

# Clutha District Council

## RURAL FIRE PLAN 2010/11

*Operative from  
1 September 2010 to  
31 August 2011*



Clutha District Council  
[www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)

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# CLUTHA DISTRICT COUNCIL RURAL FIRE PLAN

## 2010/11

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# CLUTHA DISTRICT COUNCIL RURAL FIRE PLAN

## POLICY

### INTRODUCTION

The Clutha District Council is delegated the responsibility of the District Rural Fire Authority in terms of the Forest & Rural Fires Act 1977 and the Forest & Rural Fires Regulations 2005 and subsequent amendments.

The Clutha District Rural Fire Authority comprises the area contained within the Clutha District Council boundary and excludes the areas delegated to other fire authorities.

It is the duty of the Clutha District Rural Fire Authority to promote and carry out measures to reduce the likelihood and consequences rural fire. This shall be achieved through the following strategies:

*Fire Reduction* - To meet the minimum provisions for fire preparedness in accordance with accepted Rural Fire Management Practices, monitor fire danger and provide firefighting resources at key locations throughout the district.

*Fire Prevention* - To prevent wildfire outbreak through the use of fire seasons, fire permits, and advertisement of fire danger.

*Fire Response* – To respond to all notifications of wildfire outbreaks within time frames as agreed and implement appropriate suppression.

*Fire Recovery* - Any damage caused by fire suppression activities will be repaired, rehabilitated or replaced as appropriate and to a standard consistent with the requirements of the Clutha District Plan and Otago Regional Council Plan : Water.

This Plan covers the procedures and actions for the **Reduction, Readiness, Response and Recovery** from fire within its district.

## **SECTION 1. REDUCTION**

*Policy* - The Fire Authority shall include in its fire plan under the heading of “Reduction” the procedures that the fire authority has to reduce the likelihood and consequences of fire within its district under Regulation 41 of the Forest and Rural Fire Regulations 2005.

### **1.1 Hazard Management**

In this context, hazards are primarily defined as the fuels and the topography of an area (‘the potential to burn’). The examination and evaluation of hazards enables the potential for a large fire to develop to be assessed, and the degree of difficulty in suppressing a fire once it has started, to be determined.

In support of hazard management the rural fire authority will implement the following initiatives if and when required:

- Site inspections to monitor areas of vegetation that are or have the potential to become, a fire hazard.
- Fire breaking, fuel modification or fuel reduction burning on land adjacent to high risk hazard areas.
- Identify buildings in the rural area that conform to the NRFA criteria for risk Planning and document them in the District Risk Register.

### **1.2 Risk Management**

Risks are defined as users activities or events with the potential to cause a fire ignition (‘the potential for ignition’). Identification and assessment of risks enables potential for ignition to be evaluated and the determination of measures that can be taken to minimise the chance of a fire starting.

In support of risk management the rural fire authority will implement the following initiatives if and when required:

- Monitoring of high-risk areas such as picnic spots, camping areas during elevated fire danger conditions.
- Posting of fire restriction signs at locations that will communicate the restriction to risk threats i.e. campers, visitors.
- Early declaration of Prohibited Fire Seasons.
- The imposition of a Restricted Fire Season.

It shall be the responsibility of the Principal Rural Fire Officer to annually review the hazards and risks.

### **1.3 Forest Areas**

The Clutha District RFA has Registered Forest Areas including their fire safety margins within its district. These Registered Forest Areas prescribed in accordance with Section 17(2) of the Forest & Rural Fires Act 1977 and Section 47 of the Forest & Rural Fires Regulations 2005 are certified as follows:

- Wenita Forest Products Registration Certificates No CDC/10 – expiry date January 2013 & CDC/08 – expiry date February 2011.
- City Forests Ltd Certificates CDC/11 - expiry date March 2013 & CDC/09 expiry date October 2011.
- Forest Area Certificates and documentation is held at the Clutha District Council Administration Office, Balclutha.

## **1.4 Fire Prevention (Vegetation) Bylaw 1999**

The Clutha District Council under Section 649 of the Local Government Act 1974 (the “1974 Act” ) and the Bylaws Act 1910, resolved by way of a Special Order pursuant to Section 716B of the 1974 Act, to impose a Fire Prevention (Vegetation) Bylaw 1999 for the purpose of preventing the spread of fires involving vegetation inside Urban Fire Districts within the Clutha District.

The Bylaw is subject to Section 20 of the Forest and Rural Fires Act 1977 and is in addition to existing fire control and prevention measures available under the Local Government Act 1974, the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005 and subsequent amendments.

## **1.5 Prescribed Fire**

Prescribed burning as approved by the Principal Rural Fire Officer will be encouraged to assist landowners with farm management practices and to reduce fuel loading risk.

Rural fire officers will assist property owners to formulate prescribed burning plans and where appropriate advise on best burning practices to standards consistent with the requirements of the Clutha District Plan and the Otago Regional Council Plan – Air 2009.

## **1.6 Public Education**

The Rural Fire Authority shall monitor hazards, risks and activities that pose the greatest potential to cause unacceptable damage or losses.

The focus shall be on preventing large and damaging fires and the associated reduction of fire suppression costs. To achieve this, a public education programme aimed at changing people’s behaviour through awareness and knowledge is ongoing. Support will be given to any regional rural fire committee initiatives. The use of radio and public notices are the main information dissemination systems.

The use of the 111 system for notification of fire detection will be encouraged. It will be included in public education initiatives and the public notified that a 111 call is the quickest response method available.

## **1.7 Fire Signage**

The Fire Authority must erect sufficient signs in the district or part of the district advising the public that during the restricted season a permit is required to light a fire in the open air or in the case of a prohibited fire season signage to advise that no open air fire may be lit in the district or part of the district during the prohibited fire season.

All fire signage within the rural fire district shall be in accordance with National Rural Fire Authority approval. Fire signs shall be maintained to the highest standard.

## **SECTION 2.            READINESS**

*Policy* - The Clutha District Rural Fire Authority shall record in its Fire Plan under the heading of "Readiness" the procedures that the fire authority has in relation to readiness for a firefighting event within its district under Regulations 42 and 43 of the Forest and Rural Fires Regulations 2005.

### **2.1 Duties of Fire Authorities**

Section 12 of the Forest and Rural Fire Act 1977 states that:

- i. Every Fire Authority must promote and carry out fire control measures in its district.
- i(a) Every Fire Authority must comply with the standards set by the National Rural Fire Authority under section 14A(2)(k) of the Fire Service Act 1975.
- ii. Any Fire Authority may, in its discretion, promote and carry out such fire control measures as it thinks fit in any area or place adjoining its district in which there is no Fire Authority, and for that purpose it may do anything which it could do if it were the Fire Authority for that area or place.
- iii. Subject to the prior approval of the National Rural Fire Authority and publication in the Gazette, any Fire Authority may make, amend, or revoke by-laws for the purposes of Subsection i of this Section, and, subject to the like approval, may enforce the same as if breaches thereof were offences under the Forest and Rural Fires Act 1977, and such by-laws may include provisions for costs, expenses, and charges, and for salaries and administration.
- iv. A Fire Authority must keep and maintain a current fire plan for its district.
- iv(a) A fire plan must contain the prescribed information.
- iv(b) A fire plan must be available for public inspection, free of charge, at the office of the Fire Authority during ordinary office hours.
- iv (c) Failure to comply with sub-section (iv) does not invalidate any fire control measures promoted or carried out by the Fire Authority.
- v. Notwithstanding any provision or rule of law to the contrary, the carrying out by any Fire Authority of any fire control measure shall not in any proceedings be called into question by reason only that it has not been exercised, approved, or authorised in writing or under seal.

