 Eskom	Instruction	Western Cape Operating Unit
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Title: **ENVIRONMENTAL EMERGENCY
PREPAREDNESS AND RESPONSE**

Document Identifier: **240-99022571**

Alternative Reference
Number: **WPC020**

Area of Applicability: **Distribution WCOU**

Functional Area: **WCOU SHEQS**

Revision: **1**

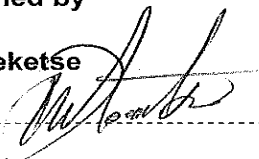
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Classification: **Controlled Disclosure**

Compiled by

D. Moeketse



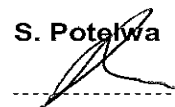
Functional Responsibility

A. October



Authorized by

S. Potelwa



Environmental Advisor

Environmental Manager

SHEQS Manager

Date:

14 October 2015

Date:

14 October 2015

Date:

15.10.2015

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1. Introduction

This instruction is developed to ensure that environmental incidents arising from Eskom WCOU activities, products or services are reported and effectively managed to prevent, reduce and mitigate environmental pollution.

2. Supporting Clauses

2.1 Scope

2.2 Purpose

To describe the reporting, environmental emergency preparedness and response instruction.

2.3 Applicability

This document shall apply throughout Eskom Distribution Western Cape Operating Unit.

2.4 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.4.1 Normative

Eskom National document(s):

32-103	Eskom Procurement & Supply Chain Management Procedure
32-95	Environmental, Occupational Health and Safety Incident Management Procedure.
32-249	Environmental Indicator Reporting Standard

WCOU Documentation:

240-79588150 Oil Management Instruction
240-86187064 Environmental Emergency Preparedness Mock Exercises (Scenarios) Template
240-86183256 Western Cape Operating Unit Environmental Emergency Preparedness Schedule

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2.5 Definitions.

Definition	Explanation
Emergency	Any unplanned event, of such nature or magnitude that cannot be coped with as a normal daily activity of the Eskom unit, which results, or could result, in danger to the health or safety of persons, damage to property, equipment or the environment. (DST-34-315)
Emergency action plan	A description of the actions or steps to be taken to prepare for the event of an emergency and to facilitate emergency preparedness that contains the names of persons and their assigned duties, and includes a response plan and a recovery plan.
Incident in terms of NEMA Section 30:	Means an unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that causes, has caused or may cause significant harm to the environment, human life or property;
Emergency in terms of NWA Section 20	Includes any incident or accident in which a substance— (a) pollutes or has the potential to pollute a water resource; or (b) has, or is likely to have, a detrimental effect on a water resource.
Emergency exercise	The controlled simulation of an emergency with the purpose of testing response and recovery actions.
Emergency preparedness (EP):	All actions and activities aimed, on an organised basis, to reduce or contain the effects of an emergency.
Emergency telephone list	A list of contact details of all persons and organisations to assist with the emergency.
Environment	The surroundings within which humans exist and that are made up of: a) the land, water and atmosphere of the earth; b) micro-organisms, plant and animal life; c) any part or combination of (a) and (b) and the interrelationships among and between them; and d) the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well being

2.6 Abbreviations

Abbreviation	Explanation
CNC	Customer Network Centre
EWT	Endangered Wildlife Trust
NEMA	National Environmental Management Act
NWA	National Water Act
SHEQS	Safety, Health, Environmental, Quality, and Security Department

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3. Notification and Reporting of Environmental Emergency

- a) An emergency with a potential or actual environmental impact can be any or a combination of the following:
 - i. Oil / hydrocarbon spills / Hazardous chemical spills (causing water pollution or environmental pollution),
 - ii. An environmental incident resulting in potential reputable damage to the organization (e.g. disturbing a grave during excavations),
 - iii. Fires (causing veld fires and within a park or conservation area), and
 - iv. Potential cutting of protected trees and vegetation.

3.1 In event of any environmental emergency the following must be done:

- a) Environmental Management must be immediately notified telephonically about the incident (particularly in event of major incident).
- b) A formal notification must be sent to Environmental Management by flash report within 24 hours.
- c) Flash reports must **clearly specify environmental incident** (such as oil spillages) in the **email subject heading of the flash report** (and not only mentioned in the body of the report under another heading such as vandalism, or property damage etc) this is to avoid unclear messages of the incident sent out and to alert in terms of the environmental emergency.
- d) An internal SAP flash report must be issued by Environmental Management that serves as reporting of the incident to the overall business.

