



# *Rural Fire Authority*

# *Rural Fire Plan*

**FIRE CONTROL ARRANGEMENTS FOR THE  
MANAWATU DISTRICT COUNCIL RURAL FIRE AUTHORITY**

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## INTRODUCTION

This Document sets out the Manawatu District Council Rural Fire Authority management policies and procedures that are inclusive of the entire Manawatu District developed to meet its statutory obligations for the:

- The prevention, detection, control, restriction, suppression, and extinction of fire; and
- The safeguarding of life and property from damage and risk of damage by or in relation to fire; and
- All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding of life and property within the Rural Fire Authority's area.

### 1. Statutory Obligations

The Manawatu District Council has statutory obligations to carry out the functions of a Rural Fire Authority pursuant to the requirements of the Forest and Rural Fires Act 1977 and The Forest and Rural Fires Regulations 2005

### 2. Policies

To meet its statutory obligations the Manawatu District Council Rural Fire Authority shall maintain a Rural Fire Plan that covers the following main topics:

- **Reduction**  
Fire plan to include policies and procedures to reduce likelihood and consequence of fires
- **Readiness**  
Fire plan to include policies and procedures in relation to readiness for fire-fighting event  
Additional information relating to readiness
- **Response**  
Fire plan to include policies and procedures for response to fire in district  
Response systems
- **Recovery**  
Fire plan to include policies and procedures for activities following fire event  
Be consistent with the statutory requirements of the Forest and Rural Fires Act 1977 and Forest and Rural Fires Regulations 2005  
Implement fire control measures in accordance with Section 12 of the Forest and Rural Fires Act 1977

### **3. Strategies Statements**

The following strategic statements signal the direction the Manawatu District Council Rural Fire Authority shall move to meet its statutory rural fire obligation.

- **Reduction**

The Manawatu District Council Rural Fire Authority is committed to promoting and developing fire prevention measures to reduce the occurrence and impact of rural fires within its area of jurisdiction.

- **Readiness**

The Manawatu District Council Rural Fire Authority will maintain a level of fire preparedness appropriate to fire hazard conditions through planning, mitigation, education and monitoring.

- **Response**

The Manawatu District Council Rural Fire Authority will maintain an effective response to incidents, based on rapid deployment of resources to minimise the effects of fire.

- **Recovery**

The Manawatu District Council Rural Fire Authority will maintain procedures that will ensure effective post fire actions are carried out.

### **4. Environmental Issues**

Council recognise wildfire as a possible threat to life and property in rural areas. The continuing trend of movement into lifestyle blocks or rural residential blocks has increased markedly. In partnership with the community the Manawatu District Council, The New Zealand Fire Service and the occupiers have a duty of care to protect their property and the environment in a sustainable manner.

## **REDUCTION**

### **5. Introduction**

The Manawatu District Council Rural Fire Authority is committed to reducing rural fire occurrence by pro-active planning involving mitigation or elimination of hazards, advising District Planners of rural fire risks, and keeping the public informed of the rural fire risk.

### **6. Hazard and Risk Management**

The Manawatu District Council Rural Fire Authority, shall, undertake inspections to confirm or identify new fire hazards throughout the district.

#### 6.1. RFO's may Visit

- Known car dumping locations.
- Roadside gates/entry ways leading to substantial gorse/scrub fuels.
- Council Rural Recreation assets.
- Known unauthorised roadside waste dumps.
- As far as practicable local authority boundaries.
- As far as practicable electrical overhead transmission sites.
- Roading systems servicing forest and plantations.

6.2. Appliances, equipment and personnel shall be maintained at a high degree of operation readiness during periods of high hazard or fire risk.

### **7. Fire prevention and Public Education**

Public awareness programmes are a key strategy to the mitigation and elimination of fire hazards. Fire prevention is best understood if individuals and the community are informed about the hazards and risks of fire in the rural sector. This will help individuals and the community to highlighting responsibilities of persons that light fires and reducing the impact of fire on the environment.

The Manawatu District Council Rural Fire Authority has embarked on a deliberate planned and sustained public education programme. Over the past three years the Manawatu District Council Rural Fire Authority has distributed over 2000 pamphlets highlighting the need for fire permits and fire in the rural sector. This will continue and has been signalled in the LTCCP.

#### 7.1. During times of low fire danger and prior to times of heightened fire danger

- Distribute awareness material to rural community.
- Arrange for media information on community responsibilities.

#### 7.2. During times of heightened fire danger

- Display Bernie signs in Council Customer Service Centre.
- Publish grapefruit signage at regular periods in local newspapers.
- Make available pamphlets to users of council reserves.
- Provide local media with regular fire danger reports.
- Support regional fire committee programmes and awareness initiatives.
- Display prevailing fire hazard information on council website.

#### 7.3. Subsequent to times of heightened fire danger

- Thank the community for there support.

## **8. Use of Fire**

The use of fire for land clearing operations or stubble bums must comply with requirements of the District Plan, Council Bylaws, Regional Policy Statement, and Provisions of the Resource Management Act 1991.

- 8.1. Burn operators must comply with Sections 20 and 21 of the Act, as well as complying with the conditions stated on permits issued pursuant to Section 23 and 24 of the Act.
- 8.2. A burn plan must be prepared and submitted to the Manawatu District Council Rural Fire Authority using the form headed Form 4 “Burn Plan” in the Appendices to this plan.
- 8.3. Any fire must remain contained within the property, which it was lit and shall not be permitted to spread to other properties.
- 8.4. Fires are to be attended at all times and extinguished if this can not be maintained, pursuant with section 26. Offence to leave burning or smouldering substance— Forest and Rural Fires Act 1977
- 8.5. Use of fire on land adjoining state areas, forests, or other fire authorities require a notification to the person responsible for those adjoining areas.

## **9. Forest Areas**

There are no gazetted forests in the Manawatu District Council Rural Fire Authority’s area of responsibility, as stated in Section 17. Forest areas— Forest and Rural Fires Act 1977

## **10. Fire Margins**

A fire safety margin of 1Km is in place between Department of Conservation (DoC) main reserve land and Council/Private land.

## **11. Bylaws**

Extract from Manawatu District Bylaw 2002 Amd. December 2004

### **Chapter 11**

#### **FIRES**

##### **11.1. Purpose**

- 11.1.1 This chapter of this bylaw aims to prevent uncontrolled fire, and to protect people and property from fire or the effects of fire.

##### **11.2. Fires in the open air**

- 11.2.1 No fire shall be lit in the open air in an urban area or public place unless a fire permit has been obtained from the Council.
- 11.2.2 No fire shall be lit in the open air unless it is kept at least 3m from any building or boundary or combustible material.
- 11.2.3 No fire shall be lit in the open air unless it is done so in a manner that people and property are reasonably protected from fire or the effects of fire.
- 11.2.4 Fires in an urban area and in the open air must be within a fireplace or incinerator or other approved appliance.
- 11.2.5 For the purposes of this Clause, Feilding, Cheltenham, Kimbolton, Apiti, Rangiwahia, Sanson, Halcombe, Himatangi Beach, Tangimoana, Rongotea, Longburn, and Bunnythorpe townships are deemed to be urban areas:

11.2.6 No person shall light any fire on or near any refuse disposal site.

### 11.3. Fire Permits

11.3.1 Applications for a fire permit shall be made to the Council on the prescribed form and be accompanied by the relevant fee.

11.3.2 Council may approve, not approve, or approve with conditions, any fire permit.

11.3.3 In considering an application the Council shall have regard to:

- a) The fire season,
- b) Weather conditions,
- c) The time during which a fire may be lit and its duration,
- d) The nature of the material intended to be burnt,
- e) Potential effects to neighbouring property,
- f) Compliance with Council's rural fire plan.

### 11.4. Storage of goods likely to constitute a fire hazard

11.4.1 Where the outdoor storage of goods, rubbish, waste material, or other combustible material is likely to constitute or create a fire hazard the Council may require the occupier to take such steps as the Council thinks fit to eliminate or reduce the risk of fire.

11.4.2 No hay, straw, or similar material shall be stored or stacked in the open unless it is sited at least 6 metres from any boundary and at least 15 metres from any building on an adjacent property.

### 11.5. General exemptions

11.4.3 Exemptions in this bylaw shall be the same as those permitted by Councils' Rural Fire Action Plan.

11.4.4 Lighting cooking fires within an urban area is exempt provided the fire is attended at all times and Clauses 11.2.2 and 11.2.3 are met. No such fires shall be lit without Council's approval during any prohibited fire season.

### 11.6. Enforcement

11.6.1 The Council may approve, amend, or revoke a fire permit with any such conditions as it sees fit to meet the purpose of this chapter of this bylaw.

11.6.2 Any Council Officer may at any time when this chapter of this bylaw has not been complied with, or at any time when the purpose of this chapter of this bylaw is not being met, take action to extinguish a fire. This action may be taken whether or not a permit was required or has been issued.

11.6.3 The Council may recover costs following any enforcement action to extinguish any fire contravening this chapter of this bylaw.

### SEE ALSO:

Local Government Act 1974 (Sections 649 and 650)

Forest and Rural Fires Act 1977 (Part II)

Health Act 1956 (Sections 29-34)

Manawatu Wanganui Regional Council Air Quality Plan.

**12. Source Documents Referenced in this plan:**

Forest and Rural Fires Act 1977

Forest and Rural Fires Regulations 2005

Fire Service Act 1975

Health and Safety in Employment Act 1992

Resource Management Act 1991

Civil Defence Emergency Management Act 2002

Local Government Act 2002

Health Act 1956

Regional Council policy statement on air quality

Manawatu District Plan 2002

**READINESS**

**13. Introduction**

The Manawatu District Council Rural Authority will pursue the following strategies, which are based on minimising the impact of wildfire in terms of:

- Danger to Public
- Damage to Property
- Suppression Costs

**14. Rural Fire Authority Statutory Obligations and Responsibilities**

As stated in the introduction, Manawatu District Council has statutory obligations to carry out the functions and duties of a Rural Fire Authority pursuant to the requirements of the Forest and Rural Fires Act 1977 and Forest and Rural Fire Regulations 2005.

**15. Appointment of Officers**

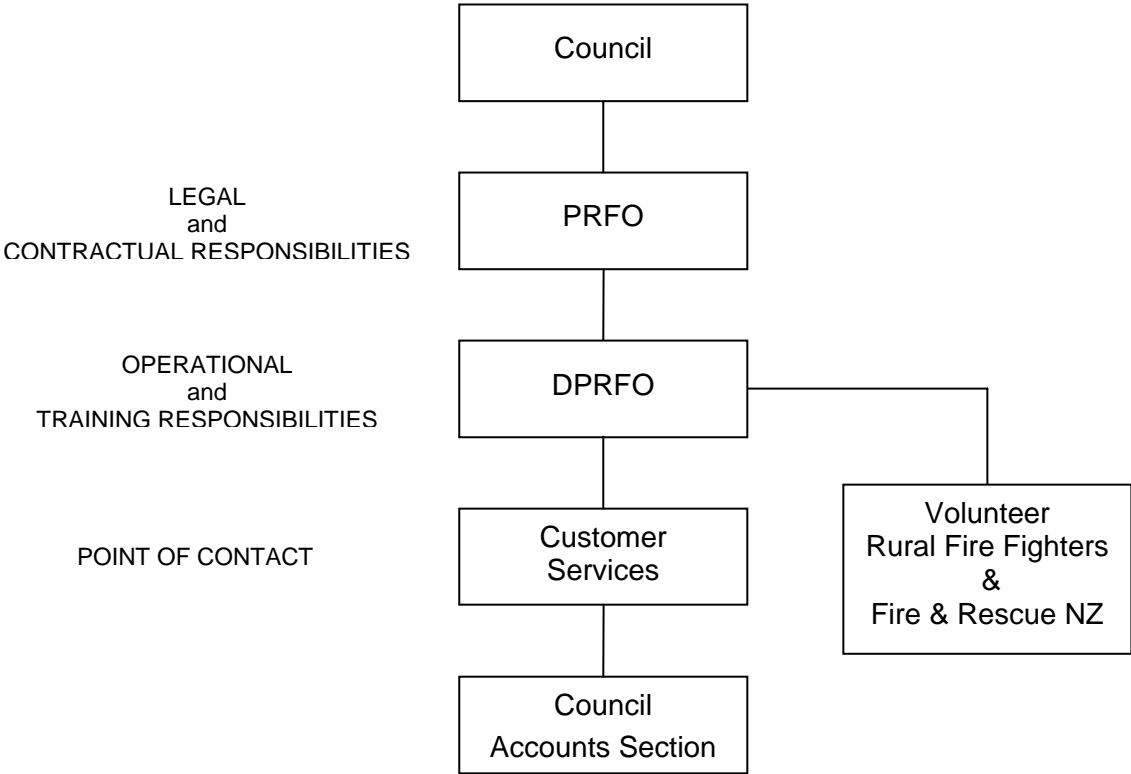
The Principal Rural Fire Officer (PRFO) has been appointed by Council as the person responsible for meeting rural fire obligations pursuant to the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005

The PRFO including Rural Fire Officers (RFO) shall be appointed and warranted by the Manawatu District Council.

Regional Rural Fire Committee appointments shall be the responsibility of the PRFO.

**16. Fire Management Structure**

The following day-to-day operational structure is in place to deal with the management of the fire authorities rural fire obligations. The operations are carried out by the PRFO as follows:



## 17. Warrant of Appointment

- 17.1. The Manawatu District Council shall, appoint specified and suitable persons as Rural Fire Officers to administer the Forest and Rural Fires Act 1977 and all regulations and bylaws made hereunder within the area of the Manawatu District.
- 17.2. The Rural Fire Officer shall be suitably warranted and hold the same authority as if he/she were employed individually by the Manawatu District Council, while undertaking RFO duties.
- 17.3. Every person appointed by a Manawatu District Council Rural Fire Authority as a Rural Fire Officer shall be furnished with a warrant of appointment by the Manawatu District Council Rural Fire Authority pursuant to Section 13 of the Forest and Rural Fires Act 2005.

<b>Position</b>	<b>ID</b>	<b>Specified Personnel</b>
Principal Rural Fire Officer	PRFO	Trevor Auld
Deputy Principal Rural Fire Officer	DPRFO	Kevin Fletcher
Rural Fire Officer	RFO	Wayne Finlayson
Rural Fire Officer	RFO	Simon Osborne

## 18. The Manawatu District Council Rural Fire Authority Contacts

**For All Enquires (24 hrs): (06) 323 0000**

**RURAL FIRE PAGER NUMBER (24 hrs): 026 268 8420**

### **PRINCIPAL RURAL FIRE OFFICER (PRFO)**

#### **Trevor Auld**

Telephone:	Pager:	026 268 8420
	Cell phone:	027 445 4933

### **DEPUTY PRINCIPAL RURAL FIRE OFFICER (DPRFO)**

#### **Kevin Fletcher**

Telephone	Pager:	026 268 8420
	Cell phone:	0274 454 134

### **RURAL FIRE OFFICER (RFO)**

#### **Wayne Finlayson**

Telephone	Pager:	026 268 8420
	Cell phone:	0274 303 966

### **RURAL FIRE OFFICER (RFO)**

#### **Simon Osborne**

Telephone	Pager:	026 268 8420
	Cell phone:	021 712 180

## 19. Regional Rural Fire Committee

- 19.1. The Manawatu District Council in its capacity as Rural Fire Authority is a member of the Manawatu-Wanganui Regional Rural Fire Committee, which operates under a constitution.

