

DISASTER MANAGEMENT EVENTS FILE

Please note that this document is only a guideline for event-planning purposes.

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DISASTER MANAGEMENT : CHECKLIST FOR EVENT FILE

Name of event: _____

Date: _____ Venue/Stadium: _____

Contact person: _____

Telephone: _____ Cell number: _____

Responsible Disaster Management Consultant: _____

ITEM	FUNCTION	YES	NO
CLASSIFICATION / STATUS	High Medium Low		
Applications :	Johannesburg Metro Police Department: To comply with the Gatherings Act. Road closure Helicopter landings Sign Indemnity form		
	EMS – Fire Safety		
	Joburg Roads Agency Road Closure		
	Environmental Health Noise control Food		
	SAPS Liquor License		
	City Parks/Sports and Recreation Book venue		

ITEM	FUNCTION	YES	NO
Notify:	Events Office		
	Disaster Management		
	All other role players		
Approval:	JMPD		
	Parking Arrangements		
	Manpower		
	Tow Trucks		
	Other JMPD Assistance		
	Helicopter Landing Permission		
	EMS - Fire Safety Inspection		
	Marquee Tents / Stages Inspected – Certificates Issued		
	Fire Extinguisher Requirements		
	Fire Retardant / Drippings		
	Signage		
	Evacuation Routes		
	ENGINEERS REPORTS / CERTIFICATES to be handed over to Fire Safety		
	Marquee Tents		
	Stages		
	Electricity		
	Buildings		
	Other		
JRA			
Road Closure			
Signage			

ITEM	FUNCTION	YES	NO
Approval cont.	Environmental Health (Noise control)		
	Food Traders Licenses		
	CITY PARKS		
	Use of facilities/venue		
	SAPS		
	Liquor License		
Floor plan	Event Layout / Evacuation Routes, Overflow etc.		
Date of presentation	Book a date to present an overview at the City JOC.		
Public liability Insurance	Amount: R		
Ticketing	Cut-off dates		
Programme	Layout of programme		
JRA	Need: Cones		
	Barriers		
	Signage		
Environmental Health	Noise		
	Hygiene : Toilets etc (Number of toilets and maintenance)		
	Food		

ITEM	FUNCTION	YES	NO
EMS – Fire operational	Communications - Eagle		
	Two-way Radios		
	Medical – Response Cars		
	Ambulances		
	Medics on Bikes		
	Fire Engines		
City Power	Back-up Power available Need Generators		
	Power Failure – Standby Electrician Needed		
Joburg Water	Sufficient Water		
	Need Water Sachets /		
Pikitup	Need – Clean-Up		
	Bins/ Black Bags		
	Assistance		
JDA	Mary Fitzgerald Square – Permission granted		
	Sufficient water		
	Sufficient power		
	Availability of medical facilities		
	Drainage		
	PIKITUP assistance		
Metro Bus	Need Buses		
	Identification of buses / color codes		
	Parking Arrangements		

ITEM	FUNCTION	YES	NO
Council VIPs	Was the Mayor invited		
	Was the City Manager invited		
	Other Council VIPs		
External VIPs	President		
	Ministers		
	What level of VIPs		
JOC/VOC	Full JOC / Voc		
	Mini JOC / Voc		
	Appoint a JOC/VOC Commander		
	Attendance register		
	Incident reports to be completed on the day of the event		
Additional parking	Provision for overflow of vehicles / busses		
Medical	Council		
	ER 24		
	Netcare		
	First Aid Organizations		
	Other		
	(Copy of the operational plan to be submitted to EMS)		
OHASA	Inspection (Council property only)		
SAPS involvement:	SAPS National		
	SAPS Provincial		
	SAPS local		
	Protection units		
Children	Lost children tent		
	Identification of children – name tags		
	Responsible person to look after lost children		
	After event shelter		

Security	Security plan / Hazards Level of training Evacuation routes Assembly points Marshalls		
Notification	Were businesses and communities informed of the event-taking place?		
Minutes of meetings	Copies required for City JOC & Disaster Management's file		
Submission of files to:	Date:		
	Disaster Management		
	Event Office		
	Venue JOC / VOC		
	SAPS		
Evaulation/Debriefing date:			

EVENT FILES TO BE COMPLETED IN FULL ACCORDING TO THE TABLE OF CONTENTS.

CITY JOC MEMBERS

NAME	SIGNATURE	ORGANISATION	TEL	FAX	CELL No	E-MAIL ADDRESS
Bongji Mokaba		Event Management	011-407 7525	339 1872	082 559 3823	bongjim@joburg.org.za
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