

Thank you, Royston!

Kind regards,  
Vivienne Thomson  
Mobile: +2782 464 2874  
Environmental Consultant



---- On Fri, 26 Aug 2022 09:12:02 +0200 **Roysten Harris** <[HarrisR@swartland.org.za](mailto:HarrisR@swartland.org.za)> wrote ---

Good morning Ms Thomson

I confirm that the attached Filling Station Emergency Response Plan (Ref. OTM, Rev 0, August 2022) reflects the emergency response required for the proposed development and operation of a Filling Station and Business Premises on Erf 1071, Chatsworth in Swartland Municipality.

Regards

**Roysten Harris**

Chief Fire Officer | Protection Services

Fire & Disaster

**T:** 022 487 9400 | **F:** 022 487 9440 | **M:** 072 014 2437

SWARTLAND MUNICIPALITY

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CLEAN AUDITS SINCE 2010/11  
SKOON OUDITS SEDERT 2010/11

ONS GEE GESTALTE AAN 'N BETER TOEKOMS!  
WE SHAPE A BETTER FUTURE!  
SAKHA IKUSASA ELINGCONO!

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**From:** Vivienne Thomson <[vivienne@overthemoon.co.za](mailto:vivienne@overthemoon.co.za)>

**Sent:** Friday, 26 August 2022 08:49

**To:** Roysten Harris <[HarrisR@swartland.org.za](mailto:HarrisR@swartland.org.za)>

**Cc:** Phillip Humphreys <[HumphreysP@swartland.org.za](mailto:HumphreysP@swartland.org.za)>; Alwyn Zaayman <[zaaymana@swartland.org.za](mailto:zaaymana@swartland.org.za)>; Madelaine Terblanche <[TerblancheM@swartland.org.za](mailto:TerblancheM@swartland.org.za)>

**Subject:** Fwd: Emergency Response Plan for proposed Chatsworth Filling Station (DEA&DP Ref. No.: 16/3/3/6/7/1/F5/4/2040/22)

**Importance:** High

Hi Roysten

As per our brief chat this morning. The email below refers.

I would appreciate your response a.s.a.p. as I need to meet the deadline to hand in the final report and this procedure needs to accompany the final submission.

Thank you,

Vivienne Thomson

Mobile: +2782 464 2874

Environmental Consultant



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**From:** Vivienne Thomson <[vivienne@overthemoon.co.za](mailto:vivienne@overthemoon.co.za)>

**To:** "harrisr" <[harrisr@swartland.org.za](mailto:harrisr@swartland.org.za)>

**Cc:** "humphreysp" <[humphreysp@swartland.org.za](mailto:humphreysp@swartland.org.za)>, "AlwynZaayman" <[alwynzaayman@swartland.org.za](mailto:alwynzaayman@swartland.org.za)>, "MadelaineTerblanche" <[madelaineterblanche@swartland.org.za](mailto:madelaineterblanche@swartland.org.za)>

**Date:** Thu, 04 Aug 2022 08:30:15 +0200

**Subject:** Swartland Municipality Emergency Response Plan

**Importance:** High

Dear Mr Harris

Over the Moon Consulting is undertaking an environmental impact assessment (EIA) on behalf of Swartland Municipality, for a proposed filling station in Chatsworth. The project falls under Corporate Services.

As part of finalisation of the EIA report, and since the proposed filling station is a distance from Malmesbury the Western Cape Department of Environmental Affairs and Development Planning (DEA&DP) has requested that an Emergency Response Plan must be submitted to the Department along with the final report. Does the Municipality have any form of documented response for when an emergency such as a fire at a filling station, is called in?

Thank you,

Vivienne Thomson

Mobile: +2782 464 2874

Environmental Consultant



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**EMERGENCY RESPONSE PLAN**  
for the proposed development and operation of a  
**FILLING STATION AND BUSINESS PREMISES**  
on Erf 1071, Chatsworth, Swartland Municipality, Western Cape Province

1. In terms of the Occupational Health and Safety Act, No.85 of 1993 (OHSA) and associated regulations for construction and major hazard installation, a filling station must have a documented Emergency Response Plan (ERP) in place.
2. In addition, Sections 30 (Control of incidents) and 30A (Emergency situations) of the National Environmental Management Act, No. 107 of 1998 (NEMA) detail requirements from an environmental perspective.
3. There are several emergency scenarios with related hazards and risks which typically may exist with regards to the construction and operation of a filling station and business premises.