19.2. In accordance with the constitution the Principal Rural Fire Officer will appoint in writing an experienced Rural Fire Officer to represent Manawatu District Council Rural Fire Authority on the Regional Rural Fire Committee.

## **20. Personnel**

20.1. The Manawatu District Council in its capacity as Rural Fire Authority has trained Rural Fire personnel to carry out fire control measures, duties, and actions as may reasonably be required from time to time to fulfil the requirements of Forest and Rural Fires Act 1977 and Regulations in the area to which this plan applies.

20.2. Additional Incident Management and fire fighting personnel are available to supplement trained volunteers at the request of the Principle Rural fire Officer.

## **21. Health and Safety**

21.1. All personal are to comply with the Manawatu District Council Health and Safety Policies

21.2. The Manawatu District Council in its capacity as Rural Fire Authority, shall, ensure that every person on entering a fire ground shall receive a briefing which includes the safety and operational aspects appropriate to their role at fires and other emergency incidents and specified personnel who provide fire control measures under this agreement are:

- Medically and physically fit for fire control and Emergency response activities
- Appropriately skilled, competent, experienced and NZQA qualified
- Equipped to be able to carry out assigned tasks and associated activities

## **22. Training and Competency**

22.1. The Manawatu District Council Rural Fire Authority is committed to ensuring all rural fire officers will receive training in their legislative functions, powers, and duties under the Act from accredited training providers.

22.2. Fire fighting staff will receive training to carry out there tasks to National Certificate in Fire and Rescue Services – Vegetation (Level 2). This will be conducted as a structured training programme (STP) developed by the Fire and Rescue Services Industry Training Organisation (FRSITO). Once completed Fire Fighting staff will receive additional training at higher levels to meet the operational needs of both the Manawatu District Council Rural Fire Authority and the individual fire fighter

## **23. Personal Protective Equipment**

23.1. The Manawatu District Council in its capacity as Rural Fire Authority, shall, provide for all appropriate clothing, footwear and personal protective equipment..

## 24. Personal Available to attend Fire Call-outs

Position		Name
Principal Rural Fire Officer	PRFO	Trevor Auld
Deputy Principal Rural Fire Officer	DPRFO	Kevin Fletcher
Rural Fire Officer	RFO	Simon Osborne
Rural Fire Officer	RFO	
Crew Boss	CB	
Crew Boss	CB	
Crew Boss	CB	
Rural Fire Fighter	FF	
Rural Fire Fighter	FF	
Rural Fire Fighter	FF	
Rural Fire Fighter	FF	
Rural Fire Fighter	FF	

## 25. Agencies available to assist in Fire Fighting

The New Zealand Fire Service	Contact	111
Fire & Rescue New Zealand	Contact	06 858 5120

RIMT will be contacted through ComCen and requesting the NRFA Duty Manage Rural Fire by contacted by pager

## 26. Fire fighting resources

The Manawatu District Council Rural Fire Authority holds the following equipment.

<b>Vehicles &amp; Trailers</b>	<b>N°</b>	<b>Pumps</b>	<b>N°</b>	<b>Suction Hose</b>	
Class 6 Toyota Smoke Chaser	1	Fire Master Pump LPMV	1	Fire Master Suction Hose -Camlock	1
Wajax & Dry Fire Kit Trailer	1	Wayjax Pump HPLV	1	Wajax Suction Hose - Camlock	1
				Wajax Foot Valve	2
				Wajax Suction Strainer	2
<b>Slip on unit</b>		<b>Waterway Equipment</b>		<b>Hoses</b>	
450 litre Slip on unit HpLv Pump	1	70mm x 41mm Adapter	1	41mm x 30m Non-Perc Packs	2
Hydro blender	1	Dividing Breaches 70mm - 41mm	1	41mm x 30m Non-Perc Packs	4
19mm Foam Air Aspirating Nozzle	1	41 mm Controlled Dividing Breech	3	41mm x 5m Short Hose	3
		Tank Filler Adapter	2	41mm x 2m Short Hose	3
<b>Fuel</b>		Wajax Relay Pump Adapter	2	Alloy Hose Ramps	3
5 Ltr 25:1 Fuel Container	1	Bypass Adapter			
10 Ltr 25:1 Fuel Container	1	41mm Adjustable Alloy Nozzle	2		
10 Ltr 4 Stroke Oil Container	1	Plexon Nozzles	4		
<b>Suppressants</b>		16 Litre Knapsack Packs	4		
Hydro blender Capsules	1	1000 Litre Portable Dam	1		
100 Litres Class A Foam	1				
<b>PPE</b>		<b>Hand Tools</b>		<b>First Aid</b>	
Fire resistant overalls		McLeod Tool	4	Vehicle First Aid Kits	1
Bushranger Helmet		Shovels	5	Personal First Aid Kits	
Leather boots		Slashes	6		
Gloves		Crowbar	1		
Goggles		Axes	1	<b>Radios</b>	
Wet weather gear		Sledgehammer	1	VHF Fire Ground	3
Cold weather gear		Grubber	1	UHF Fire Fighter	8
Dolphin Torch		Various Length Ropes	3	LMR Vehicle	2
Pairs Ear muffs				CD VHF Radio	8
Ear Plugs				GPS	2
Gear bag and harness					

## 27. Agencies and organisations available to assist

<b>Helicopter</b>		
<b>ITEM</b>	<b>AREA</b>	<b>DETAILS</b>
Helipro 1 x Bell UH.1 3 x Squirrel AS350 1 x Squirrel AS355F 1 x BK 117 B1 2 x Bell Jet Rangers	Palmerston North	Pilots: Rick Lucas, Regan Graham Helipro Hanger 06 357 1348 Rick Home 06 357 0753 Mobile 027 443 3959 Pager 026 110 229 Regan Home 06 326 7370 Mobile 0274 495 527 Pager 026 105 574
Rangitikei Helicopters Bell Jet Ranger Hughes 500 + Bucket	Rewa	Pilots: Simon Werthmuller Telephone 06 328 6887 Mobile 025 472 856 Mobile 027 249 4433

<b>PLANT OPERATORS</b>			
<b>T Hammond</b> Tanker 2 x 9000lt	Bulls		Phone 06 322 1232 Mobile 025 273 2074
<b>JB Ware Ltd</b> D7 Bulldozer, Graders, Transporter Email: <a href="mailto:office@jbware.co.nz">office@jbware.co.nz</a>	Palmerston North	Office Bill Ware Tony Rutherford	Phone 06 356 5299 After Hrs 06 357 4501 Mobile 025 427 699 Mobile 025 438 007
<b>SUPPRESSANTS AND RETARDANT SUPPLIERS</b>			
Retardant & Foam	Polygon Products Ltd	Sid Pennell	Phone 04 566 0176 Mobile 025 430 164
Class A Foam	Phillips and Smith Ltd	Mike Monaghan	Phone 09 818 8048 Fax 09 818 4484 Mobile 021 963 022

## 28. External Resources

Further equipment can be sourced from the Regional Rural Fire Committee Territorial Authorities in accordance with a Memorandum of Understanding (MOU) Agreed to and signed by all committee representatives.

## 29. Agreements

The Manawatu District Council in its capacity as Rural Fire Authority, has in place the following agreement and Memorandums of Understanding:

<b>Organisation</b>	<b>Support</b>	<b>Section</b>	<b>Remarks</b>
Fire & Rescue New Zealand	Rural Fire Response	Section 16	Current
New Zealand Fire Service Western Region	First Response	Section 15	
Manawatu-Wanganui Regional Fire Committee	Memorandum of Understanding with constitute TA's,	MOU	Current
Rick Lucas Helipro	First Call for Rotary Air Support Rural Fire Response	MOU	Current
Royal New Zealand Air Force Ohakea Air Base	Rural Fire Response		
Department of Conservation Field Centre Palmerston North	Supply of Class A Foam on a replacement basis		

## 30. Specially Protected Areas

The environmental division holds all data on specially protected areas within the Manawatu District Council Rural Fire Authority areas

## 31. Fire Protection Works

It is the responsibility of landowners and occupiers of land to make provision for the protection any asset on the land that they own or occupier.

### **32. Fire Signage**

- 32.1. No Council owned billboard type of signage are displayed or maintained within the Manawatu District Council Rural Fire Authority area. Should circumstances require such signage in the future NRFA Signage Circular will be used to set the standard and meet obligations.
- 32.2. During the a time of heightened risk "Fire Danger Levels Today" signage will he displayed in Customer Service Areas of Council.
- 32.3. The Current Fire Danger Level can also be found by accessing on the Manawatu District Council Website
- 32.4. Signage will be posted in key locations during time of heightened risk to advise the public of the current restrictions and requirements
- 32.5. The Manawatu District Council Rural Fire Authority may comply with and assist with initiatives undertaken by the Manawatu-Wanganui Regional Fire Committee with regards to fire signage.

### **33. Fire Danger Management**

The Manawatu District Council Rural Fire Authority, will accesses the level of Fire Danger management throughout the area of reasonability dependent on the time of year and the weather conditions at the time. All risks will be managed as the Manawatu District Council Rural Fire Authority sees fit to mitigate the outbreak of fire in the rural area.

### **34. Fire Weather Monitoring & Fire Danger Levels**

- 34.1. Fire weather Data will be downloaded from The National Rural Fire Authority daily Fire Weather Index system, Data from the following weather stations will be collated and analysed to access the ongoing daily fire danger level
  - Tapuae,
  - Palmerston North Aero
  - Raumai
- 34.2. Spot weather forecasts are available on demand to the Authorities Officers.

### 35. Fire Danger Trigger Points

The Manawatu District Council Rural Fire Authority will use the following chart to assist with the Declaration of Fire Seasons.

No one Value should be taken in isolation and due consideration must be given to maximum use of visual signatures.

- All Trigger Points
- Historical information
- Local knowledge
- Current and predicted weather patterns
- Resource availability
- Discussion with neighbouring Rural Fire Authorities

This will assist the PRFO to determine the appropriate fire season.

TRIGGER POINT Considerations for Moisture Codes and Fire Weather Indices				
Potential for	Moisture Code and Indices	Open Season	Restricted Season	Prohibited Season
Ignition	<b>FFMC</b>	<75	75-85	>85
Rate of Spread	<b>ISI</b>	<10	10-16	>16
Fire Intensity	<b>FWI</b>	<17	17-30	>30
Control	<b>BUI</b>	<30	30-60	>60
Mop-up	<b>DC</b>	<150	150-300	>300
Mop-up	<b>DMC</b>	<30	30-40	>40

### 36. Actions during times of heightened Risk (Fire Seasons)

36.1. The Manawatu District Council Rural Fire Authority, during a time of heightened risk will advise the community of the degree of fire danger conditions relevant in their area of jurisdiction.

36.2. The PRFO shall declare the appropriate restricted or prohibited fire seasons depending on the degree of fire danger.

36.3. During a restricted fire season no fire may be lit in the open, without a permit to burn issued by a warranted RFO.

36.4. During a prohibited fire season no fire may be lit in the open, except in special circumstances and then only with a special permit.

36.5. During a time of heightened risk the Rural Fire Authority’s fire resources will be maintained at the very high operational level

### 37. Degrees of Readiness/Fire Response

The Manawatu District Council Rural Fire Authority, has refined response levels by accurate interpretation of fire danger/fire weather information, use of local knowledge and historic data to establish procedures. These procedures are realistic, efficient, cost effective and flexible to meet conditions and all hours.

### 38. Suppression Preparedness Levels

Procedures, listed below have been based on prevailing fire hazards using FWI, Historic data and local knowledge.

<b>Fire Conditions</b>	<b>RFO</b>	<b>Fire Crew</b>	<b>Resources</b>
Extreme	Duty RFO On Call RFO	1 x Mop-Up Crew on standby	1 x Utilities 4x4 1 x Water tanker
Very High	Duty RFO On Call RFO	1 x Mop-Up Crew available	1 x Utilities 4x4 1 x Water tanker
High	Duty RFO RFO on Request	1 x Mop-Up Crew available	1 x 4x4 Utility
Moderate	Duty RFO	Individual for Mop-Up Call Out	1 x 4x4 Utility
Low	Duty RFO	Individual for Mop-Up Call Out	1 x 4x4 Utility

Note 1: Levels are flexible and the Duty RFO is to adapt to meet situations and conditions.

Note 2: Extreme and very high, level conditions may mean that the PRFO will authorise the issue of individual pagers to a crew.