4. Emergency Preparedness

4.1 Emergency Preparedness - Oil Spill Incidents:

- a) Oil spill incidents shall be reported as per the requirements of 32- 95.
- b) An oil spill kit shall be available to address emergency oil spills.
- c) Emergency containment measures shall be executed by the responsible person and his/her supervisor on site.
- d) Drip trays and/or loose absorbent fibres/ materials shall be used to contain any movement of spilled matter and/or absorb it.
- e) If the spill **cannot be contained/ actioned by the CNC/department** on their own, the responsible unit supervisor **must immediately contact an oil spill contractor (external service provider)**.

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- f) Each unit shall keep the emergency numbers and contacts for all response teams that could assist with the emergency response relating to the oil spills.
- g) This list shall be posted on the notice boards and communicated to all for reference during emergencies (see Annexure **A**: Environmental Management contact list) and Annexure **B**: Oil spill service provider contact list).
- h) Rehabilitation and remediation measures shall be carried out as required. The emergency procurement process is detailed in 32-1034.
- i) For all major spills the following authorities must be notified:
 - i. Department of Water Affairs (if a water resource has been affected);
 - ii. Department of Environmental Affairs (national);
 - iii. Department of Environmental Affairs and Development Planning (provincial); and
 - iv. The local Municipality, as per the legislative requirements.
- j) Oil spill management is also detailed in the oil management instruction 240-79588150.

4.2 Emergency Preparedness – Hazardous Chemical Spills

- a) Report the incident of any hazardous chemical spill as per the requirements of 32-95.
- b) Consult the Material Safety Data Sheet for all the precautionary measures to be taken in case of the exposure of both persons and environment to the hazardous chemical.
- c) If major spill, contact the Emergency Response Teams services for the containing the spill (see Annexure: **B**).
- d) Stay clear of the spill area and stand opposite the wind direction from the spill.

4.3 Emergency Preparedness –Wildlife incidents:

- a) All wildlife incidents must be reported to Environmental Management via flash report as per the requirements of 32-95.
- b) For any emergencies relating to wildlife incidents (see Annexure: **C** for Endangered Wild Life Trust and permitted wild and other animal catchers' s contact details).
- c) The Endangered Wildlife Trust (EWT) assists with wildlife investigations (together with Eskom staff), as required.

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4.4 Emergency Preparedness – Fire related incidents:

- a) The Sector Manager/ Supervisor shall appoint a responsible team that will be involved in the management of extinguishing fires during any fire related incidents.
- b) Emergency preparedness plans and evacuation procedures shall be developed for each unit; these must be communicated to all staff at that particular unit.
- c) Each business unit shall have contact details of the nearest Fire Brigade Department. These contact details shall be placed on the notice boards within the building and shall be accessible to all staff.
- d) Relationships shall be developed between Eskom and local fire fighting groups so as to assist in effective planning at a local level. Fire Department must be informed how to deal with fire emergencies within Eskom's substations and where there is a possibility of spillage the runoff must be contained within the boundaries of the substations.
- e) Fire incidents and investigated and handled via the Eskom Insurance process.

5. Emergency Procurement

An emergency is a situation that may **imminently / immediately** (i.e. within 24 hours) give rise to the following threats / risks to Eskom which cannot be readily alleviated through any other means or interim measures, unless the relevant assets, goods, services are procured:

- a) Threats to human life or safety;
- b) Threats of interruptions in the supply of electricity to customers or load loss;
- c) **Threats of substantial ecological damage;**
- d) The threat of major consequential expense to Eskom; or
- e) **The threat of serious damage to Eskom's reputation and good name.**

On being advised of the emergency, the Supervisor/Manager in whose area the emergency situation arose shall:

- a) Follow the emergency procurement process in acquiring the services of the emergency response teams, as detailed in 32-1034: Eskom Procurement & Supply Chain Management Procedure.
- b) Where an emergency arises, the most senior available Eskom official at a minimum of E-Band level at the site, must decide on the action needed to mitigate the threat, and

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authorises the required procurement, without any further authorisation from a Delegated Approval Authority.

- c) Approval for the commencement of emergency procurement process must be obtained from the most senior available Eskom official (minimum of E-band level) by email, verbally or telephonically.
- d) Procurement department must be informed within 24 hours by e-mail of the need for an emergency process to be followed.