## 2.2 Responsibility and Management

The Clutha District Council is delegated the responsibility of the District Rural Fire Authority in terms of the Forest & Rural Fires Act 1977 and the Forest & Rural Fires Regulations 2005 and subsequent amendments.

The Principal Rural Fire Officer (PRFO) shall be appointed to carry out all the responsibilities and duties contained within the Forest & Rural Fires Act 1977 and Forest & Rural Fires Regulations 2005 :-

- Monitoring of fire danger
- Determination of fire restrictions
- Implementation of fire restrictions
- Control of suppression
- Investigation of fire outbreak
- Provision of fire reports
- Determination of fire recovery measures and responsibility

The Deputy Principal Rural Fire Officer will assume the above responsibilities during any absence of the PRFO.

## 2.3 Appointment of Rural Fire Officers

The Principal Rural Fire Officer (PRFO) and Deputy PRFO hold Warrants of Appointment issued under Section 13 (l) of the F&RF Act and Section 38 (2) of the F&RF Regulations. The Fire Authority shall appoint other Rural Fire Officers as and when necessary.

The PRFO is appointed to represent the Council as fire authority on the Otago/Southland Regional Rural Fire Committee. The DPRFO may deputise for the PRFO on the Otago/Southland Regional Rural Fire Committee if required.

### Clutha District Rural Fire Authority Rural Fire Officers

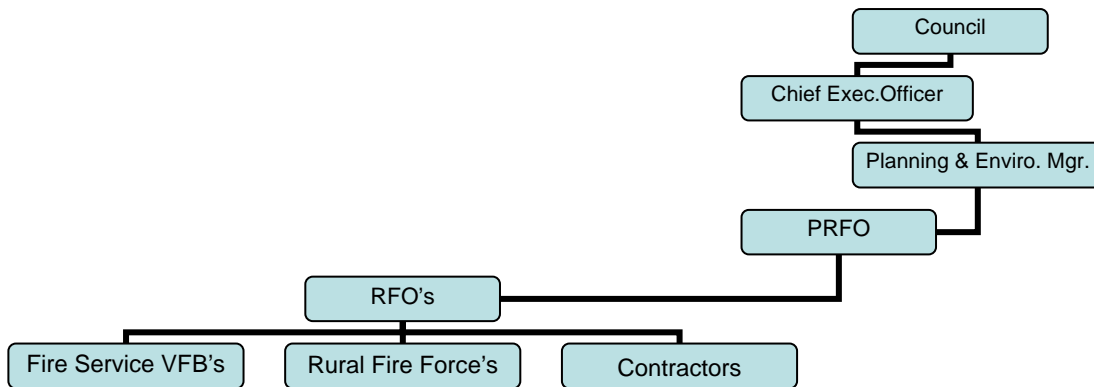
- Principal Rural Fire Officer (PRFO) - SB Vigers
- Deputy PRFO – K Walker
- Rural Fire Officers (CDC) – A Phillip, D Roxburgh, M Harris, P Ward
- Rural Fire Officers (VRFF) – R Ross, A Jenks, L Nicholas, G Keene
- Rural Fire Officers (Forestry) J Kerr, P Greaves, K Chalmers, R Edgar, K Marsh

## 2.4 Fire Authority Management Area

The Clutha District Rural Fire Authority comprises the area contained within the Clutha District Council boundary (blue) and excludes the areas delegated to other fire authorities.



## 2.5 Rural Fire Authority Structure



## 2.6 Training

Rural fire personnel will be trained and competent to enter a fire ground in accordance with the industry standards as specified by the Fire and Rescue Services Industry Training Organisation (FRSITO) and linked to the national Qualifications Framework.

All rural fire personnel will be required to undertake appropriate training for the position held. "Every person entering the fire ground shall have FRSITO Unit Standard 3285" Note: Persons other than those holding FRSITO accreditation for firefighting operations must be briefed and supervised once on the fire ground.

Some fire operational aspects will require a number of other Unit Standard qualifications to be obtained. The purpose of these qualifications is to ensure that all persons who are on the "fire ground" are safe to themselves and others.

The "Fire ground" is defined as any area of land, vegetation or property where the fire is burning, has burnt, or is threatening in the opinion of the Fire Officer.

Fire & Rescue Services Industry Training Organisation (FRSITO) rural fire unit standards may be obtained "in house" e.g. on job training, at formal training courses (Telford) for lower level units, National Rural Fire Authority (NRFA) Courses, or by block training courses run by approved training providers. Following training, candidates have to be assessed as competent in the unit standard applied for before the unit standard is awarded.

## 2.7 Rural Fire Officers Training Priorities

Rural fire training for Council staff is as per the council staff training policy.

The following are the recommended FRSITO Unit Standards that each Rural Fire Officer is encouraged to obtain.

Essential	<u>Unit Standard</u>	<u>Description</u>
	• 3285	Protect Personal safety
	• 3286	Dry firefighting
	• 3287	Water & water additives
	• 20398	Issue fire permits
	• 20399	Legislated responsibility of a RFO
	• 6400/01/02	1 <sup>st</sup> Aid
	• 21417	Operate light pumps
	• 17279	Describe CIMS
	• 4573	Communications in outdoors
Recommended		
	• 3288	Load water / additives for aerial ops
	• 3291	Lead veg. fire crew
	• 14564	Knowledge of fire environment on fire behaviour
	• 20386	Operate portable pumps
	• 20388	Work safely with aircraft
	• 497/17593	Protect health & safety / Apply health & safety

Council will maintain a register of all training completed by fire personnel to New Zealand Qualifications Authority unit standard.

## 2.8 Logistics - Personnel

**Clutha District Council**, District Office (03) 419 0200 (24 hours)  
 Fax (03) 418 3185  
**Fire Duty Officer Pager 026 251 0472 (pager)**

**NZ Fire Service - DIAL 111 – NZ Fire Service Clutha District Volunteer Brigades contracted as initial response on immediate callout.**

		<u>Home Phone Number</u>	<u>Responsibility</u>	<u>CDC R/T Callsign</u>
Selwyn Vigers	PRFO	(03) 418 1140	Operations	60
29 Harwich Street, Balclutha		0274 839 737		
Karenne Walker	DPRFO	(03) 418 3402	Operations	88
29 Christie Street, Balclutha		0274 337 764	Logistics	
Allan Phillip	RFO	(03) 4177199	Crew Leader	17
98 Johnson Street, Milton		0274 355 594	Planning	
David Roxburgh	RFO	(03) 418 3143	Crew Leader	40
17 Cossens Street, Balclutha		0274 381 214	Logistics	
Peter Ward	RFO	(03) 415 7975	Crew Leader	24
9 Clifford Street, Clinton		0274 374 861		
Mike Harris	RFO	(03) 418 1231	Crew Leader	-
7 Drumclog Street, Balclutha		0274 274 861		