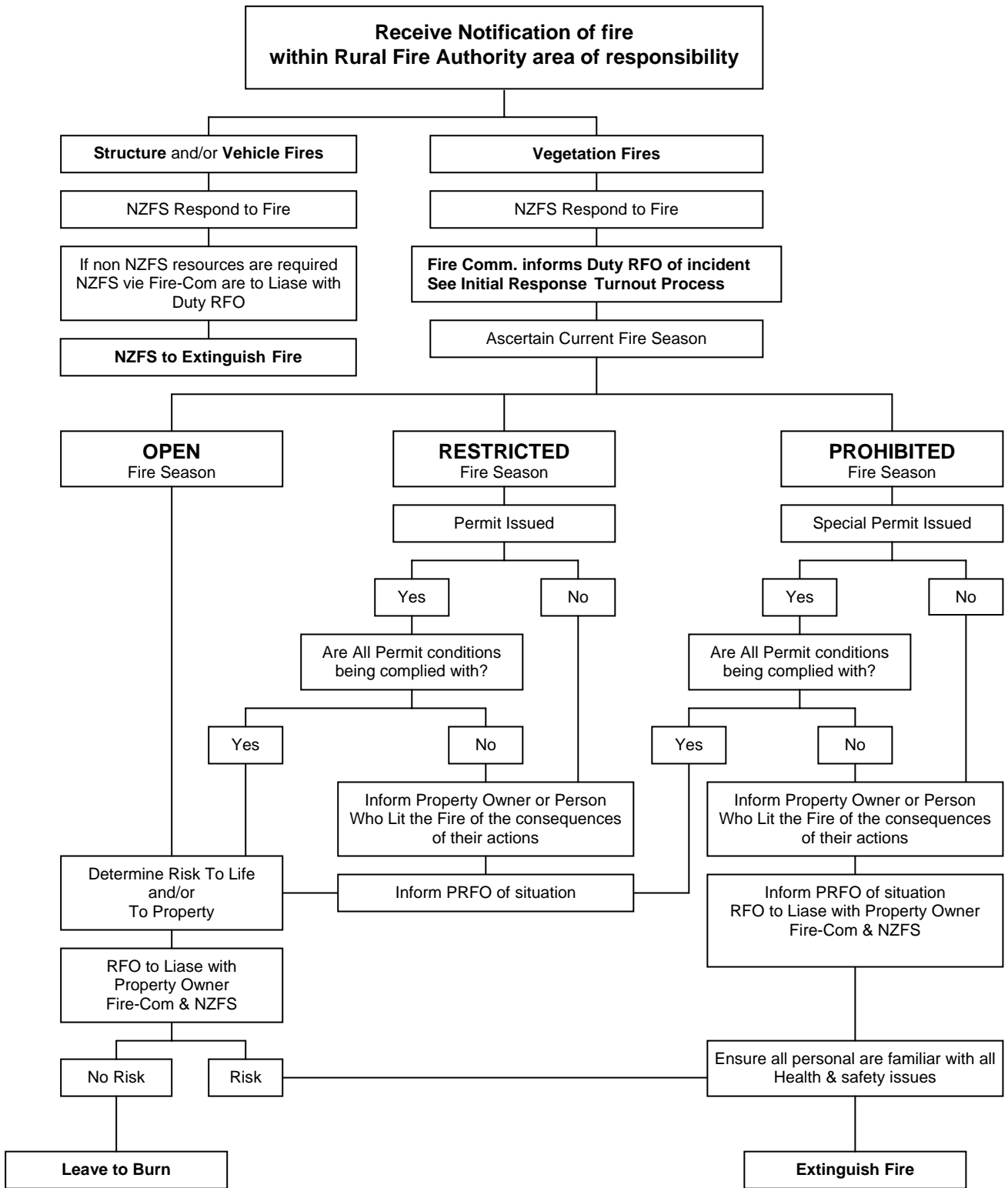
## **RESPONSE**

### **39. Calls for Assistance at a Fire**

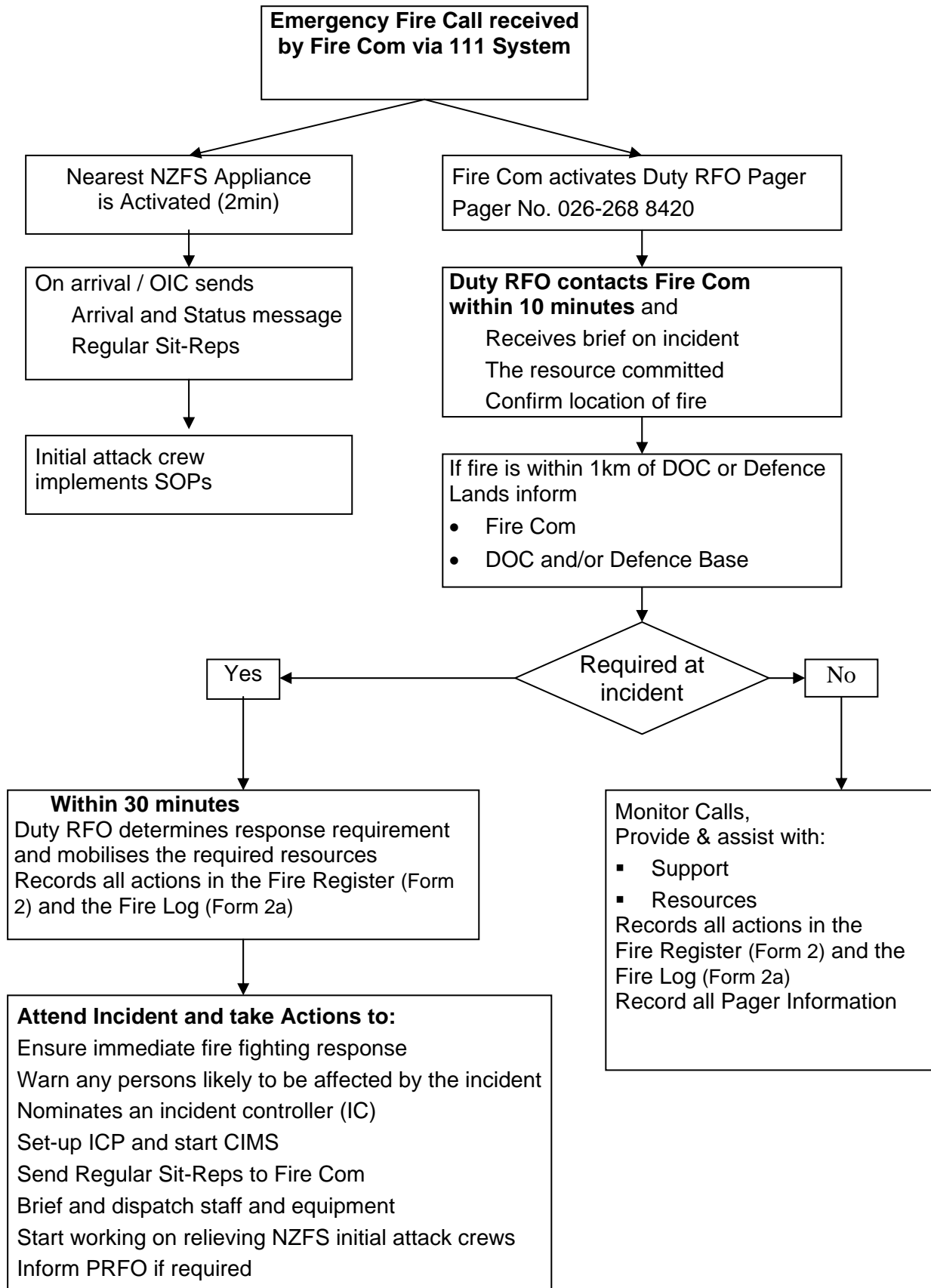
The Manawatu District Council Rural Fire Authority's 24-hour, 365-day arrangements for receipt of fire calls: -

- 39.1. The New Zealand Fire Service (NZFS) Communications Centre (FireCom) receives fire notifications via the "111" emergency telephone System and initiates the NZFS response to fire incidents in the Manawatu Rural Fire Authority's district
- 39.2. For Vegetation Fires in The Manawatu District Council Rural Fire Authority area Fire Com will inform Duty Officer (RFA Duty Officer) through its service response turnout process by Tele-pager 026 268 8420 or telephone 06 323 0000
- 39.3. Manawatu District Council staff receiving fire notifications of a fire in The Manawatu District Council Rural Fire Authority area directly from a member of the community, are to use the form "Fire Call Questionnaire" (See Form 1) and then immediately notify FireCom via the "111" emergency telephone system. The staff member is then to contact the RFA Duty Officer or PRFO and pass on all relevant information about the fire notification.
- 39.4. A request from another Rural Fire Authority for assistance is to be passed to the PRFO for consideration, dependent on the current conditions within the Manawatu District Council Rural Fire Authority area at the time.

### 40. Process for Determining Action at Rural Fires



### 41. Initial Response Turnout Process



## **42. Deployment of additional fire fighting resources**

- 42.1. Any Rural Fire Officer (RFO) warranted by the Manawatu District Council may call upon such additional assistance and resources considered necessary for the early containment and suppression of vegetation fires in the Manawatu Rural Fire Authority's district.
- 42.2. This authority applies to:
- 42.2.1. The Immediate deployment of the Manawatu Rural Fire Response Team as a Mop-up Crew to assist the NZFS.
  - 42.2.2. The immediate deployment of or placement of helicopters or other aircraft on "standby".
  - 42.2.3. The immediate deployment of or placement of regional fire fighting resources including fire-fighting teams to "standby".
  - 42.2.4. The immediate use of or placement on "standby" of equipment, chemicals and other resources available to the Manawatu District Council Rural Fire Authority through contracts or mutual fire agreements.
- 42.3. Each request for additional resources is to clearly identify, the type, quantity and priority of the resources requested e.g., ground crews, smoke chaser, water tanker, pumps, chemicals etc. The "blanket" or "non-specific" call out of resources is generally to be avoided.
- 42.4. Where any large, serious or other fire operation is likely to become prolonged, contingency planning should commence early to meet ongoing logistical support to the operation i.e., relief personnel, first aid, equipment, communications, and catering etc. (use of CIMS)

## **43. Coordinated Incident Management Systems**

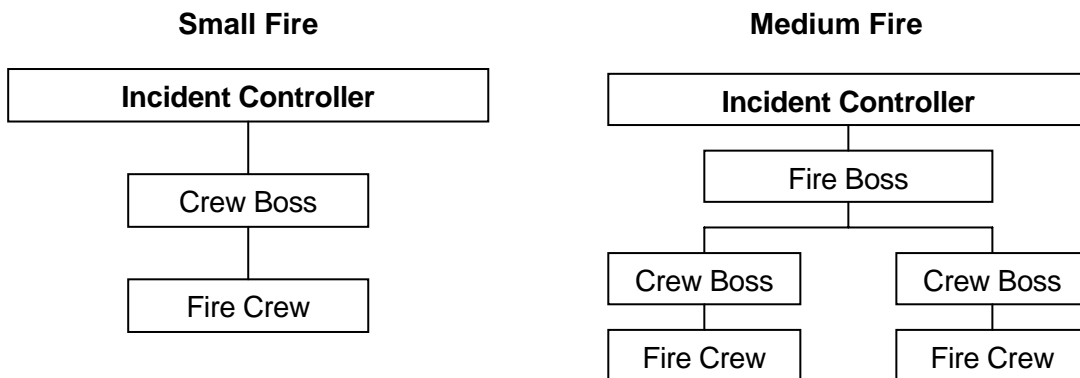
- 43.1. The NZFS is to assume control of the incident if first on the scene, and set up: -
- An Incident Control Point
  - The Co-ordinated Incident Management System (CIMS) structure.
- 43.2. The NZFS will appoint the most senior officer at the fire as the incident Controller.
- 43.3. On arrival, where the NZFS has assumed control, the RFA Duty Officer will liaise with the Incident Controller,
- Receive a full briefing,
  - Then assume the position of Incident Controller or will nominate an Incident Controller.
- 43.4. If the fire becomes larger, the PRFO will make the appointment of Incident Controller.
- 43.5. The PRFO/Deputy PRFO has authority over all resources.
- 43.6. The Manawatu District Council Rural Fire Authority will use the CIMS structure for the effective management and suppression at a fire and/or where there are other organisations involved.
- 43.7. The Incident Controller will assign fire officers to other CIMS positions as appropriate.
- 43.8. Any person at any level (Managers to Fire Fighter) should ensure for themselves that three basic requirements are met:
- A clearly defined job within a person's capabilities, and

- A clear understanding of who, that person is responsible to, and
- A clear understanding of what that person is responsible for.

43.9. An Assembly Area is to be established at the fire scene for the reception, briefing and assignment of arriving personnel and/or the re-assignment of existing resources.

#### 44. Organisation Chart for Small and Medium Fires

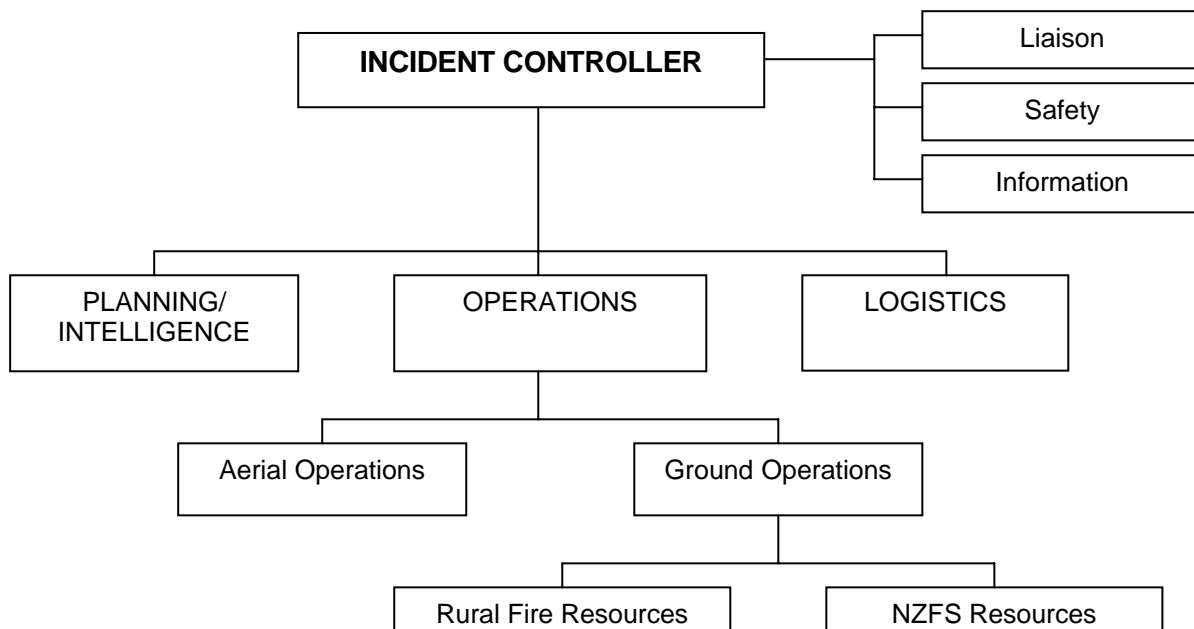
Most fires fall into the small fire category, and supervision is "direct line" from Crew Boss to the fire Crew.



Medium Fires may include two or more crews with one Crew Boss acting as Fire Boss.

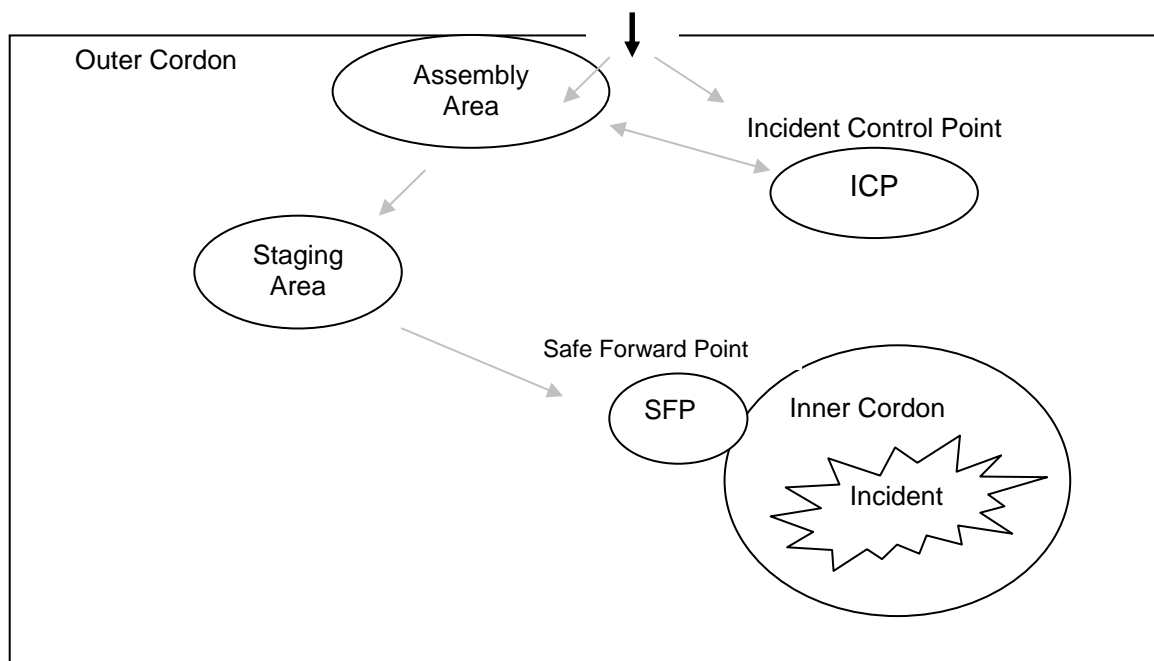
#### 45. Organisation Chart for Large Fires

The organisation chart depicted below shall be used for larger fire incidents or when the situation demands. Position descriptions are based on the New Zealand CIMS structure.