6. Emergency preparedness plan

- a) The person responsible for sites where activities that have the potential for accidents / emergency situations are carried out, must establish an emergency and response plan / organogram. Emergency Preparedness plan must be signed, have relevant contact numbers, revision date and number.
- b) Each CNC and department where relevant (unless covered by building) must have a specific emergency plan that covers environmental incidents / emergencies (such as oil / hazardous spillages, fires, wildlife incidents, vegetation incidents, potential project related incidents that can lead to environmental contravention. etc).
- c) Eskom staff from CNC or departmental staff where risk of oil spill may occur must undergo oil spill training and have oil spill kits available (to contain and mitigate small/moderate spillages).
- d) The Emergency Preparedness Standard DST 34-315 can also be used in order to identify potential for and respond to accidents and emergency situations and for preventing and mitigating the environmental impacts that may be associated with them.

7. The emergency and response plan must include the following:

- a) A list of activities with the potential for accidents, for example handling, transporting or storage of hazardous substances including oil, petroleum and hydrocarbon substances;
- b) Procedures to be followed in the event of environmental incident such oil spill or fire;
- c) Contact numbers of Eskom Environmental staff (see Annexure: **A**) and oil spill service provider contact list (see annexure **B**); and
- d) Oil spill contractors to assist with managing hydrocarbon / petroleum / oil and hazardous chemicals spills.

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8. Reporting to Eskom Sustainability and externally to Environmental Authorities.

- a) Environmental management will report major spillages and other incidents that may trigger potential legal contraventions to Eskom Distribution Business Partner (Environmental Corporate Specialist) via flash report and details of the investigation completed on the ELC Notification Form (see Annexure: **D** for ELC reporting form) and forwarded to Eskom Sustainability.
- b) Relevant authorities must be notified (Alarm report) in line with the legal requirements as soon as practically possible (within 24 hours) in an event of a NEMA section 30 event (see Annexure: **E**).
- c) Eskom makes use of the NEMA section 30 reporting template (see Annexure: **F**) which must be submitted within 14 days of the incident to the relevant authority by the designated Environmental Manager.

9. Emergency drills and review of procedure

Emergency drills must be tested at planned intervals (preferably once a year) and must be for at least the following potential emergency situations: spillages of oil and fire. Proof of drills must be documented; environmental emergency preparedness mock excises (Scenarios) template (240-86187064) must be used to document the mock drill and post environmental emergency preparedness exercise checklist guide (using this format or minutes format with the contents in the template..

- a) This emergency instruction must be periodically reviewed and revised by Environmental Management and operational staff, especially after emergency incidents.
- b) Where specific deviations and shortcomings to the requirements occur (and can be deemed as non-conformances) the findings must be addressed via the non-conformance process. However, where no clear deviations or non-conformances occur, but areas for improvement are found where the management system can be enhanced, these opportunities for improvement should also be documented.

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Annexure: A**ENVIRONMENTAL MANAGEMENT CONTACT NUMBERS**

SHEQS Department		
NAME	OFFICE NUMBER	CELL NUMBER
Astrid October	021 915 2614	082 200 7093
Shavaun Frantz	021 915 1241	072 062 0184
Dikobiso Moeketse	021 915 1242	078 833 1529
Micah Dominic	021 915 1229	081 492 7289
Penelope Sodladla	021 915 2618	071 791 9612
Souwahl Souma	021 915 1160	082 223 9925
Land Development Department		
NAME	OFFICE NUMBER	CELL NUMBER
Donald Matjuda	021 980 3364	084 252 2788
Justine Wyngaardt	021 980 3112	082 938 3479

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**Annexure: B
Oil Spill Contact List**

Vendor Name	Vendor No	Contact details
ENVIROSERV WASTE MANAGEMENT	11000447	24 Hour spill response industrial cleaning, spill kits, Dept. LAB
		Contact: Piet Joubert
		(T) 021 9518420
		(M) 082 447 4447
		Contact: Mr Whitehead
		(T) 021 9518420
		(M) 082 7796290
DRIZIT ENVIRONMENTAL	11001499	Oil spill management or clean-ups.
		Contact: Dave Stone (Manager)
		(T) 021 510 7010
		(M) 083 448 8366
		(F) 021 510 6597
		Contact: Paul Nel
		(T) 021 510 7010
		(M) 083 281 1691
24 hour spill control (Under Drizit)		Oil spill management
		Contact:
		(T) 021 674 7277
		(M) 0766422385
Spill Tech Oil and Chemical Pollution Control	New	Hazmat Emergency Response
		& Specialised Services
		Gerald Carmody
		gerald@spilltech.co.za
		Cell: 083 253 6618
		Hazmat Emergency call centre (Bellville)
		Tel: 0861 000 366
PINELAND ENVIRONMENTAL TECHNOLOGY	11009547	Provide oils spill demonstration or training and oil spill clean ups
		Contact: Chris Davidson
		(T) 021 531 3749
		(M)082 464 1074
Interwaste		Email: westerncape@interwaste.co.za