### **South Roads** - 23 Crown Street, Balclutha

Grant Driver - (Clutha Regional Manager)	027 275 8056
Russell Den Dulk - (Contracts Manager)	027 248 5885
Rodney James (Clutha Ops Contracts Mgr)	027 294 8353

Emergencies	0800 822 833
Balclutha Depot	(03) 418 4510 Fax (03) 418 4062
Contact Invercargill (24 hrs)	(03) 211 1000 Fax (03) 215 6038

<b>Fulton Hogan</b>	Balclutha Office (03) 418 2330
Laurence Lindsay – (Balclutha Workshops Manager)	(03) 418 4791

**Waihola Volunteer Rural Fire Force -**  
(19 persons)RT Callsign Waihola Fire - Base set  
Waihola 6871 – International, 6811 – Hino  
tanker

Fire Station	(03) 417 8150	fax (03) 417 8019
Lance Nicholas	(03) 417 7494	RFO/CFO 027 290 6051
Gerard Keene	(03) 417 8433	RFO/ Dep. CFO 027 4524 268

**Papatowai Volunteer Rural Fire Force** RT Callsign Papatowai Fire - Base set  
(19 persons) Papatowai 9725 – Smokechaser, 9771 – Nissan tanker

Fire Station	(03) 415 8760	Fax (03) 415 8760
Rodney Ross	(03) 415 8046	RFO/Chief Fire Officer
Albert Jenks	(03) 4158055	RFO/Deputy Chief Fire Officer

**Wenita Forest Products Ltd****Duty Officer Contact pager 026 241 2495 (24hrs cell 021 222 3234)**

John Kerr	(03) 489 3234	(03) 489 4336	021 222 9311
Paul Greaves	(03) 489 3234	(03) 488 2502	021 222 9310

**City Forests Ltd – office (03) 467 7730****Fax (03) 477 6630****Duty Officer Pager 026 248 5083**

Grant Dodson (Manager)			027 654 6554
Kent Chalmers	(03) 455 9735	(03) 456 3545	027 4809 980
Kevin Marsh	(03) 467 7730		027 2256 373

**Southern Rural Fire District – Duty Officer (24hrs) 0800 732732**or leave a message for duty staff dial the message centre on **026 111-727** and place a message on duty pagers.

		Fax	(03) 218 9460
M Grant (PRFO)	(03) 214 9748		0274 716 095
Elton Smith (DPRFO)	(03) 214 9782		027 293 6034

**Ernslaw One Ltd**

Phil De La Mare (Manager)	(03) 204 8061	Fax	(03) 204 8067
Mark Dean	(03) 204 8061	(03) 2087563	027 493 1635

**Rayonier NZ Ltd – office (03) 211 1290****Fax (03) 211 1269**

Steve Chandler - Manager (03) 211 1272 0274 635 119

**PF Olsen & Co (03) 453 6819****Fax (03) 453 6832**

David Thode			021 401 077
George Platts	(03) 453 6819		021 921 424

**Fulton Hogan Ltd – office (03) 478 8200****Fax (03) 488 2411**

Eion Mills – Forestry Mgr (Milton) (03) 417 4269 027 445 7857

## **2.9 Logistics – Plant & Equipment**

### **Smokechaser (RFO's Response Vehicle)**

The CDC Duty Rural Fire Officer is authorized to use the CDC's Balclutha Smokechaser to respond to incidents of rural fire. This vehicle is housed in the CDC Balclutha Rural Fire Depot (Elizabeth Street, Balclutha) and generally contains -

#### **In cab**

Other organisations Rural Fire Plans  
 District Maps folder  
 RF Helmet / Hiviz jerkin  
 Torch / spotlight / boltcutters  
 Log books for vehicle & pump  
 FS & CDC FM Radios.  
 CIMS whiteboard

#### **Under rear canopy**

Hose / pumps / fuel / foam kit  
 Pump accessories / gooseneck filler  
 Handtools / chainsaw kit  
 Spare - coveralls / helmets / torches  
 Wet weather gear

### **Rural Fire Equipment Trailer (RFO's and Contractors use)**

This rural fire equipment trailer for use by Rural Fire Officer's and authorised personnel, is housed in the CDC Balclutha Rural Fire Depot (Elizabeth Street, Balclutha) and generally contains -

#### **Left side**

- Wajax Pump, fuel and accessory bag / pump log book
- Plastic bin with Coveralls / Helmets / wet weather gear / torches
- Foam kit and foam.

#### **Right side**

- Handtools / peat probe
- Wajax suction hose & foot valve
- Hose packs
- Contractors "muckup" couplings
- Bottled drinking water for fire crew

## Other Rural Fire Plant and Equipment

The Clutha District Council maintains plant & equipment at various strategic locations throughout the Clutha District. These plant items, located at NZ Fire Service and CDC Rural Fire Stations are managed by the volunteer brigade and used as per part of their normal Fire Service callout procedures and operations. Locations and plant as follows :-

### CDC Rural Fire Stations/Depot

- **Waiholā** – International Fire Appliance  
Hino 4x4 crewcab rural watertanker  
Equipment trailer  
Handheld radio sets  
Foam stocks  
Misc. equipment
- **Papatowai** – Nissan 4x4 rural watertanker  
Mitsubishi 4x4 Smokechaser  
Handheld radio sets  
Foam stocks  
Misc. equipment
- **Balclutha** - Mitsubishi D/cab Smokechaser (RFOs)  
Equipment trailer  
Miscellaneous equipment  
Civil Defence Caravan

### NZ Fire Service Fire Stations – CDC Plant / Equipment

<b>NZFS Station</b>	<b>Station Phone/ Fax</b>	<b>CDC Plant / Equipment.</b>
<b>Balclutha</b>	418 0132 418 1731	Isuzu watertanker 10,000 lts, Honda 3" & Rabbit pump. Jeep 4x4, Wajax set / handtools.
<b>Clutha Valley</b>	415 9021 415 9021	Nissan watertanker 6,500 lts, Honda 3" pump.
<b>Lawrence</b>	485 9341	Isuzu 4x4 watertanker 6500 lts, Honda 3" pump.
<b>Owaka</b>	415 8242 415 8242	Isuzu watertanker 6,500 lts, Honda 3" pump.
<b>Waiwera South</b>	415 7920 415 9020	Nissan Navara D/cab smokechaser, Wajax set etc.
<b>Tapuanui</b>	204 8018 204 8018	Isuzu watertanker 6,500 lts, Honda 3" pump.

Activation of these resources is through dialling 111, or communicating directly with the Southern Communication Centre on (03) 341 0266.

## 2.10 Agreements

Agreements for the provision of firefighting resources are held as follows:-

- Contractual agreement for resources – Section 15 agreement between NZ Fire Service and Clutha District Council. Contractual agreement for the supply of personnel and equipment between Council and roading/water services or reserves contractors as currently employed – ongoing duration.
- Agreement on rural fire liaison – members of the Otago Regional Rural Fire Committee – covers provision of resources, cost recovery, permitting – ongoing duration.
- Constitutional Agreements – Papatowai ( NRFA Reg. number 165) and Waiholo (NRFA Reg. number 166) Volunteer Rural Fire Forces – covers provision of resources, response area, training and administration – ongoing duration.

