

## 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		
<b>Applications :</b>	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
<b>Notify:</b>	Events Office		
	Disaster Management		
	All other role players		
<b>Approval:</b>	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			

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

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

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

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

*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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