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Environmental Solutions		
		Alison Norton
		Email: alison@interwaste.co.za
		Phone: +27 21 386 7956
		Fax: +27 21 386 3871
		GPS Co-ordinates:
		Airport Industry
Wasteman EMERGENCY SPILL RESPONSE		24hr:
		0861 WASTEMAN
		0861 92783626
		Tel: (021) 380 3040
		Fax: (087) 807 0022
		Email: admin@spillresponseteam.co.za
		Postal Address: P.O. Box 219, Eppindust, Cape Town
		Physical Address: Wingfield House, Mobile Road, Airport Industria, Cape Town
OPC South Africa		Mr P D Coetzee (CEO)
		PO Box 5696
		Tyger Valley
		Tel: +27 21 912 1600
		Fax: +27 21 912 1613
		E-mail: pcoetzee@opcsa.co.za
		Website: www.opcsa.co.za
Earthwise Environmental Group		TEL: + 27 (0)21 905-0556
		FAX: + 27 (0)21 905-6899
		18 Vonkel St,
		Saxenburg Park 2,
		Blackheath,
		Cape Town, 7580
		South Africa
HazClean		24hour response: 0800 00 58 17 (it works – they even phone back if you missed call them.)
		Name: Alastair Augustus
		Position: Operations manager
		Telephone: 083 648 1186
		Email: operations@hazclean.co.za
Oil Spill Control CC		John – 0824557832
		Office sales – 0215315335

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		Mobile 0827748964
		Postal Address
		P.O. Box 707, Howard Place, 7450, South Africa
		Office Address
		7 Grasmere, Pinelands, 7405, Cape Town, South Africa
		Store Address
		44 Viking Business Place, Thor Circle, Thornton Cape Town
The Oil Centre (Penta Technologies from Cape Petroleum CC)	Working	Environmental Cleaning Division
		Telephone: 021 511 1961
		Email: ivan@capepetroleum.co.za
Bio-Systems SA	Simons Town	082 901 9011
		Tel: 021 786 1601
		oil@biosystemssa.co.za

- Please check with procurement which payment process to follow should you need to use the aforementioned services.

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Annexure: C**PERMITTED WILD AND OTHER ANIMAL CATCHERS****WESTERN CAPE PROVINCE**

Mr. G. Falck	George	083 977 5901
Mr. M. Stemmet	George	083 561 0519
Mr. J.P. Mullins	George	071 225 1436
Mr. A.A. Loppnow	Prince Albert	082 821 6984
Mr. N.H. Crous	Bellville (Tortoises only)	076 117 2925
Mr. O.I. Greeff	Stellenbosch	076 920 8051
Mr. S. Siljeur	Tokai	076 114 9302
Mr. J.J. Johnston	Mosselbaai	082 424 4098
Mr. R. Van Zyl	Kraaifontein	082 886 0806
Mr. G. Petersen	Stellenbosch	078 133 1187
Ms. M.S. Freeman	The Craggs (Tortoises only)	082 486 1515
Mr. R. Hall	Oudtshoorn	044 272 5593
Mrs. M. Wilke	Pinelands	082 480 5077
Ms. T. Heald	Langebaan	083 700 6377

POISON INFORMATION CENTRES AND HOSPITALS

NETCARE 911 24-hour toll-free poison information hotline countrywide 0800 333 444	Red Cross Children's Hospital Tel: 021 689-5227 24 hours
ENDANGERED WILDLIFE TRUST Matt Pretorius	Tel: +27 (0) 11 372 3600 Fax: +27 (0) 11 608 4682 Cell: (+27) 072 507 7664
Constant Hoogstad	Tel: +27 (0) 11 372 3600 Fax: +27 (0) 11 608 4682 Cell: (+27) 082 334 4176

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Annexure: D

4. ELC Initial Notification of Occurrence (INO) Reporting Template

The attached information is required for each event reported to the ELC, based on Divisional classification, for registering and reporting. The completed INO to be submitted to the secretariat within a month of the occurrence of the event. This will enable the ELC to ratify the classification of an event as a “**contravention of legislation**” a “**contravention of legislation in terms of the OHD**” or an “**Event**” as recommended by the Division.

It is the responsibility of the Division Primary ELC member to submit this form. The INO must be submitted to the ELC secretariat prior to the ELC for ratification.