## 2.11 Specially Protected Areas

### a. Forest Areas

Registered Forest Areas in accordance with Section 17(2) of the Forest & Rural Fires Act 1977 and Section 42 2 (j) of the Forest & Rural Fires Regulations 2005 - Wenita Forest Products Registration Certificates No CDC/10 – expiry date January 2013 and CDC/08 expiry date February 2011. City Forests Ltd Registration Certificates CDC/11 & CDC/09 - expiry date March 2013 & October 2011 respectively.

These forestry companies have Standard Operating Procedures (in house Fire Plans) for rural fire readiness and response. Copies of these, which are reviewed and issued annually, are held by the Clutha RFA.

### b. Commercial and Industrial Buildings in Rural Areas

A number of sites have been identified as fitting the criteria for requiring a Risk Plan and have been included within the Clutha District Risk Register held by the Clutha District RFA. When completed, Risk Plans for these sites will be held by the Clutha District RFA and relevant NZ Fire Service brigades.

## 2.12 Preparedness Levels

### Fire Season

A Restricted Fire Season will be imposed generally between 1<sup>st</sup> October to 30 April or when conditions indicate restrictions should be in place outside these dates.

### Degree of Readiness

Rural fire plant and equipment will be maintained in a state of readiness at all times and the fire authority shall place on standby such persons/equipment/plant as is considered necessary according to the prevailing fire weather conditions as listed below. Observe conditions over a minimum 72 hours period to confirm that a change of status is required (2 out of 3 codes to be at status change criteria )

#### LOW-MODERATE HAZARD –

Build Up Index  
0 - 30

Duff Moisture Code  
0 - 20

Drought Code  
0 - 175

District Office – Monitor Daily FWI Readings  
Monitor Fire Duty Officer pager 24 hrs/day (CDC & Contract)

Fire equipment to be kept in a state of readiness  
Regular Training of personnel.

### **Degree of Readiness (cont.)**

#### HIGH – VERY HIGH HAZARD

Build Up Index  
31 – 60

Duff moisture Code  
21 - 40

Drought Code  
100 - 300

As above plus –

Fire permits cancelled at discretion of PRFO FWI Hazard to be advised to Contract Fire Duty Officer. Locations of 2<sup>nd</sup> response water tankers to be advised to Contract Fire Duty Officer. Water tankers to be left full at night.

Public access into Exotic Forest Areas reviewed by Forest Company RFO's. (Refer to forest companies' fire plans for restriction trigger details).

#### EXTREME –

Build Up Index  
above 60

Duff Moisture Code  
above 40

Drought Code  
above 300

As above plus – All fire permits cancelled.

Assistant Duty Officer to be assigned. Rural Fire Officers to be immediately available. Vehicles must not be garaged overnight with less than half tank of fuel. 2<sup>nd</sup> response water tankers to be returned full to base each night. (Subject to contract considerations and availability).

### **2.13 Fire Callout Systems – 365 days/24 hours per day**

The Fire Authority's Fire Duty Officer and Contract Fire Duty Officer are immediately available to receive notification of fires from any source via pager/cellphone.

**CDC Fire Duty Officer Pager (026) 251 0472**

During times of extreme fire hazard an Assistant Duty Officer will be assigned to monitor a secondary pager as back up for the roistered duty officer.

## 2.14 PROCEDURES TO COMMENCE A RESTRICTED FIRE SEASON

### RESTRICTED FIRE SEASON:

A period of the year during which fires are likely to occur, spread and do sufficient damage to warrant organised fire control.

A Restricted Fire Season will be imposed generally between 1 October and 30 April, or when conditions indicate restrictions should be in place outside these dates. Rural Automatic Weather Stations (RAWS) will be monitored and when Fire Weather Indices are in guideline ranges as below, commencing a Restricted Fire Season should be considered.

		(10 Year Average)
Build up Indices (BUI)	10 – 30	(14)
Duff Moisture Code (DMC)	5 – 20	(9)
Drought Code (DC)	100 – 175	(119)

At least 2 of the 3 indices should be in the guideline range.

### COMMENCING RESTRICTED FIRE SEASON

- (a) Review
- Restricted Fire Season – Public Notice Advertisement.
  - Implement changes to content as necessary (change date etc).
- (b) Place
- Restricted Fire Season Advertisement in Public Notices column of:
    - Otago Daily Times
    - Southland Times
    - Clutha Leader
  - Insert prior to, or as near to date of commencement of restricted season as possible.
- (c) Notifications  
Fax copy of Public Notice to the following:

	Fax Number
Manager, National Rural Fire, Dunedin	(03) 477 1143
Principal Rural Fire Officer, Dunedin City Council	(03) 477 7997
Principal Rural Fire Officer, Department of Conservation, Dunedin	(03) 477 8626
Principal Rural Fire Officer, Southern Rural Fire District	(03) 218 9460
Principal Rural Fire Officer, Central Otago District Council	(03) 448 9196
The Manager, Wenita Forest Products Ltd	(03) 489 3303
The Manager, City Forests Ltd	(03) 477 6630
The Manager, Ernslaw One	(03) 204 8067
The Manager, Fulton Hogan Ltd, Balclutha	(03) 4181871
The Manager, Southroads, Balclutha	(03) 418 4062

## NZFS Volunteer Fire Brigades, Clutha District

Station	Fax Number
Balclutha	(03) 418 0132
Clutha Valley	(03) 415 9021
Lawrence	(03) 485 9341
Heriot	(03) 204 2018
Clinton	(03) 415 7442
Kaka Point	(03) 412 8756

Station	Fax Number
Milton	(03) 417 8644
Waitahuna	(03) 485 9125
Tapanui	(03) 204 8018
Owaka	(03) 415 8242
Kaitangata	(03) 413 9754
Waiwera South	(03) 415 7920

## CDC Volunteer Rural Fire Forces

Station	Fax Number
Papatowai	(03) 415 8760
Waihola	(03) 417 8019

Email notification to:

CDC Service Centres for their information
NRFA ( <a href="mailto:mike.judd@fire.org.nz">mike.judd@fire.org.nz</a> ) to change NRFA web status of Clutha District Fire Season
Jamie Shaw – CDC Communications Co-ordinator

## (d) Permits

CDC Rural Fire Officers commence issuing fire permits for all fires in the open air in rural areas and within the NZFS Urban Fire Districts. Balclutha Urban includes Telford Rural Polytech campus and PPCS Finegand plant site. (Although partly within DoC fire safety margins these areas are designated urban fire districts, CDC responsibility).

**Note:** Consideration must be given to the Otago Regional Council Air Plan rules in regard to outdoor burning.

**Note:** Wenita and City Forests have a 365 day Restricted Fire Season in place for land within a designated fire safety margin surrounding their Registered Forest Areas and issue fire permits therein accordingly by their rural fire officers as warranted by the CDC Rural Fire Authority.

## 2.15 PROCEDURES TO REVOKE A RESTRICTED FIRE SEASON

### OPEN BURNING SEASON

An Open Burning Season will generally be declared during the period April to September, when conditions are such that the issue of fire permits is not required due to the reduced fire danger of vegetation fuels through late Autumn to early Spring weather factors and ground conditions.

Fire weather indices are listed below and used as decision guidelines to implement the declaration of an Open Burning Season.