The organisation is to be adapted to meet the particular operational requirements of each fire incident. The command structure actually adopted for each incident will depend upon the size and nature of the fire incident.

## 46. Fire Ground Layout for Medium to large Fires



## 47. Fire Command Instructions for Units Attending

47.1. Senior person checks in at the ICP naming all personnel and equipment contributed.

47.2. Receive a defined task identifying:

- Designation within the organisation
- To whom responsible
- Responsibilities including supervisors, personnel, equipment and sector etc
- Additional resources available

47.3. Receive a full briefing on the:

- Fire (fuel types, methods of suppression, sectors, threats, weather forecasts, hazards etc.)
- Communications system (disposition of resources, call signs, radio channels)

47.4. Brief accompanying personnel using L.A.C.E.S.

- Ensure that all accompanying personnel have assigned responsibilities and tasks

47.5. Carry out assignment

- Maintain communication and send progress reports up the chain of command
- Maintain records of the inputs to the fire

47.6. Ensure that all personnel at the fire are working safely and taking due regard of all Hazards.

47.7. Monitor the progress of the fire, wind direction, the fire environment and location of fire crews to ensure that any changes do not result in personnel being trapped by the fire.

47.8. Ensure that commands are given calmly, simply and clearly, and are understood by all.

47.9. Maintain contact up and down the fire command chain at all times.

#### 47.10. Demobilisation

- Ensure successor is briefed
- Sign out of fire ground at either Assembly Area or the ICP
- Ensure the accompanying personnel and/or equipment is accounted for and Signed out of the fire ground
- Ensure that inputs to the fire are recorded

### **48. Communications**

#### 48.1. Initial Turnout: -

- FireCom will turnout the nearest NZFS assets, and notify the RFA Duty Officer / PRFO by pager.

#### 48.2. Fire line and Fire-ground communications: -

- The NZFS will use their standard communications systems.
- The Manawatu District Council Rural Fire Authority will utilize Land Mobile Radio (LMR), and where necessary NZFS fire ground communications.
- The fire fighting teams will use handheld radios supplied by the Manawatu District Council Rural Fire Authority.

#### 48.3. Ground to air communications

- DoC ground to air system utilised if available otherwise use NZFS Comms.

#### 48.4. Command and control communications

##### 48.4.1. Fire ground to Incident Control Point (ICP): -

- Hand held radios will be supplied by the Manawatu District Council Rural Fire Authority.

##### 48.4.2. ICP to Manawatu District Council offices: -

- Cell phone, number to be advised.

##### 48.4.3. ICP/EOC to other agencies: -

- Cell Phone and/or Telephone, number to be advised.

##### 48.4.4. Each member of the incident management team should record as much information on individual logs as appropriate.

A comprehensive array of communications equipment are fitted to Council Response vehicles which are available at short notice to assist with fire suppression

#### 48.5. Available Within 30 minuets

2x Cellular telephones

2x Pagers

4x handheld radios with 4 separate channels

3x Mobile radio compatible with handheld radios fitted in the P/DRFO's duty vehicle and the rural fire appliance

#### 48.6. Available within 60 minutes in addition to above

8 x handhelds

Alternative VHF communications using Civil Defence Emergency Management frequencies are available if required.

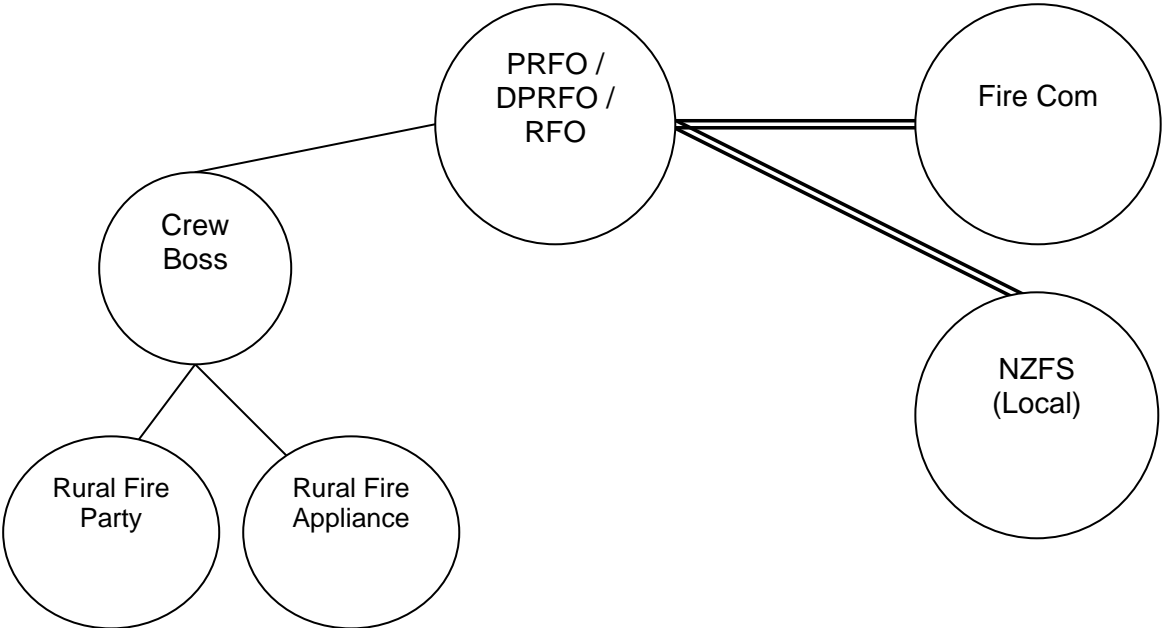
Correct RTP will used at all times

Only authorised users will join the NZFS net. (i.e. council appointed RFO's)

**49. Emergency Radio Communications Net Diagram**

The following links are available via radiotelephone.

	LMR	Fire Ground 1-4	ES Band	PRS
PRFO	Yes		Yes	
DPRFO			Yes	Yes
RFO	Yes			
Smoke Chaser		Yes	Yes	
Crew Boss		Yes	Yes	Yes
Rural Fire Party		Yes	Yes	Yes
Neighbouring RFA			Yes	



## **50. Fire Register**

50.1. The Manawatu District Council in its capacity as Rural Fire Authority, will, maintain a register in which the details of each rural fire call that a RFO attends is recorded. The information noted must include the following: - (Form 2)

- Report method (method by which the call was received i.e. via FireCom, or direct call).
- Date and Time the report was received.
- Location of the fire (Property name, road address).
- ICAD Number
- Date and Time on which the fire occurred.
- Property Owners name
- Property Occupiers name
- Type of Fuel involved in the fire and the Area Burnt.
- Fire Cause
- Initial response turnout.
- Details of the resources employed in fighting the fire.
- Date on which and time at which the fire was declared to be out.

50.2. The Manawatu District Council Rural Fire Authority is to maintain a register in which the details of every rural fire call notification is recorded

- Report method (method by which the call was received i.e. via FireCom, or direct call).
- Date and Time the report was received.
- Location of the fire (Property name, road address).
- ICAD Number
- Date and Time on which the fire occurred.
- Type of Fire

## **51. Fire log**

51.1. A fire log is to be maintained at all times during a fire (Form2a). The time of all entries will be included along side each entry.

51.2. Information in the log and Incident Action Plan will record:

- Confirmed location of the fire
- Observed fire behaviour
- Incident Control Point (ICP) location and other facilities
- Command Structure and names of the incident management team
- Developments of a communication plan
- Notification of other parties
- Logistics and other resource status
- All Other relevant information

## 52. Notification of other interested parties in the vicinity of a fire

Personality/organisation	Contact Method
PRFO (if not already notified)	Phone/Pager
Neighbouring Rural Fire Authorities if significant or close to a boundary	Phone/Pager
NZFS (if not already advised)	Phone/Radio
Ambulance service if fire is significant	Phone/Radio
Police (if close to a major road, houses)	Phone
Local Community	Phone/Physical
DOC (if fire on/within 1km of DOC lands.	Phone/Pager
Landowner/ Forest Owner if required	Phone/Pager/Physical
NRFA within 24 hours if, death or injury occurs, Media involvement, significant fire damage or a claim from the Rural fire fighting fund is involved	Phone/Pager
Electricity authority (if pylon lines, high voltage lines, buildings threatened)	Phone
TranzRail (if adjacent to rail lines)	Phone
Gas distribution authorities if needed	Phone

## 53. Records incoming and outgoing personnel and equipment

All incoming and outgoing personnel and equipment will be recorded on form 5 See Annex A

## 54. Record all evidence and witnesses.

A record of all evidence pertaining to the fire incident is to be recorded. This will include the precise location of the origin and if known the cause of fire. All Witnesses statements are to be recorded

## 55. Monitors fire behaviour;

Fire behaviour will be monitored using RAWS, and any other available information.

## 56. Advise the Rural Fire Authority

The Duty Rural Fire Officer will, advise the Principal Rural Fire Officer of any response or action undertaken and provide details relating to the origin, circumstances, suppression activity and culpability. For fires that involve media interest, serious injury or loss of life and request the attendance of the Principal Fire Officer or delegated Rural Fire Officer, if necessary.

## 57. Logistical support.

Logistic support will be provided by the Manawatu District Council logistics officer.

## 58. Forms

See Annex A for Forms to be used in the event of fire incident.

## 59. Map

See Annex B for Maps

## **RECOVERY**

### **60. Health and safety of personnel**

All personnel are to comply with the Manawatu District Council Health and Safety Policies

The Manawatu District Council shall, ensure that every person on entering a fire ground shall receive a briefing which includes the safety and operational aspects appropriate to their role at fires and other emergency incidents and specified personnel who provide fire control measures under this agreement are:

- Medically and physically fit for fire control and Emergency response activities
- Appropriately skilled, competent, experienced and NZQA qualified
- Equipped to be able to carry out assigned tasks and associated activities

### **61. Fire operational reviews**

An Operational debrief will be conducted where the PRFO sees fit.

See Annex D

### **62. Operational Fire Debriefs**

The Manawatu District Council Rural Fire Authority, will, conduct debriefs on all major fire events and after any fire when operational aspects can be improved upon the findings will be used to or enhance the operational procedures.

### **63. Fire Investigations**

Fire Investigations may be instigated by the PRFO. Investigation levels shall be determined by actual or potential loss or damage.

Investigations can vary from RFO discussions; site visits or a full investigation by experts.

All levels of investigation will include the following elements.

- Measures to protect point of origin.
- Gathering, recording relevant facts.
- Advising NRFA if a specialist fire investigation is needed.
- Arrange site guards or patrols if warranted.
- Determine origin, path and cause of fire.

See Annex E

### **64. Charging For Services**

64.1. Council has a policy to charge fair and responsible costs for any service it provides.

64.2. In accordance with this policy the Manawatu District Council in its capacity as Rural Fire Authority will pursue full cost recovery for fire suppression activities pursuant to Sections 43 and 46 of the Forest and Rural Fires Act 1977.

64.3. Charges for Equipment shall be set at the current National Rural Fire Authority (NRFA) schedule for fair and reasonable hire of equipment.

64.4. Charges for volunteer Personnel shall be set at current NZFS equivalent rates.

64.5. When it is likely that a rural fire will require aerial fire suppression support, the Duty Rural Fire Officer shall immediately advise and seek approval from the PRFO of the district in which the fire is located, for further fire expenditure.

## **65. Enforcement**

- 65.1. Restricted or prohibited fire seasons may be declared by the PRFO, or any other authorised person, such as the DPRFO as weather and fuel conditions determine. The decision to change fire season status will be made in consultation with adjacent rural fire authorities
- 65.2. A warranted RFO of the Manawatu District Council Fire Authority may issue permits during periods of an open and restriction fire season, and
- 65.3. Special permits will only be issued after consultation with the PRFO during periods of prohibition.
- 65.4. Inspections will be undertaken by the issuing RFO to determine safety aspects and to identify additional conditions if required, to be entered on any permit issued.
- 65.5. To varying degrees all fires will be investigated by a RFO appointed by the, PRFO to determine cause, liability and the need if practical for cost recovery.
- 65.6. The Manawatu District Council Rural Fire Authority will recover all fire suppression costs for fires where liability has been determined.

## **66. Prosecution**

A decision to proceed with prosecution actions is weighed against the severity of damage, costs involved, magnitude of the breach against the Act and the likely costs of prosecution. The PRFO shall have the responsibility for decisions to proceed or otherwise with prosecutions.

**67. Certification**

This Fire Plan has been prepared, to meet the requirements of the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005 for the Manawatu District Council Rural Fire Authority.

Principal Rural Fire Officer: \_\_\_\_\_  
Manawatu District Council Rural Fire Authority

Date: \_\_\_\_\_

Chief Executive: \_\_\_\_\_  
Manawatu District Council

Date: \_\_\_\_\_

## 68. Distribution

### 68.1. Internal staff and the Rural Fire Authority's Voluntary Rural Fire Force.

- Manawatu District Council, 135 Manchester Street, Feilding
- PRFO
- DPRFO
- RFO

### 68.2. Adjoining Rural Fire Authorities and other organisations as deemed appropriate to be given a copy of the Fire Plan.