<i>Event Number</i>	
<i>Reference legislation</i>	
<i>Nature of Event</i>	
<i>Date of Event</i>	
<i>Date of reporting to Divisional office</i>	
<i>Details of Communication with regulatory authority</i>	
<i>Follow-up action</i>	
<i>Root Cause of Event</i>	
<i>Actions to prevent occurrence</i>	
<i>Current Status</i>	
<i>Date of Resolution / Expected date of resolution</i>	
<i>Responsible Manager and Contact Details</i>	
<i>Results of evaluation to determine if a “repeat event”</i>	
<i>Proposed OHD Status</i>	

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If classified as a Legal Contravention, check against following criteria.

ELC criteria for classification of legal and OHD contravention's			
Element	N/a	Yes	No
1. Did the event result in either: sterilising the soil, or, destroying rare, endangered or protected fauna or flora?			
2. Did the event result in making any water resource unfit for its original purpose such as: domestic, agricultural, industrial use or reduce the water quality to such a state that human intervention is required to restore it to its original quality?			
3. Were reasonable measures taken to prevent pollution or degradation from occurring?			
4. Were measures taken to prevent pollution or degradation from continuing?			
5. Were measures taken to prevent pollution or degradation from recurring?			
6. Was the incident reported to the authorities?			
7. Were measures taken to contain and minimise the effects of the event on the environment and to the health, safety and property of persons?			
8. Was event report submitted within 14 days to the authorities providing the information required i.e. NEMA section 30(5) (a-e)?			
9. Contravention of any other environmental legislation? (List if applicable)			
Applicable Legislation			
CLASSIFIED AS LEGAL CONTRAVENTION (if "Yes" for 1, 2 or 9 or "No" for any from 3-8) (Any Shaded Area Marked)			

CRITERIA :	Yes	No
1. Contravention resulted in formal censure from Government		
2. Contravention reported within the Division.		
3. Contravention reported to appropriate Government department		
4. Registered on OHD by ELC member in consultation with MD		
5. Contravention was addressed timeously		
6. Repeat legal contravention (See Annex H)		

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OHD EVENT (Any shaded area marked)		
---	--	--

Compiled by: [Name] Date

Submitted: Divisional ELC Representative Date

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Annexure: E

ENVIRONMENTAL LEGAL EMERGENCY REQUIREMENTS

National Environmental Management Act

Section 30:

30. Control of incidents.—(1) In this section—

(a) **“incident”** means an unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that causes, has caused or may cause significant harm to the environment, human life or property;

(b) **“responsible person”** includes any person who—

(i) is responsible for the incident;

(ii) owns any hazardous substance involved in the incident; or

(iii) was in control of any hazardous substance involved in the incident at the time of the incident;

(c) **“relevant authority”** means—

(i) a municipality with jurisdiction over the area in which an incident occurs;

(ii) a provincial head of department or any other provincial official designated for that purpose by the MEC in a province in which an incident occurs;

(iii) the Director-General;

(iv) any other Director-General of a national department.

(2) Where this section authorizes a relevant authority to take any steps, such steps may only be taken by—

(a) the person referred to in subsection (1) (c) (iv) if no steps have been taken by any of the other persons listed in subsection (1) (c);

(b) the person referred to in subsection (1) (c) (iii) if no steps have been taken by any of the persons listed in subsection (1) (c) (i) and (c) (ii);

(c) the person referred to in subsection (1) (c) (ii) if no steps have been taken by the person listed in subsection (1) (c) (i):

Provided that any relevant authority may nevertheless take such steps if it is necessary to do so in the circumstances and no other person referred to in subsection (1) (c) has yet taken such steps.

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(3) The responsible person or, where the incident occurred in the course of that person's employment, his or her employer must forthwith after knowledge of the incident, report through the most effective means reasonably available—

- (a) the nature of the incident;
- (b) any risks posed by the incident to public health, safety and property;
- (c) the toxicity of substances or by-products released by the incident; and
- (d) any steps that should be taken in order to avoid or minimize the effects of the incident on public health and the environment to—
 - (i) the Director-General;
 - (ii) the South African Police Services and the relevant fire prevention service;
 - (iii) the relevant provincial head of department or municipality; and
 - (iv) all persons whose health may be affected by the incident.

(4) The responsible person or, where the incident occurred in the course of that person's employment, his or her employer, must, as soon as reasonably practicable after knowledge of the incident—

- (a) take all reasonable measures to contain and minimize the effects of the incident, including its effects on the environment and any risks posed by the incident to the health, safety and property of persons;
- (b) undertake clean-up procedures;
- (c) remedy the effects of the incident;
- (d) assess the immediate and long-term effects of the incident on the environment and public health.