Build up Indices (BUI)	0 - 15
Duff Moisture Code (DMC)	0 - 10
Drought Code (DC)	0 - 100

### COMMENCING AN OPEN FIRE SEASON

#### (a) Review

- “Restricted Fire Season Revoked” public notice advertisement.
- Implement changes to content as necessary (change date, etc)

#### (b) Place

- Restricted Fire Season Revoked Advertisement in Public Notices column of:
  - Otago Daily Times
  - Southland Times
  - Clutha Leader
- Insert in issues closest to selected date of change of status of fire season.

#### (c) Notify

Change of fire season status to National Rural Fire Authority, Principal Rural Fire Officers, Managers and Clutha District Volunteer Fire Brigades and Rural Fire Forces etc, as per contact details in “Procedures to Commence a Restricted Fire Season” Section 2.14 (c) Notifications.

## 2.16 PROCEDURES TO DECLARE PROHIBITED FIRE SEASON (Total Fire Ban)

A total fire ban will be enforced throughout the district when weather conditions arise constituting an extreme fire hazard whereby life and property may be endangered.

### 1. PROCESS

#### (a) Review

- “Prohibited Fire Season” public notice advertisement.
- Implement changes to contents as required e.g. date changes etc.

#### (b) Place

- Place Prohibited Fire Season Advertisement in Public Notices column of:
  - Otago Daily Times
  - Southland Times
  - Clutha Leader
- Insert in issues appropriate to selected date of change of status of fire season.

#### (c) Notify

- Notify change of fire season status to National Rural Fire Authority, Principal Rural Fire Officers, Managers and Clutha District Volunteer Fire Brigades/Forces as per details in “Procedures to Commence a Fire Season”, Section 2.14(c) Notifications.
- Local radio stations to be advised for public information broadcasts.

#### (d) Cancellation of Permits

Cancel all current Rural Fire Permits. Telephone permit holders.

Note 1: For administration and policing purposes, it is better to declare a Total Fire Ban over the whole district than individual sub-districts or wards.

Note 2: Special Fire Permits may be issued by the Principal Fire Officer during a Prohibited Fire Season under very special circumstances. This special fire permit is designed to cater for a smaller fire under very close supervision and controlled circumstances. Situations for this type of permit could be e.g. Tangi, beehive destruction, disposal of diseased animal carcass. It is probably unwise to publicise the Special Fire Permit widely as the Principal Rural Fire Officer could be inundated with “special” cases.

The Open Restricted and Prohibited Fire Season status needs to be reviewed periodically in the light of fire weather and public awareness.

## 2. DECISION GUIDELINES - FIRE WEATHER INDEX

To obtain documented information of when Prohibited Fire Seasons were imposed in the Clutha District since Fire Weather Index readings commenced (1994) all data from the District weather stations has been analysed to date and aligned to document when fire bans went on.

Records show that Fire Bans were in place during fire seasons 1994 – 95, 1998 – 99, 2000 – 01 and 2003 -04. On each occasion the Fire Weather Data recorded from the District Rural Automatic Weather Stations (RAWS) had indices as follows:

Drought Code (DC)	Greater than 350
Duff Moisture Code (DMC)	Greater than 30
Build Up Index (BUI)	Greater than 50

These components are described as:

Drought Code (DC) - a numerical rating of the average moisture content of deep, compact organic layers. This code is a useful indicator of seasonal drought effects on forest fuels, and amount of smouldering in deep duff layers and large logs.

Duff Moisture Code (DMC) - a numerical rating of the average moisture content of loosely compacted organic layers of moderate depth. This code gives an indication of fuel consumption in moderate duff layers and medium size woody material.

Build Up Index (BUI) - a numerical rating of the total amount of fuel available for combustion that combined DMC and DC.

For confidence in application, future Fire Bans should be considered when all of the three indices are near levels as below, and after discussion with neighbouring fire authorities and agencies.

The Fire Weather Indices as listed below are decision guidelines to indicate Fire Weather Index levels near which a Total Fire Ban should be considered:

Drought Code (DC)	350
Duff Moisture Code (DMC)	30
Build Up Index (BUI)	50

### 2.17 Fire Protection Works

Protection works will be considered for high hazard areas. Protection works are those associated with the provision and maintenance of firebreaks, water supply points and aircraft facilities.

## **2.18 Fire Danger Monitoring**

The daily fire danger will be monitored using the collection of weather data from Council owned, adjoining rural fire authority and/or other organisations rural automatic weather stations that may have an effect on the district and the subsequent determination of the level of fire danger based on the New Zealand Fire Danger Rating System.

Liaison with the Meteorological Service, NIWA and the National Rural Fire Authority regarding current and predicted trends in fire danger will also be considered. The frequency of monitoring will be proportionate to the fire danger. During the summer season monitoring will be on a daily basis.

The information collected shall be used to assess the fire weather codes and indices. This information shall be made available to the Principal Rural Fire Officer and key rural fire officers. e.g. Rural Fire Duty Officer.

The Principal Rural Fire Officer shall ensure that the collection, recording and filing of fire weather details is carried out.

## **2.19 Clothing and Rations**

- i) No person shall be permitted to take part in fire operations unless wearing heavy boots and approved fire resistant overalls (or suitable full body length wool mixture clothing) and safety helmets.
- ii) Personnel shall be advised before leaving for the fire ground to take warm clothing.
- iii) Protective clothing (gloves, goggles, waterproof coat and leggings) shall be provided for personnel involved in monsoon bucket or aircraft tank filling operations whether fire chemicals are used as additives or not.
- iv) Where personnel have been working for four hours without a main meal before being called to a fire, immediate action is to be taken to provide a substantial meal and non alcoholic beverage within two hours.
- v) At a fire of longer duration substantial hot meals and suitable beverage must be available to each person involved every six hours maximum and preferably four hours optimum.

## **2.20 Firebreak Specifications**

The Fire Authority may at any time, by notice in writing signed on its behalf by the Principal Rural Fire Officer, require any land holder of any land within the fire authority area to make and clear, within the time and manner specified in the notice, such firebreaks, and in such positions, as the Principal Rural Fire Officer considers necessary for the purpose of fire control.

All fire breaks are to be kept clear of flammable materials at all times.

## **2.21 Access Requirements and Standards**

The rural fire authority has access to land in accordance with Section 36 Forest & Rural Fires Act 1977. Individual property owners should ensure access and egress for fire appliances and allow for turning points.

## **2.22 Water Point Requirements And Standards**

The supply of water, where possible in reticulated areas, will be designed to comply with the requirements of the National Rural Fire Authority and NZ Fire Service Code of Practices as well as the amendments, the Local Government Act and in particular shall meet the code requirements with regard to fire fighting. This includes the provision of water carriers (Tankers) to provide water for fire fighting purposes.

## **2.23 Fire Equipment Storage, Testing And Maintenance Requirements**

All fire hose shall be kept in vermin proof storage. Fire equipment vehicles/pumps shall be accommodated in suitable buildings along with all other fire fighting equipment.

All mechanical equipment shall be tested at regular intervals (engines must reach operating temperature).

All machinery including vehicles shall be kept in a state of full readiness, i.e. fuel, oil, water. All used fire equipment is to be re-commissioned and ready for the next call.

All hoses including suction shall be tested at no longer than 2 yearly intervals.

All pumps shall be tested for output against manufacturer specifications annually.

A log shall be kept of all tests carried out and any shortfalls shall be corrected immediately.