These emergency situations include:

- i. fire
  - ii. bulk fuel/hydrocarbon spillage
  - iii. physical injury (e.g. gunshot wounds, broken limbs, lacerations, burns, electric shocks)
  - iv. medical emergencies (e.g. heart attacks, loss of consciousness)
  - v. robbery/high-jacking
  - vi. riots or demonstrations
  - vii. bomb threats
4. Swartland Municipality has an established Fire and Emergency Services Section, which follows appropriate responses to emergencies which are called in to the Municipal emergency call centre/control room:
    - 4.1 Response:
      - 4.1.1 In the event of any of the emergency scenarios listed in point 3 above, the immediate response of filling station personnel incident reporter must be to follow the actions detailed in Appendix A below.
      - 4.1.2 For any emergency within Swartland Municipal jurisdiction, the incident reporter must **call Swartland Protective Services Department (Fire and Emergency Services)** as soon as possible at:

**022 487 9400 (office hours)      or      022 487 9479 (after hours)**

Additional emergency contact numbers, as per Appendix B (Emergency Contact Numbers) must be displayed in prominent area/s on site.

- 4.1.3 Once the Municipal Emergency Control Room has received a call and ascertained the nature of the emergency, the nearest emergency response team will be dispatched to attend to the incident/emergency.

The closest response teams to the proposed filling station and business premises development on Erf 1071, Chatsworth are located at Kalbaskraal and Malmesbury.

- 4.1.4 The appropriate emergency response team/s and equipment will be dispatched by the Municipality to the scene e.g. fire-fighting teams (for fire/explosions/bomb threats), hazmat teams (in the event of bulk hazardous substation spillages/leaks), law enforcement (in the event of riots), emergency medical services

- 4.1.5 The **Swartland Fire and Emergency Services** response teams are responsible to contain and extinguish/remove the threat of the emergency.

- 4.1.6 The **filling station developer/owner** is responsible for post emergency clean-up and restoration actions.

- 4.1.7 The **Swartland Protective Services (Fire and Emergency Services)** section will conduct a debriefing (investigation and post-mortem and assessment of response) of the emergency incident and will report the incident to the appropriate regulating authorities such as the Department of Labour.

- 4.1.8 The **filling station developer/owner** is also responsible to conduct an investigation of the incident and report it directly to Swartland Municipality Protective Services (Fire and Emergency Services) Department, as well as the appropriate regulating authorities such as the Department of Labour.

- 5 In addition to the above process, a more detailed and site-specific health and safety emergency response plan must be developed by the **filling station developer/owner** once layout plans/designs and operational aspects of the proposed filling station and business premises development on Erf 1071, Chatsworth, have been finalised.

- 5.1 The more site-specific/detailed plan must comply the OHSA and the NEMA requirements and must be tested at least twice per year for different scenarios.

- 5.2 The more site-specific/detailed plan must include:

- 5.2.1 a detailed risk assessment to determine the likelihood of any identified risks occurring;

- 5.2.2 measures to minimise negative impacts on health, safety and the environment and to prevent it from escalating or re-occurring;

5.2.3 specific responsibilities, document control details and review dates.

- 6 It is the responsibility of the **filling station developer/owner** (and appointed site manager) to assess all risks that could occur specific to the Chatsworth filling station site and to develop response plans for each scenario/risk - Refer to Appendix A for typical filling station immediate response plans.
- 7 The site-specific emergency response plan must be easily available on site for reference and a copy must also be filed in a safe place.
- 8 Once the filling station layout and design has been finalised, a site map must be drawn up and displayed at visible points detailing the:
  - i. firefighting equipment (e.g. fire-hose, fire extinguishers, sand buckets)
  - ii. escape routes
  - iii. public assembly points
- 9 A site-specific training program (depending on the number, skill and competencies of the proposed filling station personnel) for handling all emergency related actions must be drawn up by the **filling station manager/owner** (and the appointed health, safety and environmental site representative/s) and training must be done for all related staff.
- 10 This response plan together with the site-specific training requirements must be reviewed every two years and updated if/as required.