(5) The responsible person or, where the incident occurred in the course of that person's employment, his or her employer, must, within 14 days of the incident, report to the Director-

General, provincial head of department and municipality such information as is available to enable an initial evaluation of the incident, including—

- (a) the nature of the incident;
- (b) the substances involved and an estimation of the quantity released and their possible acute effect on persons and the environment and data needed to assess these effects;
- (c) initial measures taken to minimise impacts;
- (d) causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure; and
- (e) measures taken and to be taken to avoid a recurrence of such incident.

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(6) A relevant authority may direct the responsible person to undertake specific measures within a specific time to fulfil his or her obligations under subsections (4) and (5): Provided that the relevant authority must, when considering any such measure or time period, have regard to the following:

- (a) the principles set out in section 2;
- (b) the severity of any impact on the environment as a result of the incident and the costs of the measures being considered;
- (c) any measures already taken or proposed by the person on whom measures are to be imposed, if applicable;
- (d) the desirability of the State fulfilling its role as custodian holding the environment in public trust for the people;
- (e) any other relevant factors.

(7) A verbal directive must be confirmed in writing at the earliest opportunity, which must be within seven days.

(8) Should—

- (a) the responsible person fail to comply, or inadequately comply with a directive under subsection (6);
 - (b) there be uncertainty as to who the responsible person is; or
 - (c) there be an immediate risk of serious danger to the public or potentially serious detriment to the environment,
- a relevant authority may take the measures it considers necessary to—
- (i) contain and minimise the effects of the incident;
 - (ii) undertake clean-up procedures; and
 - (iii) remedy the effects of the incident.

(9) A relevant authority may claim re-imburement of all reasonable costs incurred by it in terms of subsection (8) from every responsible person jointly and severally.

(10) A relevant authority which has taken steps under subsections (6) or (8) must, as soon as reasonably practicable, prepare comprehensive reports on the incident, which reports must be made available through the most effective means reasonably available to—

- (a) the public;
- (b) the Director-General;
- (c) the South African Police Services and the relevant fire prevention service;
- (d) the relevant provincial head of department or municipality; and

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National Water Act

Section 20:

20. Control of emergency incidents.—(1) In this section “**incident**” includes any incident or accident in which a substance—

- (a) pollutes or has the potential to pollute a water resource; or
- (b) has, or is likely to have, a detrimental effect on a water resource.

(2) In this section, “**responsible person**” includes any person who—

- (a) is responsible for the incident;
- (b) owns the substance involved in the incident; or
- (c) was in control of the substance involved in the incident at the time of the incident.

(3) The responsible person, any other person involved in the incident or any other person with knowledge of the incident must, as soon as reasonably practicable after obtaining knowledge of the incident, report to—

- (a) the Department;
- (b) the South African Police Service or the relevant fire department; or
- (c) the relevant catchment management agency.

(4) A responsible person must—

- (a) take all reasonable measures to contain and minimise the effects of the incident;
- (b) undertake cleanup procedures;
- (c) remedy the effects of the incident; and
- (d) take such measures as the catchment management agency may either verbally or in writing direct within the time specified by such institution.

(5) A verbal directive must be confirmed in writing within 14 days, failing which it will be deemed to have been withdrawn.

(6) Should—

- (a) the responsible person fail to comply, or inadequately comply with a directive; or
- (b) it not be possible to give the directive to the responsible person timeously, the catchment management agency may take the measures it considers necessary to—
 - (i) contain and minimise the effects of the incident;
 - (ii) undertake cleanup procedures; and
 - (iii) remedy the effects of the incident.

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(7) The catchment management agency may recover all reasonable costs incurred by it from every responsible person jointly and severally.

(8) The costs claimed under subsection (7) may include, without being limited to, labour, administration and overhead costs.



(9) If more than one person is liable in terms of subsection (7), the catchment management agency must, at the request of any of those persons, and after giving the others an opportunity to be heard, apportion the liability, but such apportionment does not relieve any of them of their joint and several liability for the full amount of the costs.