- Horowhenua District Council Private Bag, Levin
- Defence Department: Ohakea Air Force Brigade, Ohakea
- Department of Conservation Private Bag 11349, Palmerston North
- Horizons.mw Private Bag 11025, Palmerston North
- National Rural Fire Authority PO Box 148, Palmerston North
- Palmerston North City Council, The Square, Palmerston North
- Rangitikei District Council Private Bag 1102, Marton
- Tararua District Council P O Box 115, Dannevirke
- Western Fire Region PO Box 148, Palmerston North
- Fire & Rescue New Zealand P.O. Box 141, Waipukurau

### 68.3. New Zealand Fire Service Urban Fire Stations recipients of the Fire Plan

- Apiti
- Ashhurst
- Bunnythorpe
- Bulls
- Cheltenham
- Feilding
- Halcombe
- Himatangi
- Hunterville
- Kimbolton
- Mangaweka
- Marton
- Milson
- Palmerston North
- Rangiwahia
- Rongotea
- Tangimoana

**Annex A. Forms**

FORM 1

<h1>Fire Call Questionnaire</h1>
----------------------------------

	Date	Time
1.	Name of Caller:-	
2.	Contact Phone Number:-	
3.	Location of Fire:-	
4.	Nearest X street/road or Landmark:-	
5.	Type of fire and what is on fire:-	
6.	Area that is on fire:-	
7.	Wind Strength:-	
8.	Wind Direction:-	
9.	Time Fires Noticed:-	
10	Any other information:-	

**Now tell the caller to hang-up and ring 111 and ask for fire service.**

**Your next action is to: -**

- 1. Ring 111 and pass on the information to the Fire Service**
- 2. Inform the RFA Duty Officer or PRFO**

This form is to be used by council staff and the duty Officers

Manawatu District Council Rural Fire Authority – Rural Fire Plan 2005 - 2007

FORM 2

# Fire Register

Fire call received from: FireCom  or Direct call

Fire Number. **W**  Date:

Time of call or page	Responded to call <b>K1</b>	Arrived at fire <b>K2</b>	Mileage start	Mileage finish

Location of Fire

Rapid Rural No.: \_\_\_\_\_ Road: \_\_\_\_\_

Property Address: \_\_\_\_\_

Farm ID No.: \_\_\_\_\_ Map\_Sheet No & Grid Ref.: \_\_\_\_\_

Access to Fire: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's address: \_\_\_\_\_

Property Occupiers name: \_\_\_\_\_

Values @ Risk: Life  Property  Forests  Vegetation  Vehicle  Other

Material Burning: \_\_\_\_\_

Area Burnt: \_\_\_\_\_ Fire Cause: \_\_\_\_\_

Fire Intensity: \_\_\_\_\_ Flame Length: \_\_\_\_\_ Colour of smoke: \_\_\_\_\_

Fire brigades attending: \_\_\_\_\_

What steps have already been taken to suppress fire? How Extinguished?

\_\_\_\_\_

\_\_\_\_\_

Injuries?  Yes / No  Other property involved?  Yes / No  Section 43 Charge  Yes / No

Wind Direction:	<input type="text"/>	Wind Strength	<input type="text"/>	Weather Conditions:	<input type="text"/>
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Hazards	<input type="text"/>
---------	----------------------

	Time	Date	<b>K6</b> Back on pager	
Incident Contained @ <b>K47or8</b>	<input type="text"/>	<input type="text"/>	Hours to Contain Fire	<input type="text"/>
Incident Declared Safe @ <b>K47or8</b>	<input type="text"/>	<input type="text"/>	Hours @ Fire Scene	<input type="text"/>
Fire Declared Out @ <b>K47or8</b>	<input type="text"/>	<input type="text"/>	PRFO Signature	<input type="text"/>

Date, time and place of any debrief held: \_\_\_\_\_

The outcome of any debrief held \_\_\_\_\_

Prepared by (Duty RFO)	Position within RFA	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>



FORM 3

<b>Checklist</b>	<b>Done</b>
<b>Location of fire and Ownership</b>	
<b>Set up an (ICP)</b>	
○ All incoming and outgoing personnel and equipment must report to the ICP	
○ Persons stood down must report their departure from fire ground to the (ICP)	
<b>Set up and implement CIMS</b>	
○ Assess Fire behaviour. (Weather, Topography, Fuels & the Fire)	
○ Assess the fire fighting needs.	
○ Review resource requirements	
○ Brief and dispatch staff and equipment	
<b>Developing a communications plan, Uplift appropriate Radio equipment</b>	
<b>Start Fire Log:</b>	
○ Log, Cmd. Communications,	
○ Details on the Fire Call Questionnaire if first to scene	
○ Details on Fire Incident Report forms after fire	
○ The precise location and cause of fire	
○ All evidence and witnesses	
○ Declaration of the fire is out	
<b>Warnings</b> any persons likely to be affected by the fire, evacuation requirements etc.	
<b>Assumption of control</b> when taking over from the New Zealand Fire Service or other organisation	
<b>Use if necessary</b>	
○ Helicopters: buckets, filling equipment, crew, fuel, helipads	
○ Fire retardant/suppressants	
<b>Notify or Advising other</b>	
○ Responsible Rural Fire Authority if applicable	
○ Neighbouring Rural Fire Authorities if significant or close to a boundary	
○ DOC (if fire on or within 1km of DOC lands.	
○ PRFO (if not already notified)	
○ Landowner/ Forest Owner if required	
○ Police (if close to a major road, houses)	
○ Ambulance service if fire is significant	
○ NZFS (if not already advised)	
○ Electricity authority (if pylon lines, high voltage lines, buildings threatened)	
○ TranzRail (if adjacent to rail lines)	
○ Gas distribution authorities if needed	
○ Regional council if using foam near water catchments	

<b>Notify</b> NRFA if the fire is likely to become a regional emergency, or likely to attract public and media attention, or if a claim is likely to be made on the rural fire fund. Contact needs to be made within 24 hours of the fire starting	
<b>Fire behaviour Documentation</b>	
<b>Logistical support.</b>	
o Back-up crews if fire is longer than four hours	
o Fire stores, pumps, Fuel, Suppressant / Retardant	
o Portable water, Catering	
o Radio batteries, Torch batteries, lights, etc.	
o Medical support	
o Phone book	
<b>Patrol, mop-up, and fire out declaration</b>	
o Patrol hazardous areas	
o Mop up - Hot spots are to be manually located and thoroughly suppressed. When there are high drought codes and deep-seated fires, further checking with Thermal Imaging or Infrared cameras is required	
o Ensure fire is out	
o Public statement is to be issued that the "fire is out" when it is certain that the fire is completely extinguished	
<b>Details for fire statistics</b>	
o Check all records/forms are completed and a copy retained	
o Incident report and fire logs to be supplied to RFA PRED	
<b>Ensure Protection of fire origin</b> , other fire investigation aspects and arrange fire investigation.	
<b>Notifying</b> the National Rural Fire Authority within 24 hours in the event of a likely claim on the Rural Fire Fighting Fund; injury or death of a fire fighter or a member of the public; or significant fire damage.	
<b>Procedure for managing a rapidly escalating fire incident</b> , including National Rural Fire Authority notification and regional/national support.	
<b>Where large or multiple fires occur</b> consider using of RIMT from the Regional Rural Fire Committee When established the Team will support the current Incident Management Team/s	
o Track the status of fires and resources	
o Develop strategies	
o Obtain resources	
o Prioritise the use of scarce resources	
o Co-ordinate public information	
o Make recommendations to the National Rural Fire Officer to declare a Regional Rural Fire Emergency should the situation escalate.	

## Burning Plan

**APPLICANTS DETAILS**

(Name to whom burn plan is issued)

FULL NAME \_\_\_\_\_  
 Physical \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 ☎ Phone \_\_\_\_\_ ☎ Fax \_\_\_\_\_  
 Email ✉ \_\_\_\_\_

(It is generally useful to attach a property location map showing, Rapid No. Roads, grid references etc.)

Location of Fire \_\_\_\_\_  
 Property Name \_\_\_\_\_  
 Road Name \_\_\_\_\_  
 RAPID No: \_\_\_\_\_ Farm \_\_\_\_\_ Grid \_\_\_\_\_

**Material to be burned:**  Pine Slash  Cutover  Crop-Stubble  Rubbish  Land clearing

**Endangering:**  Grass  Crops  Trees  Rubbish  Buildings

**Topography:**  Flat  Undulating  Steep  Other

**Approximate Size of Burn:** - \_\_\_\_\_  Ha (or)  Acres  Burn Map enclosed

**Condition** - **Date** \_\_\_\_\_ Dated Prepared \_\_\_\_\_ Hour \_\_\_\_\_

**Proposed** \_\_\_\_\_ Fire may be ignited if conditions \_\_\_\_\_ Hour \_\_\_\_\_

Grid References of Fire Breaks:			
North		South	
East		West	

**Weather Conditions:**  Settled  Dry  Warm  Wet

**Wind Direction:**  Southerly  South/Westerly  Northerly  Easterly

**Water Points:**  Dam  Creek  River  Tanker

<b>Lighting Pattern</b> ①	
<b>Lighting Pattern</b> ②	
<b>Lighting Pattern</b> ③	

**Proposed** \_\_\_\_\_ Fire may be ignited if conditions are safe \_\_\_\_\_ Hour \_\_\_\_\_

**Method of Ignition:**  Hand  Vehicle  Helicopter  Other

<b>Personnel Involved:</b>	
<b>Resources Involved:</b>	

<p><b>Details of Equipment Present</b></p> <ul style="list-style-type: none"> <li>• Fire Suppression</li> <li>• Handtools</li> <li>• Burners</li> <li>• Portable Pumps</li> <li>• Helicopters &amp;</li> <li>• Helicopter Buckets</li> <li>• Bulldozers</li> <li>• Tankers</li> </ul>	
---	--

<p><b>Details of Fire Personnel Present</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteer Rural Fire</li> <li>• Volunteer Brigade</li> <li>• Helicopter Company</li> <li>• Contractors</li> </ul>	
---	--

<p><b>Special arrangements to cover areas of High Risk</b></p>	
--	--

<p><b>Weather Conditions that will preclude burning operations.</b></p>	
---	--

<b>BUI</b>		<b>DC</b>		<b>ISI</b>		<b>DMC</b>		<b>FFMC</b>		<b>FWI</b>	
------------	--	-----------	--	------------	--	------------	--	-------------	--	------------	--

Predicted Weather Conditions for the day Precluding Ignition - Wind Conditions in excess of 3 on the *Beaufort Scale* (12-19 kmph or 7-10 Knts) and Relative Humidity of less than 30%

**NO BURN WILL TAKE PLACE IF THE DAILY FIGURES ARE AT OR ABOVE THIS LEVEL**

**SPECIAL CONDITIONS:**

- The local fire authority **must** be notified before Lighting the Burn
- Neighbours and local Rural Fire Forces / NZFS Brigades and Fire Communications (Wellington) **must** be informed of the intent to burn.
- The burn site must have firebreaks on all sides prior to the burn proceeding.
- Wind conditions in excess of Beaufort Wind Scale 3 (12 – 19 km/h) regardless of direction will not allow the burn to proceed.
- The proposed Burn **must be patrolled at all times during** the process of the burn, and ensure that the fire is out, when the site is left by the person responsible for the control of the burn.
- The suppression resources must be onsite at all times when the burn is being undertaken.

**Description  
Burning Pattern**

of Use numbers to show

- light-up patterns
- Ignition points

**Burn Site Plan**

Must Show:

- The direction of North
- The ridge lines & valleys
- The Fire Breaks
- The ignition points
- Water Source

**SPECIAL PRECAUTIONS:** Fire Authority, Neighbours and local Fire Force/NZFS Brigades shall be informed of intent to burn. Fire(s) must be patrolled at all times, No Burning if Wind conditions in excess of *Beaufort Number 3* (12-19 kmph or 7-10 Knts) regardless of wind direction of the.