## **2.24 Removal Of Rubbish Following Fire Suppression Activities**

It is the Rural Fire District's policy to remove all litter from the fire-ground. This will include all empty foam/retardant containers, food containers/scraps and drink containers. All rubbish is to be removed completely.

## **2.25 Records/Logs**

Good record keeping is essential to ensure that cost recovery operations are not compromised, debriefs can be carried out successfully and any inquiries into accident or death have valid documentation.

All records/logs as required (refer Section 3.11) should be completed and returned to the Principal Rural Fire Officer within 24 hours of a fire being declared "out".

## 2.26 Use Of Suppressants And Retardants

### Use of Foam – Suppressant

#### i. Use

Forestry foam should be used for direct fire suppression and mopping up. It is essential for mopping up, but loses effectiveness on deep sub-surface fires and peat fires (where 'hydroblender' soap capsules are cheaper and just as effective). Foam has only short-term retardant properties and is best applied at or just ahead of the flame front. It may be applied using either ground or aerial methods.

Environmental considerations are a must. Where possible the use of foam is to be avoided in wetlands, swamps and other waterways. Precautions must be taken to minimise any major contamination of watercourses.

#### ii. Communications

Due to the number of variables (pump pressure, wind, fuel, etc), the effectiveness of any foam application must be judged by visual effect. To enable this there must be direct communications to the operators applying the foam (i.e. Ground to Air, Pump to Nozzle).

#### iii. Application Rates

Rates of application will vary between 0.1% to 0.5%. At 0.1% 580 litres of water in a monsoon bucket will require .58 litres of foam concentrate.

##### (a) Ground Application

Foam is stored and applied from original 20 litre containers. Application requires a 'flec' inductor on the inlet side of the pump, and an aspirating nozzle designated for foam use (low to medium expansion ratio). Because the inductor, which feeds foam from the foam container to the pump, works on negative pressure, the water supply must be below the pump. There are normally six inductor settings. The following guide applies:

- A and B – minimum foam, wetting agent only, grass fires.
- C and D – soapy, suitable for light scrub fires and mopping up.
- E and F – maximum foam for best results in heavy fuel.

#### iv. Aircraft Application

- Application rates will vary between 0.1% and 0.5%. (0.4% will be used unless specified otherwise).
- Ground crew should wear protective wet weather clothing.
- Water should be added before the foam. Foam should be added using an open top container (i.e., bucket).
- Do not add foam in the presence of other chemicals (i.e., Firetrol).
- Salt water may be used.

Fixed Wing Aircraft - flying speed should be 70 to 80 knots at a height of 10 to 15 metres above the fire.

With Helicopters - the monsoon bucket skirt should be in a raised position, speed between 30-40 knots (depending on wind conditions) and flying height 10 to 15 metres above the fire. Forward speed must be maintained to aerate the mixture during application.

### **Use of Firetrol 936 – Retardant**

Firetrol is a long term retardant which allows it to be applied well ahead of a fire or be used to make firebreaks. It is usually applied by helicopter.

All Firetrol stored at district fire depots must be stored in non-corrodible 20 litre containers to allow easy use. The use of large drums at fires (i.e., 200 litres) is to be discouraged unless there are safe lifting and transportation facilities.

When firefighting Firetrol 936 is used with water the following rates apply:

Crown fires, peat and duff layers 1:4.

Sub-surface fires and to establish Firetrol fire breaks 1:8.

Fires in fern, broom and Manuka 1:10.

Fires in grass and tussock 1:15.

Conservation Areas. Precautions must be taken to minimise any major contamination of watercourses. Firetrol kills aquatic life and acts as a fertiliser that drastically alters the habitat of low fertility areas.

### **2.27 Fire Suppression**

Fire suppression shall take priority over other activities. The response to rural fires shall be from the Rural Fire Authority's own resources and/or from the New Zealand Fire Service as per their Section 15 Agreement with the Rural Fire Authority.

### **2.28 Mopping Up and Patrol Procedures**

In every fire situation complete mopping up operations will be normal procedure. No burnt over area will be treated as safe until a personal inspection has been carried out by the Incident Controller (IC). The PRFO or I.C. will be responsible for giving a final clearance that the fire is out.

In mopping up operations the following must be done:

- Hot spots are to be systematically searched out and burning spars are to be felled.
- Adequate and reliable patrols are to be undertaken.
- Infrared heat detection equipment is to be used in questionable situations.
- Fire equipment is to be collected in a manner that will enable it to be effectively used again immediately.

Consideration is to be given to frequent inspections until heavy or continual rain has fallen.

## **2.29 Personnel Duties**

### **Principal Rural Fire Officer**

- Responsible for the overall control of fire prevention and suppression within the Clutha District Council District.
- Responsible for the administration and operational efficiency of fire control within the District.
- Responsible for the authorisation of extra machinery to be hired for the suppression of fire within the Clutha District Council District, e.g. heavy machinery, helicopter and monsoon buckets.
- Responsible for the management of Open, Restricted and Closed seasons within the District.
- Responsible for liaising with neighbouring territorial authorities, Rural Fire Districts and other Bodies with an interest in forest and rural fire control, so that the fullest possible co-operation and understanding exists between all parties.
- Responsible for the compilation and distribution of the Rural Fire Plan.
- Responsible for filing Annual Returns with the National Rural Fire Authority.
- Responsible for making claims on the Rural Fire Fighting Fund.
- Responsible for compilation and distribution of duty and standby lists if necessary.
- Responsible for ensuring that all fire equipment is in first class condition and ready for immediate use.
- Responsible for ensuring that following the use of any equipment, deficiencies are replaced and equipment is fully serviced.

### **Deputy Principal Rural Fire Officer**

Assume the responsibilities of the Principal Rural Fire Officer if he/she is out of contact during an emergency, or if so delegated for other purposes.

### Duty Fire Officer

- Receive notification of fire alerts from the New Zealand Fire Service, or any other organisation that has provided the initial response, or from members of the public.
- Commence the response as detailed on Action Sheets. (Section 3.11).
- Maintain a log of all communications including significant events pertaining to the suppression of the fire.
- Contact the PRFO or Deputy PRFO where
  - a. there is more than 1 significant rural fire incident in the district.
  - b. very high or extreme fire danger and extreme fire behaviour conditions exist.
  - c. the incident has the potential to continue for a long duration, or is complex.
- Contact the appropriate Fire Authorities / Brigades / Forest Owners, where the fire is identified as not a Clutha District Council responsibility, and inform them of:
  - ◆ the location and size of the fire
  - ◆ the weather conditions
  - ◆ any alert or standby that may have been taken.
  - ◆ Actions/fire suppression activities undertaken.
- Maintain communications to the fire ground for the duration of the operation
- Submit a written report of the fire alert and action to the Principal Rural Fire Officer within 24 hours of the completion of operations along with all logs maintained.