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Annexure: F

 environmental affairs Department: Environmental Affairs REPUBLIC OF SOUTH AFRICA  ENVIRONMENTAL MANAGEMENT INSPECTORATE	Document Type:	Emergency Incident Report
	Title for the incident:	
	Date of the incident :	

Reference:**Initial
Submission
Date:****Revision No.:****Compiled
by:****DEA Emergency Incident Report**

This form provides a template for the emergency incident report required in terms of section 30(5) of the National Environmental Management Act (Act No. 107 of 1998) (hereinafter "NEMA") in which the responsible person or, where the incident occurred in the course of that person's employment, his or her employer, must, within 14 days of the incident, report to the Director General, provincial head of department and municipality such information as is available to enable an initial evaluation of the incident, including: (a) the nature of the incident; (b) the substances involved and an estimation of the quantity released and their possible acute effect on persons and the environment and data needed to assess these effects; (c) initial measures taken to minimise impacts; (d) causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure; and (e) measures taken and to be taken to avoid a recurrence of such incident.

In terms of section 30(1)(a) of NEMA, an "incident" means an unexpected, sudden and uncontrolled release of a hazardous substance, including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment, whether immediate or delayed.

In line with section 24 of the Constitution of the Republic of South Africa (Act No. 108 of 1996), "serious" is taken to be a measure of the impact of an incident where such an incident has had, could have had, is having, or will have a negative impact on human health or well-being.

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5. RESPONSIBLE PERSON

In terms of section 30(1)(b) of NEMA, the “responsible person” includes any person who: (i) is responsible for the incident; (ii) owns any hazardous substance involved in the incident; or (iii) was in control of any hazardous substance involved in the incident at the time of the incident

5.1 Name:	5.2 Designation:
5.3 Postal Address:	5.4 Physical Address:
5.5 Telephone (B/H):	5.6 Telephone (A/H):
5.7 Fax:	
5.8 E-mail:	
5.9 Nature of Business:	

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6. Emergency Incident Summary Information

Mark the appropriate boxes

6.1 Fire:		6.2 Spill:		6.3 Explosion:		6.4 Gaseous Emission:	
6.5 Injuries		6.6 Reportable injuries:		6.7 Hospitalisation:		6.8 Fatalities:	
6.9 Open water impacts:		6.10 Ground water impacts:		6.11 Atmospheric impacts:		6.12 Soil impacts:	
6.13 Own emergency response involved		6.14 Fire prevention services involved		6.15 Government hazardous materials emergency response involved		6.16 More than 1 governmental emergency response service involved	
6.17 Emission of non-toxic substances at low concentrations		6.18 Emission of non-toxic substances at high concentration		6.19 Emission of toxic substances at low concentrations		6.20 Emission of toxic substances at high concentration	
6.21 No evacuation required		6.22 Immediate area evacuated		6.23 Immediate surrounds evacuated		6.24 Evacuation of the general public	
6.25 Others							

7. Initial Emergency Incident Report

In terms of section 30(3) of NEMA, the responsible person or, where the incident occurred in the course of that person's employment, his or her employer must forthwith after knowledge of the incident, report through the most effective means reasonably available: (a) the nature of the incident; (b) any risks posed by the incident to public health, safety and property; (c) the toxicity of substances or byproducts released by the incident; and (d) any steps that should be taken in order to avoid or minimise the effects of the incident on public health and the environment to: (i) the Director General; (ii) the South African Police Services and the relevant fire prevention service; (iii) the relevant provincial head of department or municipality; and (iv) all persons whose health may be affected by the incident.

7.1 Description	7.2 Date:	7.3 Time:	7.4 Medium:	3.5. Name and contact details:

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8. Incident Details

In terms of NEMA section 30(5)(a) and (d), the responsible person must report on the nature of the incident as well as the causes of the incident, whether direct or indirect, including equipment, technology, system, or management failure

8.1 Location of the incident:**8.2 Incident start date and time;****8.3 Incident duration;****8.4 Duration of exposure:****4.5. Incident description: Unit trip due to GEN Transformer3 failure****Background of the incident:****Operation:****Incident type:****Root Cause of the incident:****Contributory Factors to the incident:****Conclusion:****4.6. Wind speed and direction****4.7. Ambient air temperature****4.8. Weather conditions****4.9. Other relevant meteorological
conditions****CONTROLLED DISCLOSURE**

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5. POLLUTANTS RELEASED DURING INCIDENT

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity.

List all the pollutants directly released during the incident (i.e. exclude those pollutants that resulted from mitigation measures, e.g. flaring, treatment, dilution etc.)

5.1. Sub stance or mixture of substan ces	5.2. Refer ence Number	5.3. Phas e e.g. solid, liquid or gas	5.4. Total Quantity emitted/r eleased	5.5. Units eg Kg, L etc	5.6. Nat ure of emissi on/rele ase

6. SECONDARY POLLUTANTS RESULTING FROM INCIDENT

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity released.