## **APPENDIX A - Immediate emergency response actions to be taken at a filling station**

In the event of the emergency situations listed below, the appropriate immediate actions should be taken (These immediate actions should be practised beforehand to ensure proper preparation and response):

### **i. Fire emergency response:**

- Switch off all pumps – use the emergency switch
- Attempt to extinguish the blaze as soon as possible if it is not already too large
- Use the fire extinguishers and sand for petrol fires
- Use the fire-hose for fires in the building (do not use water on electrical fires or petrol fires)
- Evacuate the entire building
- Summon the fire brigade as soon as possible if the blaze cannot be immediately extinguished
- Keep onlookers away from the site
- Report incident to Swartland Municipal Emergency Services and Filling Station Manager/Owner as soon as possible

### **ii. Bulk fuel/Hydrocarbon spills and leaks response:**

(For a large spillage which cannot be contained on the concreted/paved surface of the forecourt and cleaned-up with absorbing material within 20 to 30 minutes)

- Switch off all the pumps – use the emergency switch
- Ensure there are no fires, welding or person smoking in the vicinity
- Do not switch on vehicle engines
- Ask customers to get out of their vehicles
- Keep fire extinguishers approximately 5 meters away, ready for action
- Call the fire brigade/Swartland Municipal Emergency Services
- Soak up the product spill with spill-kit absorbing material, sand or sawdust and remove to a hazardous waste bin in a safe/secure place
- Do not use water until the bulk of the substance has been cleaned-up, as this will spread the product faster and carry it into the drains/contaminated run-off sump
- Attempt to contain/form a dam to prevent the product from contaminating more of the forecourt area than is necessary

### **iii. Physical injury response:**

- Apply first aid technique
- Phone doctor and/or hospital
- Take injured party to doctor or hospital or contact an ambulance service

**iii. Medical emergency response:**

- Apply first aid technique
- Phone doctor and/or hospital and/or contact medical staff at adjacent Chatsworth Municipal Satellite Clinic for help (if during Clinic operational hours)
- Take injured party to doctor or hospital or contact an ambulance service

**iv. Robbery/Hi-jacking response:**

- Give the robber what he/she demands
- Be calm, alert and observant
- Obey the robber and move slowly
- Remember the robber's height, skin colour, voice, weapon, vehicle and the registration
- Write down the details of the robber as soon as possible after the robber has left the scene
- Telephone the local police and do not touch anything that might carry the robber's fingerprints
- Ask witnesses to remain on the premises until the police arrive, or take witnesses names and addresses, provided such information is supplied voluntarily
- Report the incident to the Swartland Municipal Emergency Services and Filling Station Manager/Owner - either during the incident (by a non-involved witness/observer) or immediately

**v. Riots/Demonstrations response:**

(Precautionary actions to be taken when filling station staff see a group of protesters moving in or onto the filling station site)

- Telephone local police station
- Telephone the Swartland Municipal Emergency Services and Filling Station Manager/Owner
- Ask customers to complete their transactions and quickly leave the service station in a direction away from the approaching/gathering crowd
- Lock all the pumps and dispensers
- Switch off the power to the forecourt pumps
- Switch off all electricity including the lights

- Remove all loose forecourt equipment into the building/a secure section of the property. This would include bins, fire extinguishers and sand buckets (fire extinguishers and sand buckets must still be kept easily accessible)
- Lock all gates and doors and assemble all staff in a back room out of view
- Unlock first aid cabinet/box
- Keep fire extinguishers ready
- Cancel any imminent fuel deliveries
- Ask staff/customers to remain calm and quiet
- The filling station and business premises should appear to be closed, to hopefully deflect the crowd.
- In all instances adopt a non-confrontational approach with the protesters or the media.

**vi. Bomb threat response:**

- Those inclined to plant bombs will carefully search for a target that will best serve their objective at the lowest risk to themselves.
- A poorly illuminated or unattended premises will receive preference as a target to a busy, illuminated site.
- Ensure therefore that the site is properly illuminated, also at the sides and back of the building. If you do not offer 24 hours service, consider employing a night watchman with no fire-arm.
- Train forecourt attendants to keep the pump islands clear of rubbish/bags. This will ensure that unattended parcels that might contain a bomb will be spotted immediately.
- If someone should see a suspicious object, telephone the police
- Do not handle suspicious objects but remove people away from any suspicious item to a safe area away from the filling station site (this may include neighbouring residences).

**Note:** Since the scenario of each emergency situation will differ, the Filling Station Manager/Owner should use their discretion when making operational decisions such as whether all or some forecourt staff should be sent home, or if it is safe for staff to leave the site.

## Appendix B – Emergency Contact Numbers

The filling station must openly display the telephone numbers of local emergency service providers such as:

<b>Emergency Service</b>	<b>Contact Number</b>
Swartland Municipality Fire and Emergency Services (part of the Municipal Protective Services Department)	022 487 9400 (office hours) 022 487 9479 (after hours)
Malmesbury Hospital	022 487 9203
Chatsworth Satellite Clinic	022 481 3288
Malmesbury Police Station	022 482 7500 / 7507
Chatsworth Filling Station Manager	To be provided
Chatsworth Filling Station Owner	To be provided