Burn Plan – Approved  Not Approved  by Principal Rural Fire Officer

Approved & Signed by Principal Rural Fire Officer

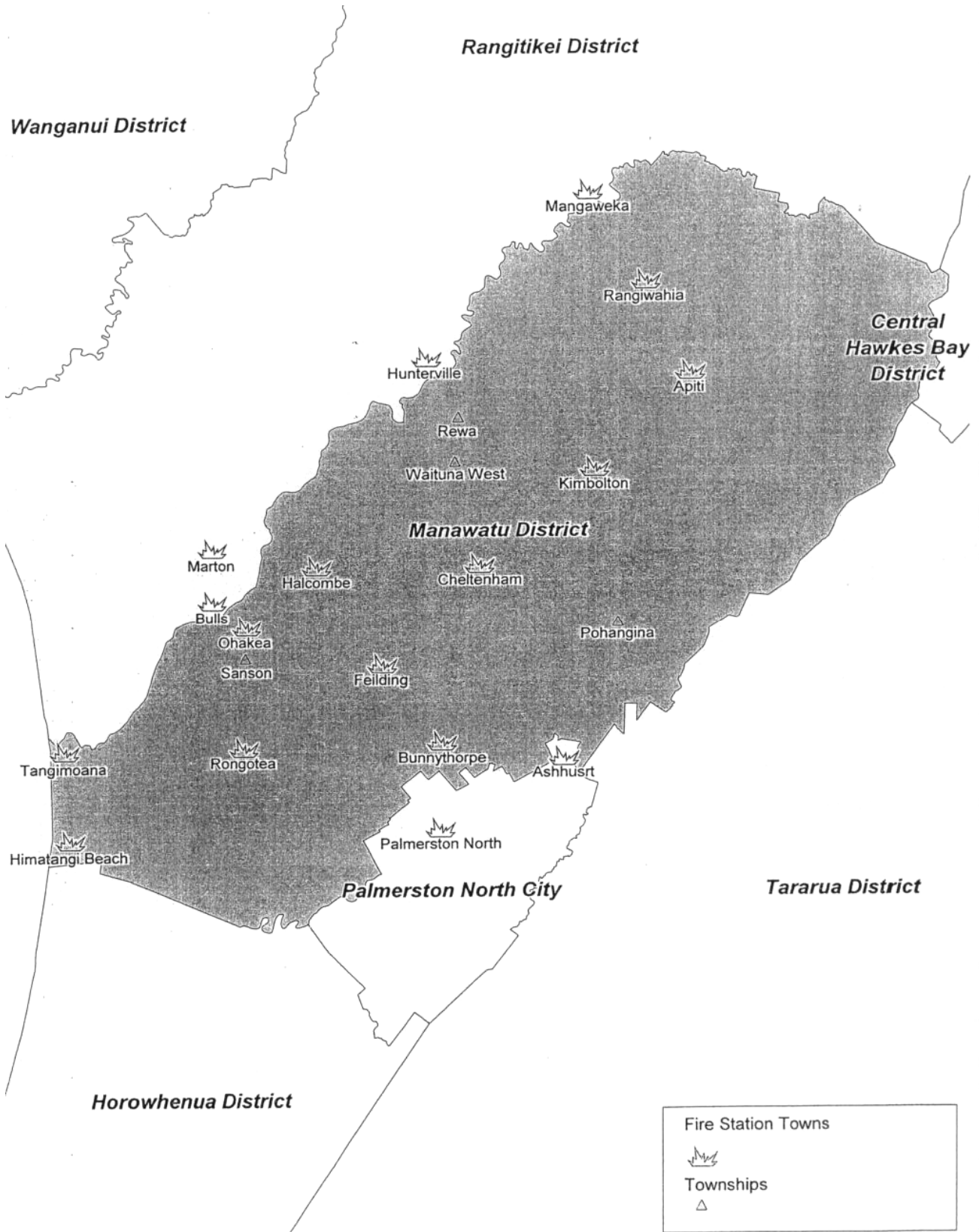
Date

Signed by Burn Plan Holder

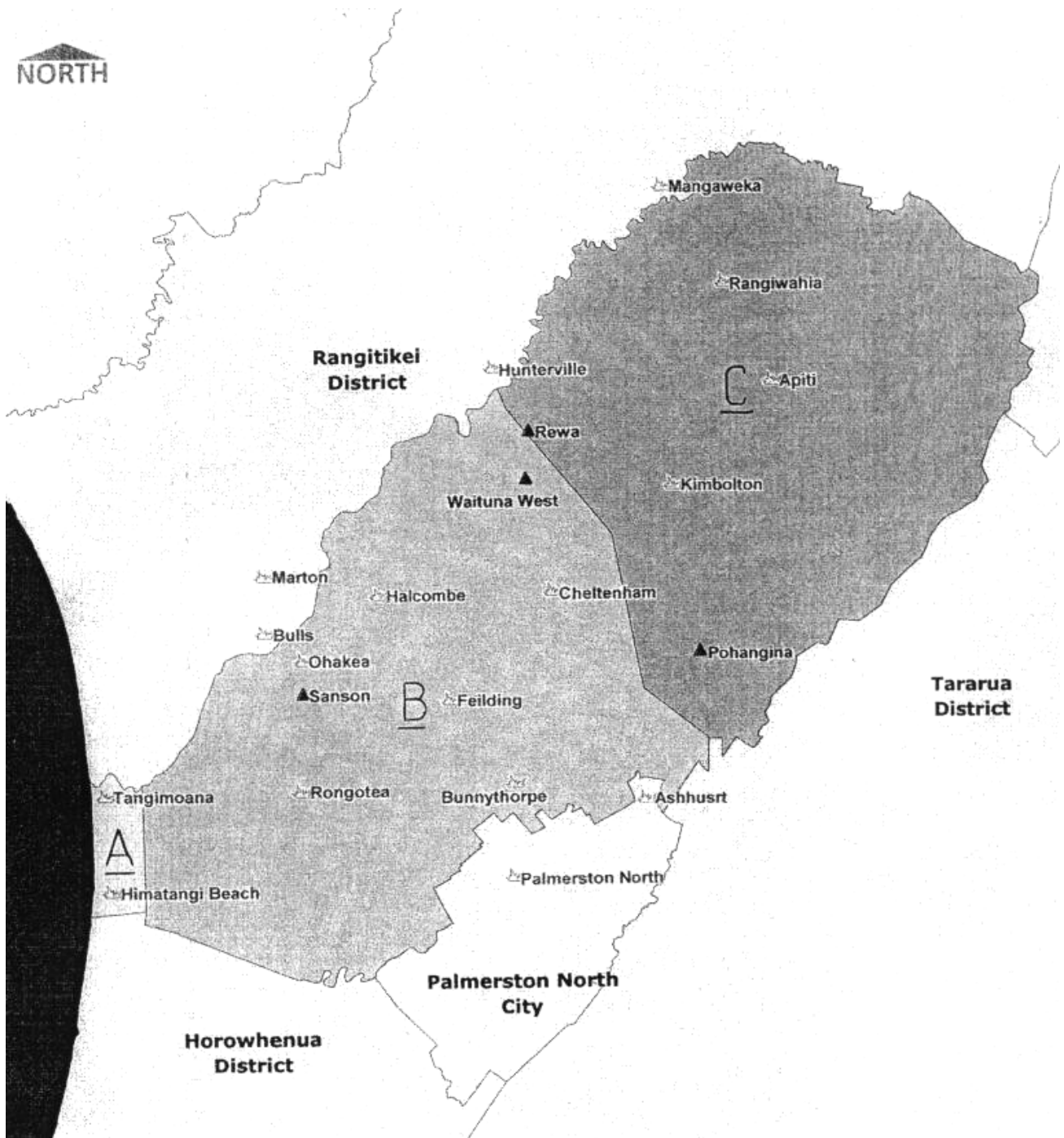


## Annex B. Maps

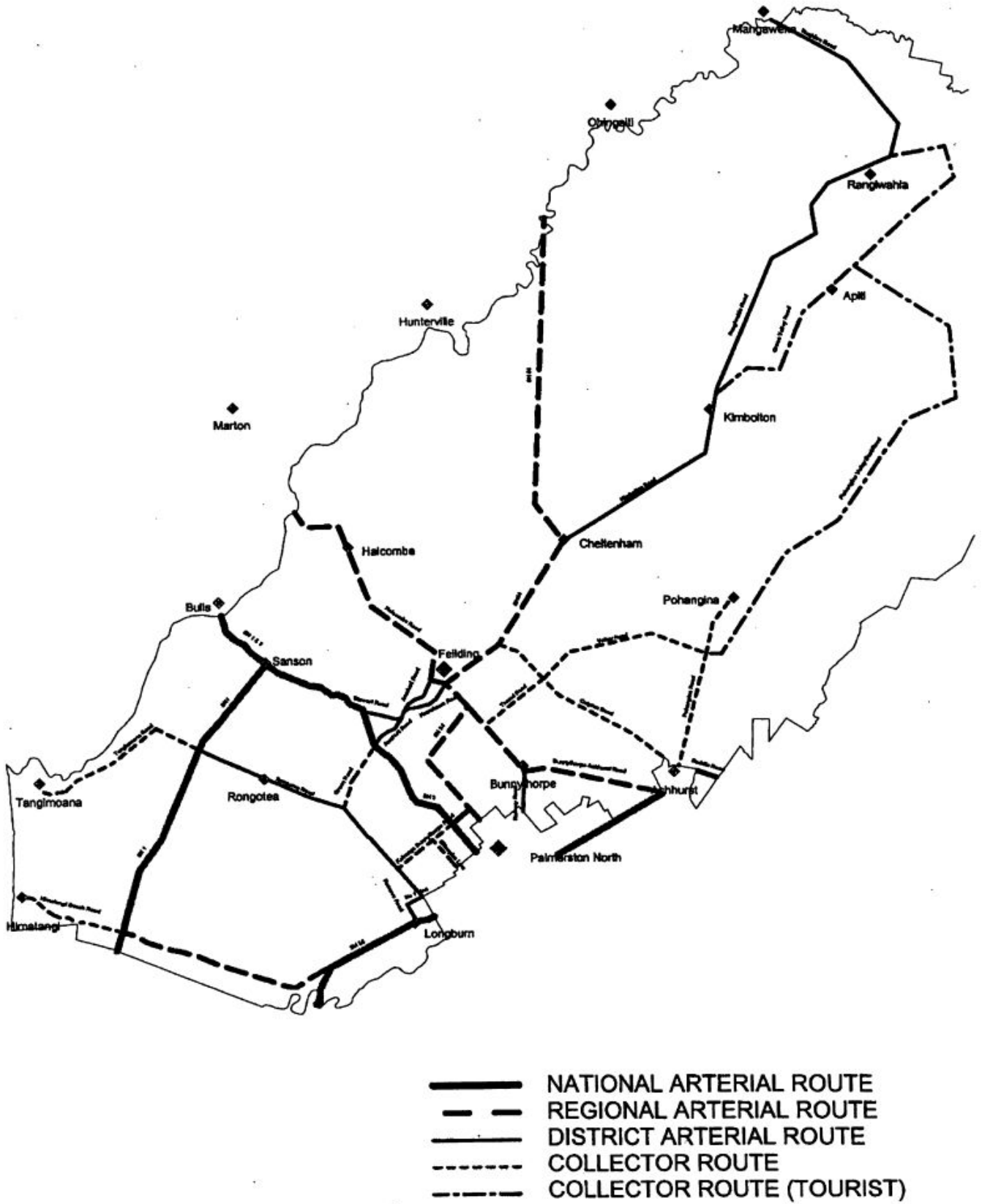
### Manawatu District Council Rural Fire Authority Area and Adjoining Authorities



**Manawatu District Council Rural Fire Authority Rural Fire Polygons**



**Manawatu District Council Roding Hierarchy**



**Annex C. Operational Review Procedure**

CS 407

**OPERATIONAL  
REVIEW  
PROCEDURE FOR  
VEGETATION FIRES  
IN  
NEW ZEALAND**

Version 7

1 September 2003

# **OPERATIONAL REVIEW PROCEDURE FOR VEGETATION FIRES**

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# Operational Review Methodology

## 1 Foreword

***‘Honest and open post-incident reviews are essential if we are going to improve our fire fighting skills. We need to commend superior performance and provide training suggestions for those who need improvement.’***

“NRFA Working Party responsible for developing the Operational Review”

Following a fire there are four ways to examine a fire incident:

- Ministerial Review section 59 of Forest and Rural Fires Act 1977
- Mediation Process section 64(a) of the Forest and Rural Fires Act 1977
- Operational Review
- Debrief Code of Practice section 3.14

In New Zealand the Operational Review Procedure is the only mechanism that is currently not available to examine rural vegetation fires. Internationally it is a popular tool for identifying opportunities to evaluate and learn from a fire incident. Operational Reviews will require the co-operation of all concerned, to achieve the primary goal of improved productivity and safety at fires. The National Rural Fire Authority (NRFA) is able to implement an Operational Review in relation to claims on the Rural Fire Fighting Fund under section 46 of the Fire Service Act 1975.

## 2 Introduction

An Operational Review is a more formal examination of an incident than a fire debrief. It consists of the appointment of a specialist person(s) to closely look into all aspects of a fire incident and report on their findings. The review is a confidential investigation of a fire incident as detailed in the Terms of Reference, section 5. This procedure provides a standardised approach to an Operational Review. Representatives of the rural fire stakeholders, with the support of the wider industry, have designed the Operational Review procedure.

This Operational Review procedure has been designed to promote a co-operative approach to responsible, efficient and integrated management of fire related activities at vegetation fires. It is a step up from a fire debrief and provides a more structured opportunity for an organisation to learn from high profile fire incidents. The Operational Review Documentation is in three parts:

- Operational Review Methodology
- Workbook
- Workbook Notes, Prompts and Guidelines

An Operational Review is an important part of the post incident management process. It allows a Rural Fire Authority to investigate its own fire control functions at vegetation fires and to encourage best practice. It also provides a procedure for others, to obtain an independent third party assessment of a significant fire incident.

An Operational Review provides impetus and ideas for continuous improvement. The information gained from a review is valuable for safety management and for developing training and preparedness programmes. It also allows for better decisions on both the

effective use of staff, volunteers, plant and equipment at fires and the acquisition of plant and equipment.

An Operational Review will ensure any improvement opportunity is identified. It will require a more independent, and inquisitorial approach than a debrief and will examine in some detail the actual management systems and operational activities at fires.

In summary an Operational Review can highlight:

- New and improved methods of rural fire management
- Agency and community preparedness
- Training opportunities
- Application of incident management
- Operational cost analysis
- Use of personnel and equipment
- Crew performance
- Safety and welfare arrangements

### **3 Operational Review Objectives**

For an Operational Review to be conducted, a clear understanding of the process and expected outcomes is needed. The objectives should be determined so that clear results can be achieved. An Operational Review will achieve maximum impact and success if the reported outcomes and recommendations are immediately distributed and acted upon.

The purposes of an Operational Review are much the same as a debrief but are more detailed. They are to determine;

- what happened
- what action was taken
- what results were achieved
- how the organisation performed
- the costs and benefits of the fire suppression activities
- what was confirmed and can be reinforced for future application
- what needs to be re-examined and improved

## **4 Selection of Incidents for Operational Review**

### **4.1 High Profile Incidents**

It is recommended that the National Rural Fire Authority will implement an Operational Review of an incident when there has been a high profile fire incident that involved one or more of the following criteria.

- loss of human life or serious injury was directly attributed to the incident; or
- a major incident i.e. greater than \$200,000 fire fighting costs; or
- a vegetation fire which causes property damage in excess of \$3 million; or
- when the area burnt is in excess of 1000 hectares

In these cases the Operational Review will be directed and paid for by the National Rural Fire Authority.

#### 4.2 Optional Reviews

An Operational Review of an incident is optional:

- when it is recommended by a debrief; or
- when there is known operational deficits; or
- for case studies of small fires where benefits can be gained, or good practice can be affirmed; or
- when there is significant environmental damage; or
- where the person paying the suppression costs requests it

In these cases the Operational Reviews will be organised, directed and paid for by the requesting agency(s) / individual(s). The Terms of Reference, provisions below, may limit the scope of a review.

#### 4.3 Relationship between Operational Review and other Investigations

The above selection criteria will not be impacted by other organisation's investigations.

### **5 Terms of Reference**

5.1 Before an Operational Review begins, the Terms of Reference needs to be decided and agreed between the sponsor and the operational reviewer. This is the obligation of the National Rural Fire Authority, Rural Fire Authority or other organisation that is implementing the Operational Review.

These will be clear on the extent and depth that the investigation is to proceed to, or shall encompass. It will be made clear who the Operational Reviewer(s) are working for, who they provide their report to, when the report is to be completed by, the approximate cost of the review and who pays this cost.

5.2 Careful thought needs to be given to the Operational Review if there are matters arising from the incident that are likely to be subsequently examined under specific legislation (such as a Ministerial Review a Occupational Safety & Health inquiry, a Police inquiry or a Resource Management enforcement). In such cases, it may be necessary to identify that the issue is subject to further investigation (for example, a fatality), and will not be incorporated into the review so as not to compromise official investigations.

5.3 The Operational Reviewer will follow the standard Operational Review process.

5.4 Where a crucial area is identified that is outside the scope of the review, the reviewer shall consult with the sponsor in regard to what extensions or alterations can be made to the Terms of Reference.

5.5 If the organisation or person who is requesting the Operational Review sets boundaries and limits including costs and tasks to be considered the reasons for doing so need to be stated. Notwithstanding these limiting constraints, it is important that the 'bigger picture' is understood.

5.6 The sponsoring organisation will as a matter of courtesy determine within the Terms of Reference the authority for the reviewer to access people, plant, buildings and environment.

5.7 The Operational Reviewer shall follow the requirements of the Privacy Act.

## **6 Public Release of the Operational Review Report**

- 6.1 The Operational review is a confidential report that is not to be disclosed by the Operational Reviewer. Circulation of the Report in whole or in part is to be at the discretion of the sponsor after consultations with the Fire Authority being reviewed.
- 6.2 The Operational Review Sponsor will provide the Rural Fire Authority being reviewed a copy of the final report. Notwithstanding, this statutory obligation, must be adhered to, including requests under the Privacy Act and the Official Information Act.
- 6.3 Notable techniques identified in an Operational Review that would be of benefit to rural fire stakeholders generally, should be disseminated through the National Rural Fire Authority after consultation with the Fire Authority being reviewed.