List all the pollutants that resulted from mitigation measures, e.g. flaring, treatment, dilution etc.

6.1. Substa nce or mixture of substance s	6.2. Refere nce Number	6.3. Phas e	6.4. Total Quantity emitted/rele ased	6.5. Uni t	6.6. Na ture of emiss ion

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7. POLLUTANT concentrations

In terms of NEMA section 30(5)(b), the responsible person must report on the substances involved and an estimation of the quantity released.

List all the pollutants detailed in previous section:

7.1. Substance or mixture of substances	7.2. Reference Number	7.3. Estimated pollutant concentration on different radius			
		7.3.1. 10m	7.3.2. 100m	7.3.3. 500m	7.3.4. >2000m

8. Incident Impact

In terms of NEMA section 30(5)(b), the responsible person must report on possible acute effects on persons and the environment and the responsible must provide data needed to assess these effects;

8.1. Minor injuries	
8.2. Reportable injuries	
8.3. Hospitalisation	
8.4. Fatalities	
8.5. Biological impacts	
8.6. Impact area	
8.7. Data	

9. EXISTING PREVENTION PROCEDURES AND/OR SYSTEMS

9.1. Foresight	
9.2. Procedures and/or systems	
9.3. Procedure and/or systems failures	
9.4. Technical measures	
9.5. Technical failure	

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10. INITIAL Incident MANAGEMENT

In terms of NEMA section 30(5)(c), the responsible person must report on initial measures taken to minimise impacts.

10.1. Evacuation	
10.2. Technical measures	
10.3. Mitigation measures	
10.4. Emergency Services	

11. cleanup and/or decontamination

In terms of NEMA section 30(5)(c), the responsible person must report on initial measures taken to minimise impacts.

11.1. Cleanup and/or decontamination			
11.2. Permissions and Instructions			
None			
11.3. Type	11.4. Statute	11.5. Issued By	11.6. Name and contact details

12. MITIGATION MEASURES

In terms of NEMA section 30(5)(e), the responsible person must report on measures taken and to be taken to avoid a recurrence of such an incident.

12.1. Measure	12.2. Objective	12.3. Cost	12.4. Timing

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13. AUTHORISATIONS

Provide details on all authorisations (including permits, licenses, certificates, etc.) in respect of the activity to which this incident relates.

13.1. Type	13.2. Statute	13.3. Issued By	13.4. Issue & Expiry Date

14. history

Provide details of all similar incidents involving the responsible person in the past (i.e. from 1998). Similar incidents include those that: (i) involved similar circumstances; (ii) involved similar emissions; (iii) involved similar personnel; and/or (iv) involved similar impacts.

14.1. Incident title	14.2. Report reference	14.3. Date of incident	14.4. Summary of event

Signed by, or as a mandated signatory for, the responsible person:		Date:	
--	--	-------	--

APPENDIX 1**List of affected people as results of the incident**

NAME	ADDRESS	PHONE	FAULT	REMARKS

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APPENDIX 2

Layout map of the area likely to be affected or affected as a result of the incident

Disclaimer

Any other information not covered in the reporting template must be included.

CAUTION

In terms of section 30 (11) of NEMA as amended, it is an offence not to report an incident and liable on conviction to a fine not exceeding R 1 million or imprisonment for a period not exceeding 1 year, or to both such a fine and such imprisonment.

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10. Acceptance

This document has been seen and accepted by:

Name	Designation
Rustum Emjedi	Power Plant Manager
Genevieve Craven	Specialised Maintenance & Support
Zaid Barden	Zone Manager
Promise Quluba	Zone Manager
Donald Matjuda	Snr Supervisor Tech and Environment
Justine Wyngaardt	Environment Manager: Land Development
Bogani Mandla	Garden Route Sector Manager
Keineetse Rankunyane	Khayelitsha Sector Manager
Richard Mali	Helderberg Sector Manager
Bruce Titus	Table View Sector Manager
Joyce Mini	Boland Sector Manager
Beryl Swano	West Coast Sector Manager
Rieghard Vermaak	Overberg Sector Manager

11. Revisions

Date	Rev.	Compiler	Remarks
November 2013	0	D. Moeketse	Original issue
October 2015	1	D. Moeketse	Key Changes: 1. Definition of emergency incident revised in line with legal requirements (NEMA amendments). 2. Addition of EWT contact details.

12. Development Team

The following people were involved in the development of this document:

- Dikobiso Moeketse and Astrid October

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