### Incident Controller

- On arrival assess the situation, e.g. risk to life and property, exact location, size, fuel, topography, weather, (including wind strength and direction) rate of spread and fuel ahead of the fire.
- Assess requirements in terms of people and equipment; e.g. fire tenders - 2WD or 4WD, portable pumps. Plan the attack - take note of access to fire, availability of water for helicopters with monsoon buckets, escape routes etc. **Set up CIMS Incident Command Structure and delegate duties as required and in accordance with the Fire Command Structure.**
- Ensure that the required resources are organised.
- Ensure all personnel are provided with appropriate safety equipment - fire proof overalls or long sleeved shirts and pants, safe footwear, safety helmets. (NB: No synthetic clothing is to be worn).
- Ensure additional resources and equipment are organised as required.
- Instruct fire crews of the procedure to be adopted, and brief crews on the fire dangers.
- When necessary, notify the Planning Manager of relief requirements. NB: Allow plenty of time to locate relief crews, e.g. 3-4 hours.
- Ensure that all fire crews are fed and rested regularly. NB: Be particularly aware of the combined effects of smoke, heat and carbon monoxide build-up on the fire crews. Check them off against the Personnel Log during meal or rest breaks.
- Ensure that all fire crews and equipment are clear of the fire area, should you decide to back burn or burn out. Utilise Personnel Log.

- Make a final inspection of the area burnt, and check that the fire is out. Damp down any hot spots found during inspection.
- Ensure that no personnel leave the area without express permission or until instructed. (Check off fire crews against the register during meal break etc).
- Ensure that all fire crews dispatched to the fire zone are logged in and logged off on completion of the operation. (Personnel Log).
- Arrange for all tools and equipment to be collected and returned from the fire zone.
- Submit a written report of the fire operation to the Principal Rural Fire Officer within 24 hours of the completion of operations.

### **Operations Manager**

The Operations Manager shall be responsible for organisation of the fire suppression effort and the safety of all fire ground personnel. The Operations Manager shall appoint and delegate duties to the Ground Operations Boss and Air Operations Boss as appropriate. The Operations Manager shall report to the Incident Controller and liaise with the Logistics and Planning Managers.

### **Planning Manager**

The Planning Manager shall be responsible for planning the fire suppression effort. The Planning Manager shall monitor the fire behaviour, fire ground situation and weather information to plan the suppression activity and resource requirement. The Planning Manager shall appoint and delegate duties to support personnel as appropriate. The Planning Manager shall report to the Incident Controller and liaise with the Operations and Logistics Managers.

### **Logistics Manager**

The Logistics Manager shall be responsible for the organisation of resources and communications during the fire suppression effort. The Logistics Manager shall receive the resource requirements for the fire ground and shall organise provision of those resources. The Logistics Manager shall organise medical, catering and finance resources together with all facilities such as rest rooms, accommodation and toilets. The Logistics Manager shall appoint and delegate duties to support personnel as appropriate. The Logistics Manager shall report to the Incident Controller and liaise with the Operations and Planning Managers.

## **2.30 S.I. Rural Fire Resource Directory**

# **SOUTHERN SOUTH ISLAND RESOURCE DIRECTORY**

**Edited Version (Otago / Southland)**

## SECTION 3. RESPONSE

*Policy* - The Clutha District Rural Fire Authority shall record in its Fire Plan under the heading of "Response" the procedures that the fire authority has for responding to a fire event within its district under Regulations 44 and 45 of the Forest and Rural Fires Regulations 2005.

### Priorities

Fire suppression shall take priority over other activities. The response to rural fires shall be from the Rural Fire Authority's own resources and/or from the New Zealand Fire Service as per their Section 15 Agreement with the Rural Fire Authority.

The following priorities are identified for fire situations:

First	-	Life
Second	-	Property/Buildings
Third	-	Exotic Forest
Fourth	-	Conservation Areas
Fifth	-	Other

The priority for life and property is determined by legislation.

In a multiple fire situation priorities shall be established in consultation with the Principal Rural Fire Officer.

### 3.1 Fire Emergency – Notification

It shall be the responsibility of the Clutha District Council Rural Fire Duty Officer to be available to receive and action response to all emergency calls via telephone/cellphone or pager 24 hours, 365 days per year.

**CDC Rural Fire Duty Officer (24 hrs Pager) 026 251 0472**

During times of extreme fire hazard an Assistant Duty Officer will be assigned to monitor a secondary pager as back up for the rostered duty officer.

On receipt of an alarm from the Fire Service, Rural Fire Authorities, Police or the public, the recipient of the call shall take all essential details as listed in Fire Call Questionnaire - Section 3.8.

The recipient of the call shall maintain a log of actions taken until relieved by the District Fire Duty Officer. (Refer Section 3.15 for Fire Log Form).

### 3.2 Fire Emergency - Initial Response

Initial responses to fires (within 15 min) is provided throughout the Clutha Rural Fire District by units of the NZ Fire Service as per agreement (NZFS Commission/CDC) with suppression as actioned by the officer in charge of the brigade on arrival at the incident.

### 3.3 Fire Emergency - Secondary or Subsequent Responses

Secondary or subsequent responses shall be from Council, contracted and/or other available resources as agreed with neighbouring fire authorities or organisations. These resources shall assist or relieve NZ Fire Service units on arrival.

### 3.4 Fire Emergency - Limits of Local Firefighting Capacity

A Principal Rural Fire Officer (or Incident Controller) may request the assistance of a Regional or National Incident Management Team, through the local Manager, Rural Fire, after taking a number of factors into account.

Examples of such factors are:

- There is more than 1 significant rural fire incident in the district.
- Very High or Extreme Fire Danger and extreme fire behaviour conditions exist.
- Local or Regional incident management resources are becoming over committed, with the current incident team deployed at the incident for an extended period.
- The incident has the potential to continue for a long duration, or is complex.

Other circumstances may arise where the conditions are such that the PRFO may initiate a request for the duty National Incident Management Team (NIMT) to attend.

After the request, the NRFA will activate the mobilisation procedure for teams as pre-planned. The NIMT activation can be authorised from only one source – the NRFO.

**Note:** The District Principal Rural Fire Officer retains full responsibility for the fire.

### 3.5 District Rural Fire Duty Officer - Duties

On receipt of a call and its details, the District Fire Duty Officer shall, if required, proceed to the fire within 30 minutes of notification (refer to Action for Emergency Procedure checklist - Section 3.11 for specific actions). Unless circumstances dictate otherwise, the District Fire Duty Officer on arrival at the fire, shall set up an Incident Control Point and assume Management of the fire as Incident Controller. Refer to section 3.4 above for fire management assistance.

The District Fire Duty Officer must advise the Assistant Duty Officer (when assigned) of any fire incidents where the district fire duty officer is required to attend so that all other pager calls can be monitored from the secondary pager and actioned accordingly. Stand-down of Assistant must be advised once Rostered Duty Officer returns from fire ground and resumes monitoring primary pager.

### **3.6 Assistant District Rural Fire Duty Officer - Duties**

An assistant shall be assigned as backup to the District Fire Duty Officer during times of extreme fire hazard\* to monitor and action calls from a secondary CDC rural fire pager.

On receipt of a call and its details, the Assistant Duty Fire Officer shall, if required, proceed to the fire within 30 minutes of notification (refer to Action for Emergency Procedure checklist – Section 3.11 for specific actions). Unless circumstances dictate otherwise, the Assistant Fire Duty Officer on arrival at the fire, shall set up an Incident Control Point and assume Management of the fire as Incident Controller.

A log of call details and actions taken must be maintained by the Assistant Duty Rural Fire Officer.

### **3.7 Contract Rural Fire Duty Officer (Secondary Response)**

On receipt of advice of a fire the Contract Fire Duty Officer shall dispatch firefighting resources within 30 minutes of notification and/or be placed on standby pending further information. (refer to Action for Emergency Procedure checklist - Section 3.13 for Specific Actions).

