitchen or in the inside braai/fireplace area. Keep your fire extinguisher in that area.
3. Smoke detectors working off 9V batteries are very efficient.
4. Do not panic!! Call neighbor if necessary. Call reaction team. Call Emergency Services.
5. If a pan or saucepan with oil catch fire, do not panic! Put the lid on to cut off the air supply. You can also use a wet rag for this purpose. Never use water!
6. Never pour water on to an oil or electrical fire!
7. Do everything possible to stop the spread of the fire.
8. The standard dry powder extinguisher is suitable for most fires.
9. Ensure that your extinguisher is serviced at least yearly. After a certain number of years, a pressure test must be carried out. Your supplier can inform you accordingly.
10. A fire blanket is handy to have on hand. Cover the fire with it, or a burning person can be rolled up to put out the fire.
11. Cover your face and nose with a wet cloth to prevent smoke inhalation.
12. Crawl as low as possible to escape the smoke. The most oxygen is low down.
13. Never touch or work on electrical equipment if the floor or surrounding area is wet.
14. Always treat all electrical equipment or wires as "live".
15. Never move an injured person, unless it is life threatening.
16. Cordon off the area around the injured person.
17. As soon as emergency services arrive, hand the injured person over. Assist where necessary.

**NOTE: THIS LIST IS BY FAR NOT COMPLETE.**  
**VPHOA**





## **NOOD TOESTAND - METODE VAN REAKSIE**

Stappe wat geneem sal word indien 'n waarskuwing geaktiveer word.

- Stap 1** Maak kontak met enige lid/lede van die reaksiespan en die lid aktiveer/ontbied ander lede van reaksie span. Die aangewese persoon/e doen 'n assessering van die situasie en besluit op 'n gepaste metode van reaksie. Maak onmiddelik alarm om inwoners te waarsku. Die reaksie span sal met die nodige persoonlike toerusting uitgerus wees. Daar is ook 'n brandwa met basiese toerusting. Lede van die reaksiespan het sleutels vir die brandwa en nooduitgange.
- Stap 2** Die reaksiespan stel 'n leier aan en die leier maak seker dat daar 'n persoon beskikbaar /aangewys word vir elke aksie wat onmiddelik nodig word, byv. ontsluit noodhekke, kry nood toerusting, bestry die brand, verleen hulp, noodhulp, vervoer, ens.
- Stap 3** Skakel die nooddienste (Brandweer, Paramedies, Ambulans, Polisie) soos nodig.
- Brand** – Maak alarm mondelings (reaksiespan is met fluitjies toegerus).
- Daar is 'n "toeter" by elke "fire hydrant".
  - Se waar die brand is.
  - Watter tipe brand (olie, elektriese, materiaal byv. gordyne, hout konstruksie)
  - Enige beserings?
  - Is iemand vasgekeer?
- Ernstige beserings** – Help die beseerde/s waar nodig (pas noodhulp toe).
- Indien noodsaaklik, beweeg beseerde uit gevaarsone.
  - Sper die area af rondom die beseerde/s.
  - Oorhandig die situasie aan nooddienste wanneer hul arriveer.
  - Assisteer waar nodig.
- Stap 4** Die reaksiespan kommunikeer met inwoners indien nodig vir ontruiming. Maak (sluit) alle deure en vensters toe. Skakel elektriese toevoer af, binne, sowel as by die pilaar (indien veilig). Bedleende/gestremde inwoners word ge-identifiseer en ge-assisteer. Inwoners vergader op die aangewese plekke. Bymekaarkom punte is: 1. Op die ronde grasperk voor die munisipale kantoor. 2. Op die stoep van die hotel in Haarlem straat.

### **Indien nodig vir ontruiming**

- Stap 5** Ontsluit die nood uitgang/e (reaksiespan het sleutels).
- Stap 6** Aangewese persone reël ordelike ontruiming. Bedleende/gestremde inwoners word spesiaal ontruim soos nodig. Uitgaande motors kan inkomende nood dienste belemmer.
- Stap 7** Aangewese persone maak seker dat geen inwoners in hulle wonings agtergelaat is nie.
- Stap 8** Sodra die situasie onder beheer gebring word, kommunikeer aangewese persone met die inwoners sodat hulle na hul wonings kan terugkeer.
- Stap 9** Indien dit onmoontlik is om na wonings terug te keer, is daar gereël met NG Kerk Suider Strand vir nood akkommodasie. Die reaksiespan en Nooddienste sal reël vir ontruiming. NG Kerk Suider is egter nie in 'n posisie om lang termyn akkommodasie, voedsel of klere te verskaf nie. Nood Dienste sal in so 'n geval die reëlings oorneem.

## **LEES SAAM MET TERREIN PLAN WAT VERGADER PUNTE EN BRANDKRANE AANTOON**





## Voortrekkerpark Huiseienaarsvereniging | Home Owners Association

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### **EMERGENCY SITUATION RESPONSE MECHANISM**

Steps to be taken on activation of a warning:

- Step 1 Get into contact with any member of the reaction team and that member will activate other members. The appointed person will do an assessment of the situation and decide on the relevant method of action. Raise the alarm immediately to warn residents. The reaction team will be dressed in suitable clothing and other items. There is also a fire trailer with basic equipment. Members of the reaction team have keys for the fire trailer and emergency exits.
- Step 2 The reaction team will appoint a leader and the leader ensures that a person is appointed for each task that requires immediate action e.g. unlock emergency gates, obtain equipment, fight the fire, assist where necessary, first aid, transport, etc.
- Step 3 Phone emergency services immediately (Fire Brigade, Paramedics, Ambulance, Police) as required.
- Fire –** Raise alarm. There is a “hooter” at each fire hydrant. Reaction team has whistles.
- Indicate location of the fire.
  - Indicate what type of fire (oil, electrical, material e.g. curtains, wood).
  - Any injuries?
  - Is someone trapped?
- Serious injuries –** Assist injured where necessary (apply first aid).
- Cordon off the area around the injured.
  - Hand over to Emergency Services when they arrive.
  - Assist where necessary.
- Step 4 If evacuation is required, the reaction team will communicate this to residents. Close (lock) all doors and windows. Switch off the electrical supply inside and at the outside pillar box (if safe to do so). Residents gather at the indicated location/s. Bedridden/handicapped persons will be identified and assisted. The assembly points are: 1. The round grassed area in front of the municipal offices. 2. On the stoep of the hotel in Haarlem street.
- If necessary for evacuation**
- Step 5 Unlock the emergency exit/s. (Reaction team has keys).
- Step 6 The assigned persons arrange for orderly evacuation. Bedridden/handicapped persons will be specifically evacuated as required. Note: Outgoing cars can block incoming emergency vehicles.
- Step 7 The assigned persons ensure that no persons are left in their homes.
- Step 8 As soon as the situation is under control, the assigned persons will communicate this to the residents for them to return to their homes.
- Step 9 In case it is not possible to return to homes, arrangements have been made with NG Kerk Suider Strand for emergency accommodation. The reaction team and Emergency Services will arrange evacuation. NG Kerk Suider Strand is not able to provide long term accommodation, food or clothes. In this case, Emergency Services will take over the arrangements.

**READ WITH SITE PLAN INDICATING ASSEMBLY POINTS AND FIRE HYDRANTS**