## **7 Selection of Operational Reviewer**

- 7.1 The careful appointment of a Reviewer to prepare for, and lead, the Operational Review ensures that it is conducted without bias. The Reviewer must not have been directly involved in the incident, or any other subsequent actions (i.e. cost recovery, investigation, mediation or ministerial enquiry). The Reviewer should have detailed knowledge and experience of rural vegetation fire. The Reviewer should have the confidence of all participants.
- 7.2 The Sponsor initiating the Review should make the selection of the Operational Reviewer from a register in co-operation with the relevant Rural Fire Authority whose incident is being reviewed. For a major incident a review team may be appointed.
- 7.3 The Reviewer and their team should be drawn from a 'Reviewer's Register' that will be compiled by the National Rural Fire Authority in co-operation with the Fire Authority stakeholders. The compilation of the register will be convened by the National Rural Fire Authority and updated annually or sooner if required, in consultation with Regional Rural Fire Committees.
- 7.4 A team approach to conducting an Operational Review is preferred. In this case the Team Leader is to be selected from the Operational Reviewers Register.
- 7.5 The Team Leader may select persons with suitable skills from outside the National Rural Fire Authority register.

People selected will meet the following:

- Recent senior experience in rural fire control operations and incident management
- Have demonstrated expertise in completing reviews and the compilation of related reports
- Hold other relevant competencies and preferably the following Unit Standards:
  - 3300 Command Class A and B fires
  - 3303 Principal Rural Fire Officer
  - 3285 Protect personal safety at vegetation fires
  - 17280 Apply the co-ordinated incident management system at incidents as a team member

## **8 Operational Review Procedure**

- 8.1 The Reviewer shall confirm the Terms of Reference and negotiate variations prior to commencing to ensure clear results can be achieved

- 8.2 The completion date and timeline to start the review needs to be decided. This should be soon as possible after the fire and preferably no more than 4 months after the fire was notified. Notwithstanding this, constraints of other legislation such as the Resource Management Act may result in the delaying of a Review up to 7 months after the fire. Long duration fires may need adjustments to these timelines.
- 8.3 The completion date to be included in the Terms of Reference.
- 8.4 Notify the key participants and organisations that an Operational Review is being undertaken.
- 8.5 Complete 'The Workbook', attached, following the guidelines and comment accordingly. Where an issue is identified the Reviewer is required to make a full comment in the report.
- 8.6 All information relating to the incident should be gathered, collated, and retained including interviews, records, maps and photographs. This also includes fire investigations and debrief notes. Collation into chronological order will help establish a sequence in which events occurred.
- 8.7 When issues are identified by the Operational Reviewer that impact negatively then these are to be checked with the agency being reviewed prior to the completion of the report.
- 8.8 Complete the report and present to sponsor.
- 8.9 It is up to the sponsor to circulate the report at their discretion, refer to the section titled Public Release of the Operational Review.

## **9 Format of Operational Reviewers Report**

The completed report that is to be presented to the sponsor of the Operational Review will include the following:

- 9.1 An outline of the incident being reviewed including a commentary on the fire environment and some notes on why the Operational Review has been done and the requesting organisation.
- 9.2 Comments (and reference to the Workbook where lengthy or detailed comments are attached as appendices) on specific points that have been well done and are a positive feature.
- 9.3 Comments (and reference to the Workbook) on specific points that have not met appropriate practice or differed from requirements. Fireground positions are to be referred to. Names of persons in fireground positions are not to be included in the Operational Review Report.
- 9.4 Summary of above.
- 9.5 Conclusions and implications.
- 9.6 Recommendations and acknowledgements.
- 9.7 Summary of attachments.
- 9.8 Operational reviewer's comments on the usefulness or otherwise of the Operational Review Procedures.

## **10 Review of Operational Review Procedures**

- 10.1 Within 12 months of the Operational Review being operative a formal review of the Procedures will be undertaken by the NRFA. This will ensure that any shortcomings or inconsistencies in the procedures are resolved.

- 10.2 Minor adjustments to be implemented by the NRFA in consultation with the Operational Reviewers and stakeholders at the time anomalies arise.

## **11 Appeal of Operational Review Report**

- 11.1 Where the RFA or others who have had their performance reviewed as part of an Operational Review consider that the Report has deficiencies, or contains inaccurate, unfair or unreasonable observations and recommendations an opportunity should be provided for their comments to be attached as an appendix to the Report.
- 11.2 Normal common law provisions are available to any organisation or person(s) who consider they have been unreasonably or erroneously reported in an Operational Review Report.

## **12 Implementation of Operational Review Findings**

While it is envisaged that an Operational Review Report will contain recommendations, It will not be part of the Terms of Reference that the Reviewer ensures that any recommendations are implemented.

CS 407

**OPERATIONAL  
REVIEW  
WORKBOOK**

Version 7

1 September 2003

## **The Work Book**

The Work Book is to be filled out in conjunction with the guidelines. The guidelines are to be used to assist the Reviewer to complete the workbook and to provide additional comments in a final report.

### **1 Fire Environment**

It is important for the Operational Reviewer to Document the fire environment and the changes throughout the incident. This is because all the decisions made at an incident should be based on current and expected fire behaviour conditions.

#### 1.1 Weather

#### 1.2 Topography

#### 1.3 Fuel

#### 1.4 Fire Behaviour

#### 1.5 Values Threatened

## 2 Readiness

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Current approved initial response fire plan					
2. Current approved fire management plan					
3. Fire weather monitoring up-to-date					
4. Fire plan preparedness requirements met					
(1) Standby/duty					
(2) Fire season status					
(3) Permit issue					
(4) Media/signage					
(5) Agreements					
(6) Other fire management arrangements					
5. Relevant mapping					
6. Personnel competencies met					
7. Equipment requirements met					

- **Existing Efforts of Special Note:**

- **Suggestions for Continued Improvement:**

### 3 Initial Response

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Fire notified to RFA					
(1) Comcen					
(2) Other organisation					
2. Response meets fire plan requirements					
(1) RFA Acknowledges Comcen Notification					
(2) Initial turnout					
(3) Follow up turnout					
(4) Advice to NRFA					
(5) Advice to neighbouring RFAs					
(6) Origin of fire protected					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

**4 Extended Response**

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Prt</i>	<i>No</i>	<i>N/A</i>	
1. Response meets fire plan requirements					
2. Shift change requirements					

\* “**Extended Response**” is when the fire control operations extend beyond one shift.

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

## 5 Incident Management and Control

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Was the fire plan management structure implemented?					
2. Relevant to the incident					
(1) Was an IMT established					
(2) Was an IC appointed					
(3) Was an ICP established					
(4) Other facilities					
3. Were the Incident Strategies set					
4. Were the tasks of the Incident Controller performed satisfactorily?					
5. Were appropriate briefings held					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

### 5 (a) Incident Controller’s Support Team

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
Relevant to the Incident were:					
1. Appointments made					
(1) Information / media					
(2) Safety					
(3) Liaison <ul style="list-style-type: none"> <li>• Support Agencies</li> <li>• Neighbouring RFAs</li> <li>• Landowners</li> <li>• General Public</li> </ul>					
(4) Deputy IC					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

## 5 (b) Planning Team

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. What Positions in the Planning / Intelligence Section were filled?					
(1) Situation (inc. Fire Behaviour)					
(2) Resources					
(3) Management Support					
(4) Information / Intelligence					
(5) Other					
2. Were the Planning / Intelligence tasks performed satisfactorily					
3. Were Incident Action Plans formulated, updated and approved?					
4. Were Shift Changeovers managed adequately					
5. Was a Demobilisation Plan implemented					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

### 5 (c) Operations Team

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. What positions in the Operations Section were performed					
(1) Ground Command					
(2) Sectors/Divisions					
(3) Crew Leader					
(4) Aerial Command					
(5) Air Attack Supervisor					
(6) Air Support Supervisor					
(7) Other					
2. Were the Operational tasks performed satisfactorily					
3. Was Span of Control adhered to					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

### 5 (d) Logistics Team

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. What positions in the Logistics section were filled					
(1) Supply Unit					
(2) Facilities Unit					
(3) Communications Unit					
(4) Catering Unit					
(5) Other e.g. Medical, Finance					
2. Were the Logistics tasks performed satisfactorily					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

## 6 Safety

Performance Indicator	Compliance				Comment
	Yes	Part	No	N/A	
1. Entry onto the Fireground					
(1) Safety competencies Unit Standard 3285					
(2) Safety Training					
(3) Attendance Register					
(4) Safety Officer					
(5) First Aid matters					
2. Firefighting Personnel					
(1) Clothing					
(2) Competencies					
(3) Function/Tactics/Task & Safety briefing					
(4) Food / Water					
(5) Communication Systems					
3. Aerial Operations					
(1) Function / Tactics / Task & Safety briefing					
(2) Communications					
(3) Control of Operations					
4. External					
(1) Evacuation					
(2) Crowd control					
(3) Traffic control					
(4) Utilities					
(5) Other hazards					

Continued over page

**Safety continued...**

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

## 7 Communications

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Was a communication plan developed?					
2. Did it function					
(1) Incident management					
(2) Ground operations					
(3) Air operations					
(4) External					

- **Existing Efforts of Special Note:**

- **Suggestions for Continued Improvement:**

## 8 Records

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Fire Log(s)					
2. Time and date of notification					
3. Details of ignition					
4. Size of fire					
5. Personnel accidents					
6. Equipment damage					
7. Resources deployed					
8. Mapping					
9. Incident Action Plans					

### - Existing Efforts of Special Note:

### - Suggestions for Continued Improvement:

## 9 Costs and Damage

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Incident Management Costs					
• Personnel					
• Equipment					
• Catering					
• Consumables including retardants & suppressants					
• Travel					
• Accommodation					
• Cost records					
2. Fire Damage Incurred					
3. Rehabilitation costs					
• Environmental					
• Equipment					
• Donations					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

## 10 Post Fire Action

<i>Performance Indicator</i>	<i>Compliance</i>				<i>Comment</i>
	<i>Yes</i>	<i>Part</i>	<i>No</i>	<i>N/A</i>	
1. Rehabilitation requirements followed					
2. Fire Investigation completed					
3. Cost recovery action					
4. Prosecution action					
5. Debrief					
6. SMS completed					
7. Research opportunities					
8. Fire Behaviour DoCumentation					
9. Estimated damage					
10. Fire Permits / Consents					

**- Existing Efforts of Special Note:**

**- Suggestions for Continued Improvement:**

# **Operational Review Workbook Notes, Prompts & Guidelines**

**Version 7**

**1 September 2003**

## **Operational Review – Workbook Notes, Prompts and Guidelines**

This manual provides practical assistance to an Operational Reviewer for the systematic and thorough completion of the Operational Review Workbook and report process.

Each item in the workbook is provided with a set of prompts to ensure all relevant aspects of the incident are considered.

It is a requirement of the Operational Reviewer to comment where there is only partial or non-compliance on any particular item. Where best practice was not able to be implemented, the reasons for this should be detailed within the Review. It is important that the comments made by the Operational Reviewer are complete and thorough. It might be necessary in the case of a lengthy or detailed comment for it to be attached as an appendix to the workbook. The Operational Reviewer may also offer suggestions for improvement by making appropriate recommendations.

The opportunity is also available for the Operational Reviewer to comment on efforts of special note.

## 1 Readiness

Workbook Ref	Performance Indicator	Operational Reviewer Prompts
1.1	Current approved fire plan	Approved by RFA Approved by NRFA
2.3	FWI monitoring	Nearest RAWs monitored Are RAWs records kept
2.4	Fire Plan Readiness requirements met	
2.4.1	Standby/duty	Is there a standby/duty system? Check rosters & interview officers Was it in place at the time of the incident
2.4.2	Fire season status	What fire season was in place What is the basis of the status Was the season appropriate
2.4.3	Permit Issue	Is there a policy on fire permit issue Was the policy complied with Is the policy appropriate
2.4.4	Media/Signage	Is there a policy Was it complied with Was it appropriate /
2.4.5	Agreements	Are there any DoCumented agreements relevant to the incident Were they operative during the incident
2.4.6	Other fire management arrangements	Are there any mutual arrangements relevant to the incident Were they operative during the incident
2.5	Relevant mapping	Do mapping requirements meet the Requirements
2.6	Personnel competencies met	Do competencies meet the requirements
2.7	Equipment requirements	Do requirements meet requirements

## 2 Initial Response

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
3.1	Fire notified to RFA	
3.1.1	ComCen	Check ICAD report Check RFA fire log
3.1.2	Other Organisation	Notification to RFA by other agency
3.2	Initial Response meets fire plan requirements	
3.2.1	Initial turnout	Check for fire plan requirements Were these requirements met Were there any special arrangements, i.e pre suppression plans What resources were despatched Was the initial turnout timely
3.2.2	Follow up turnout	Check fire plan requirements Did it occur Was the follow up timely
3.2.3	Advice to NRFA	Was it in the fire plan Was it Actioned?
3.2.4	Advice to neighbouring RFA's	Was it in the fire plan Did it occur
3.2.5	Origin of fire protected	Check fire plan requirements.

## 3 Extended Response

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
4.1	Extended Response meets fire plan requirements	Check fire plan requirements. Were those requirements met? Were there any special arrangements for ongoing resourcing?
4.2	Shift change requirements	Examine and comment on phasing in and phasing out of personnel and equipment.

#### 4 Incident Management and Control

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
5.1	Was the fire plan management structure implemented	Check fire plan requirements Did it meet CIMS requirements
5.2.1	Was an IMT established	Check records and interview key personnel.
5.2.2	Was an IC appointed	Check records and interview.
5.2.3	Was ICP established	Check maps, records and interview.
5.2.4	Other facilities	Check for suitability of ICP. <ul style="list-style-type: none"> <li>- Assembly area</li> <li>- Staging area</li> <li>- Safe forward points</li> </ul> Comment on whether these were ok.
5.3	Was the incident objective(s) appropriate and achievable	<ul style="list-style-type: none"> <li>• Interview and check records to determine.</li> <li>• Was an objective set?</li> <li>• Check IAPs.</li> </ul>
5.4	Were the tasks of the ICP controller(s) performed satisfactory?	Interview and physically check to determine the following processes: <ul style="list-style-type: none"> <li>• Did IC establish ICP</li> <li>• Protection of life and property</li> <li>• Establish a CIMS structure</li> <li>• Appoint, brief and task staff</li> <li>• Initiate the IAP planning cycle</li> <li>• Liaise with outside organisations</li> <li>• Other duties.</li> </ul>
5.5	Were appropriate briefings held (checklist)	Interview and check records to determine: <ul style="list-style-type: none"> <li>• Management Team briefings</li> <li>• Fire fighters</li> <li>• Communities/landowners under threat of fire</li> <li>• Media</li> </ul> <b>Check for timelines of briefings</b>

#### 5 Incident Controllers Support Team

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
5(a)1	Appointment made <ul style="list-style-type: none"> <li>- Info/media</li> <li>- Safety</li> <li>- Liaison</li> <li>- Deputy IC</li> </ul>	Check records and interviews to verify for all functions: Check to what extent these functions were actually done. Use of CIMS Positions Checklist cards for specific positions. Check for IMT tabard use.

## 6 Planning Team

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
5(b)1	What functions in the planning section were filled <ul style="list-style-type: none"> <li>- Situation</li> <li>- Resources</li> <li>- Fire behaviour</li> <li>- Other</li> </ul>	Physically check records and interview to determine.  Use the CIMS checklist cards as a guide.  List appointed functions.
5(b)2	Were the various tasks performed satisfactorily	Physically check records and interview Use CIMS position checklist.
5(b)3	Were IAPs formulated, updated and approved	Check records for approved IAPs.
5(b)4	Were shift changeovers managed adequately	Check for Planning Managers organisation of crew changeovers
5(b)5	Was a demobilisation plan implemented	Check records and interview

## 7 Operations Team

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
5(c)1	What functions in the Operation Section were performed. <ul style="list-style-type: none"> <li>- Ground</li> <li>- Aerial</li> <li>- Sectors</li> <li>- Crew bosses</li> <li>- Other</li> </ul>	<ul style="list-style-type: none"> <li>- Physically check records and interview to determine.</li> <li>- Check if the Incident was sectorised on “geographic” or “functional” basis</li> </ul>
5(c)2	Were the operational tasks performed satisfactorily	<ul style="list-style-type: none"> <li>- Physically check records and interview.</li> <li>- Use CIMS Position Checklist for Operations Manager</li> </ul>

## 8 Logistics Team

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
5(d)1	What functions in the Logistics Section were filled? <ol style="list-style-type: none"> <li>1. Supply</li> <li>2. Communication</li> <li>3. Facilities</li> <li>4. Catering</li> <li>5. Finance</li> <li>6. Other</li> </ol>	Physically check records and interview.
5(d)2	Were the logistics tasks performed satisfactorily	Physically check records and interviews Use CIMS Position Checklist for Logistics Manager

## 9 Safety

Workbook Ref	Performance Criteria	Operational Reviewers Prompts
6.1	Entry on to the fire ground requirements.	Check for appointment of a Safety Officer. Check on basic safety at fires knowledge of personnel used on the fire ground. Check for attendance register. Check for ambulance arrangements and existence of 1 <sup>st</sup> Aid kits.
6.2	Firefighting Personnel	<ul style="list-style-type: none"> <li>- Check an adequacy of clothing used. (physical evidence and interviews)</li> <li>- Check on Unit Std competencies and or other qualifications of personnel.</li> <li>- Check records and interview personnel on whether task and safety briefings were done adequately.</li> <li>- Check using records and interview evidence on adequacy of food and water.</li> <li>- Check records and interview evidence on adequacy of communications.</li> </ul>
6.3	Aerial Operations	<ul style="list-style-type: none"> <li>- Check on whether functions task and safety briefings were held with pilots and their personnel.</li> <li>- Was an Aircraft Communications plan developed and implemented.</li> <li>- Was there a separate Air Ops channel provided.</li> <li>- Was there a separate Air Ops plan developed?</li> </ul> <p><b>If no then why?</b> If yes then check detail and interview.</p>
6.4	External	<ul style="list-style-type: none"> <li>- Check and interview for evacuation plans and how evacuation was actually effected.</li> <li>- Check and interview on crowd control and how it was affected.</li> <li>- Check and interview on traffic control and how it was affected.</li> <li>- Check on presence of utilities (power, gas, water, roads, mail and the safety related management of them.</li> <li>- Check on other hazards such as weather factors or media interference.</li> </ul>

## 10 Communications

Workbook Ref	Performance Indicator	Operational Reviewers Notes
7.1	Was a communications plan developed	Check IAPs
7.2	Did it function?	Check with Communications Officer and interview comment from users on <ul style="list-style-type: none"> <li>- Incident Management</li> <li>- Ground Ops</li> <li>- Air Ops</li> <li>- External</li> </ul>

## 11 Records

Workbook Ref	Performance Indicator	Operational Reviewers Notes
8.1	Fire Log	<ul style="list-style-type: none"> <li>- Check for existence</li> <li>- Comment on adequacy of entries.</li> </ul>
8.2	Time and date of notification	<ul style="list-style-type: none"> <li>- Check ICAD report</li> <li>- Check fire log of Fire Authority</li> </ul>
8.3	Details of Ignition	<ul style="list-style-type: none"> <li>- Check details in fire reports and fire investigation reports</li> <li>- Validate with anecdotal evidence</li> </ul>
8.4	Size of Fire	<ul style="list-style-type: none"> <li>- Check details in fire reports and maps.</li> </ul>
8.5	Personnel accidents	<ul style="list-style-type: none"> <li>- Check for accident reports and validate by interviews. Check accident register.</li> </ul>
8.6	Equipment accidents	Check for accident reports and validate by interviews.
8.7	Resources Deployed	Check for time sheets Check for running sheets Check accounts with machinery running sheets Check for records of consumables used. Check for records on incidentals such as, Class A foam, retardant, fuel, and other miscellaneous stores items.
8.8	Mapping	Check for existence and suitability of maps in IAPs. Check for use of briefing diagrams. Check for issue and suitability of sector / crew operational maps.
8.9	Incident Action Plans	Check for actual existence.

## 12 Costs and Damage

Workbook Ref	Performance Indicator	Operational Reviewers Notes
9.1	Incident Management Costs	<ul style="list-style-type: none"> <li>- On all the cost factors associated with the incident there has to be supporting Documentation for all costs incurred, tax invoices and miscellaneous accounts.</li> <li>- On the cost of fire suppression in relation to values threatened (refer to Workbook Part 1.5).</li> </ul> <p>This can include:</p> <ul style="list-style-type: none"> <li>- purchase Dockets</li> <li>- timesheets</li> <li>- summary sheets</li> <li>- tax invoices</li> <li>- field notes.</li> <li>- Where there is a claim on the RFFF then costs incurred are to be checked with claim details.</li> </ul>
9.2	Damage Incurred	<p>Detail and extent \$ value of property and structural loss.</p> <p>Detail and quantify any environmental losses including:</p> <ul style="list-style-type: none"> <li>- habitat</li> <li>- ecological</li> <li>- soil and water</li> <li>- smoke effects</li> <li>- tourism</li> <li>- etc.</li> </ul>
9.3	Rehabilitation Costs	<p>Detail the actual and/or estimated costs relating to rehabilitating the fire ground.</p> <p>This will include costs on the Fire Authority itself and can also include costs on other organisations and individuals e.g.</p> <ul style="list-style-type: none"> <li>- Insurance</li> <li>- Farmers and landowners</li> <li>- Forestry Companies</li> <li>- House and Property Owners</li> <li>- etc.</li> </ul>

### 13 Post Fire Action

Workbook Ref	Performance Criteria	Operational Reviewers Notes
10.1	Rehabilitation requirements followed	- Check for requirements set out in Fire Management plan - Check for compliance by presence of Documents and inspection and interview.
10.2	Fire Investigation	- Check for requirements set out in the Fire Management plan - Check for completion and Documentation.
10.3/4	Cost recovery and prosecution action	- Check for requirements set out in the Fire management plan
10.5	Debrief	- Check for use on national debrief template - Comment on debrief adequacy.
10.6	SMS	- Check for completion.
10.7	Research Opportunities	- Check for Rural Fire Researcher involvement - Case study - Any other research opportunity e.g. equipment, clothing, materials, procedures etc.
10.8	Estimated Damage	- The aspects to be considered can include buildings, infrastructure, environmental. - Can be expressed in either/or \$ or explanatory terms.
10.9	Fire Permits/Consents	- Check for changes to Fire Season status - Check for review of fire permit issue arrangements. - Check for cancellation of currently issued fire permits.

## Annex D. Debrief Template

### Debrief Template

Fire Name .....

Rural Fire Authority .....

Debrief Date ..... Reference .....

Venue .....

Facilitator/Chairperson .....

*Note: Complete sections relevant to this fire only.*

1. Overview: Incident management personnel to provide comment and prepare reports

1.1 Summary Details Name .....	Designated person to comment on the following points in this section.
1.1.1 Location	
1.1.2. Date and Duration	
1.1.3. Incident background	
1.1.4. Impact and Area Burnt	
1.1.5 Cause	
1.1.7 Fire Environment:  Weather Topography Fuel(s)	Nearest RAWs ..... Temp ..... FFMC ..... ISI ..... Wind Speed ..... Dir ..... DMC ..... BUI ..... RH ..... DC ..... FWI ..... Fireground Weather:
1.1.7 Threats	

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<p>1.1.9 Fire Resources Deployed (Equipment/personnel)</p>	
<p>1.1.10 Incident Management and Officer(s) in charge</p>	<p>CIMS Used? Yes / No Other comments:</p>
<p>1.1.11 Supporting agencies and organisations</p>	
<p>2 Planning and Intelligence Name: .....</p>	
<p>3 Operations:</p> <p>3.1 Ground  Name: .....</p> <p>3.2 Aerial  Name: .....</p>	
<p>4 Logistics  Name: .....</p>	
<p>5 Safety  Name: .....</p>	
<p>6 Liaison and co-operation with agencies, landowners and others. Name: .....</p>	

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7. Event Details: The key personnel of the incident management are to provide comment and/or prepare reports

<b>7.1 Notifications</b>	
7.2 Turnout	
7.3 Incident Management (Incident Controller)  Name: .....	
7.4 CIMS organisation (Incident Controller)  Name: .....	
7.5 Media Liaison  Name: .....	
7.6 Comment on preparedness for initial response  Name: .....	
7.7 Comment on competencies and skills of personnel  Name: .....	
7.8 Other Briefs:	
7.8.1 Communications  Name: .....	
7.8.2 Performance of Fire Equipment  Name: .....	
7.8.3 Facilities  Name: .....	
7.8.4 Food & Water  Name: .....	
7.8.5 Fire ground rehabilitation  Name: .....	
7.8.6 Others  Name: .....	



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11. Facilitator Summary (Points to cover)

11.1	Identify the good things that happened	Notes:
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11.2	Pre planning	Notes:
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11.3	Co-operation between Fire Authorities	Notes:
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11.4	Fire fighting strategies	Notes:
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11.5	Notifications & turnout	Notes:
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11.6	Recommendations	Notes:
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11.7	Others	Notes:
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11.8	Conclusions	Notes:
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Signature ..... (Facilitator/Chairperson)

Signature ..... (PRFO)

- 12. Summary of attached Documents (e.g. maps, debrief presentations, communication diagrams, accident reports, media comments, photos).



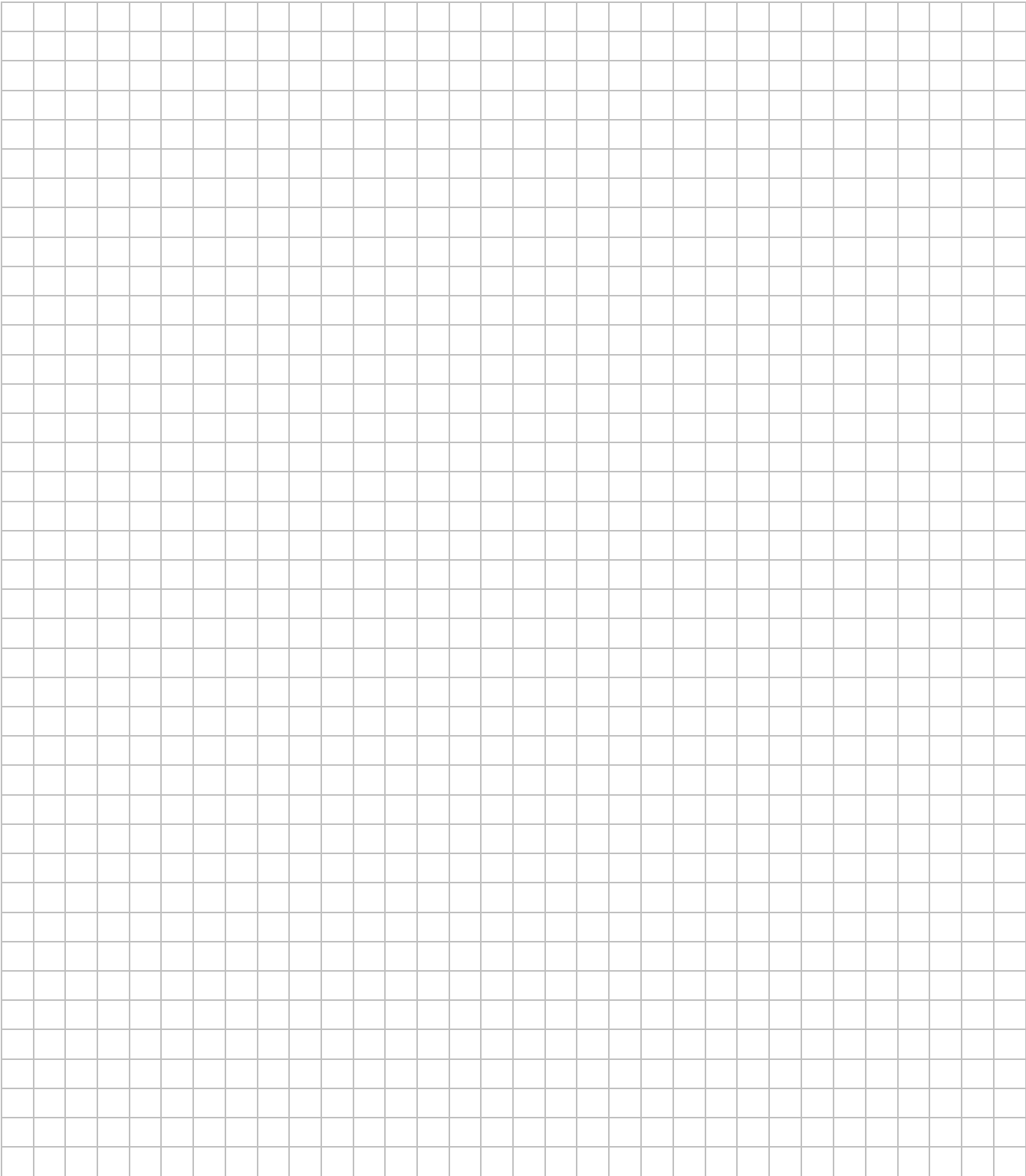
**Annex E. Fire Investigation**

**Wildfire Investigation – Initial Report**

Fire Authority		ICAD Number		Date of Fire	
Fire Location					
Grid Ref					
Fire Origin	Suspected <input type="checkbox"/> Known <input type="checkbox"/>				
Number of ignition sites					
Location Description					
Date & Time of Ignition					
Date reported		Address			
First reported by:					
First reported to:					
Fire Season Status	Open <input type="checkbox"/>	Restricted <input type="checkbox"/>	Prohibited <input type="checkbox"/>		
Description of circumstances <i>(include information provided by other witnesses about their first sighting of the fire)</i>					
General Area of Origin				Suspected <input type="checkbox"/>	Known <input type="checkbox"/>
Adjacent to road/track	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name of Road/track		
Access by Name			Distance from road/track		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Road / Track	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Track 4x4 <input type="checkbox"/>	Motorbike <input type="checkbox"/>	Walking <input type="checkbox"/>
Weather Data From					
Temp		RH		Rain in last 24Hrs	
Wind Speed		Wind Direction			
FFMC		DMC		DC	
ISI		BUI		FWI	
Fire Danger Rating					



**Sketch Plan**



Form completed by:

Signature

Date

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