Requests from the fire ground by the Incident Controller for operational, control or logistical support, i.e. catering, relief personnel, first aid, equipment etc, shall be channelled through Contract Duty officer or other assigned persons. (refer to Operational, Control & Logistical data - Section 3.16 Fire Plan for specific actions).

\* *Extreme Fire Hazard reference*

- *Build-up Index >60*
- *Duff Moisture Code >40*
- *Drought Code >300*

*If 2 of 3 indices are as above – assign Assistant Duty Officer.*

**3.8 FIRE CALL QUESTIONNAIRE**

[To be completed by recipient of fire call]

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

**Report Method**

Name of Caller: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

\_\_\_\_\_

**Fuel Involvement**

Fire Type (Tick): Vegetation [ ] Structure [ ] Notification Only [ ] Other [ ]

Substance Burning: \_\_\_\_\_

**Fire Location:** \_\_\_\_\_

\_\_\_\_\_ Fire District: \_\_\_\_\_

**Initial Response Turn Out**

Brigade/Persons in Attendance: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Extent of Fire: \_\_\_\_\_ Rate of Spread: \_\_\_\_\_

Date & Time First Noticed: \_\_\_\_\_ Wind Strength & Direction: \_\_\_\_\_

Values Threatened (life/property etc): \_\_\_\_\_

Assistance/Resources Required: \_\_\_\_\_

Assistance/Resources Requested by: \_\_\_\_\_

(fire authority/agent/other)

**All the above information must be advised immediately to the CDC District Fire Duty Officer who will action CDC resources as per Fire Callout Procedures as documented in Section 3.11.**

District Fire Duty Officer Advised: Time \_\_\_\_\_ Method: \_\_\_\_\_

Remarks:- \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Designation: \_\_\_\_\_

### 3.9 CDC FIRE COMMAND STRUCTURE

#### PRINCIPAL RURAL FIRE OFFICER (IC/Operations)

S B Vigers

#### DEPUTY PRINCIPAL RURAL FIRE OFFICER

K J Walker (Logistics /Operations)

#### CDC Rural Fire Officer (Logistics/Crew Leader)

A Philip

D Roxburgh

P Ward

M Harris

#### RURAL FIRE FORCE/RURAL FIRE OFFICERS (Command)

Papatowai	- Rodney Ross (CFO)	(Crew Leader)
	- A Jenks (DCFO)	(Crew Leader)
	- 19 Persons Available	(Fire Crews)

Waihola	- Lance Nicholas (CFO)	(Crew Leader)
	- Gerard Keene (DCFO)	(Crew Leader)
	- 19 Persons Available	(Fire Crews)

#### RURAL FIRE OFFICERS/FORESTRY COMPANIES

Wenita	- Paul Greaves
	- John Kerr
City Forests	- Kent Chalmers
	- Ross Edgar
	- Kevin Marsh

#### CONTRACTORS

##### New Zealand Fire Service

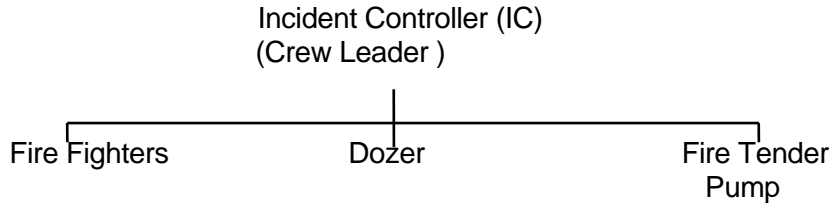
Clutha District Brigades as per CDC/FS Commission Sec.15 agreement shall provide immediate response to Clutha District Rural Fires and attend such fires for 1 hour or as advised otherwise.

##### South Roads

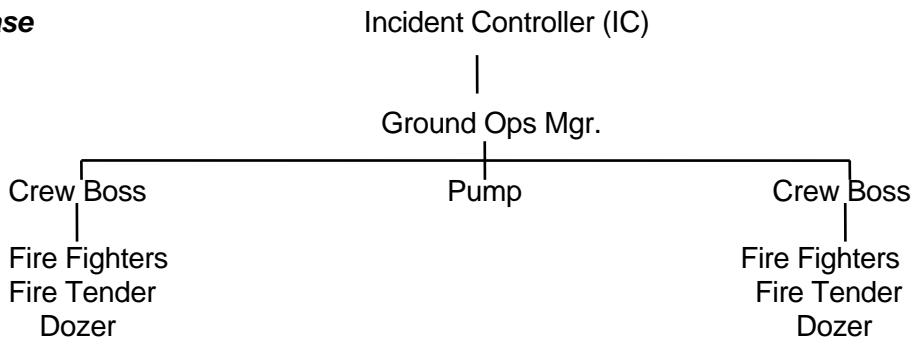
Secondary response 18 persons available and others available with delay.

**CIMS COMMAND STRUCTURE - SMALL FIRES**

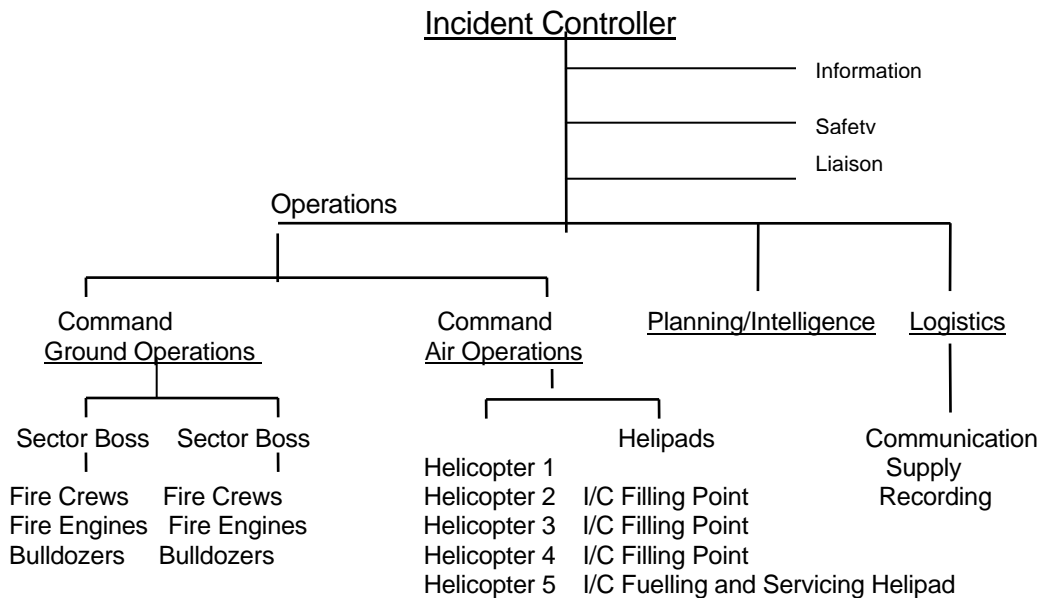
**1st Phase**



**2nd Phase**



**CIMS COMMAND STRUCTURE - LARGE FIRES**



This structure is basic and according to circumstances may be reduced by the combining of jobs or expanded by allocating additional personnel to jobs under pressure.

**Incident Management Organiser (CIMS)**

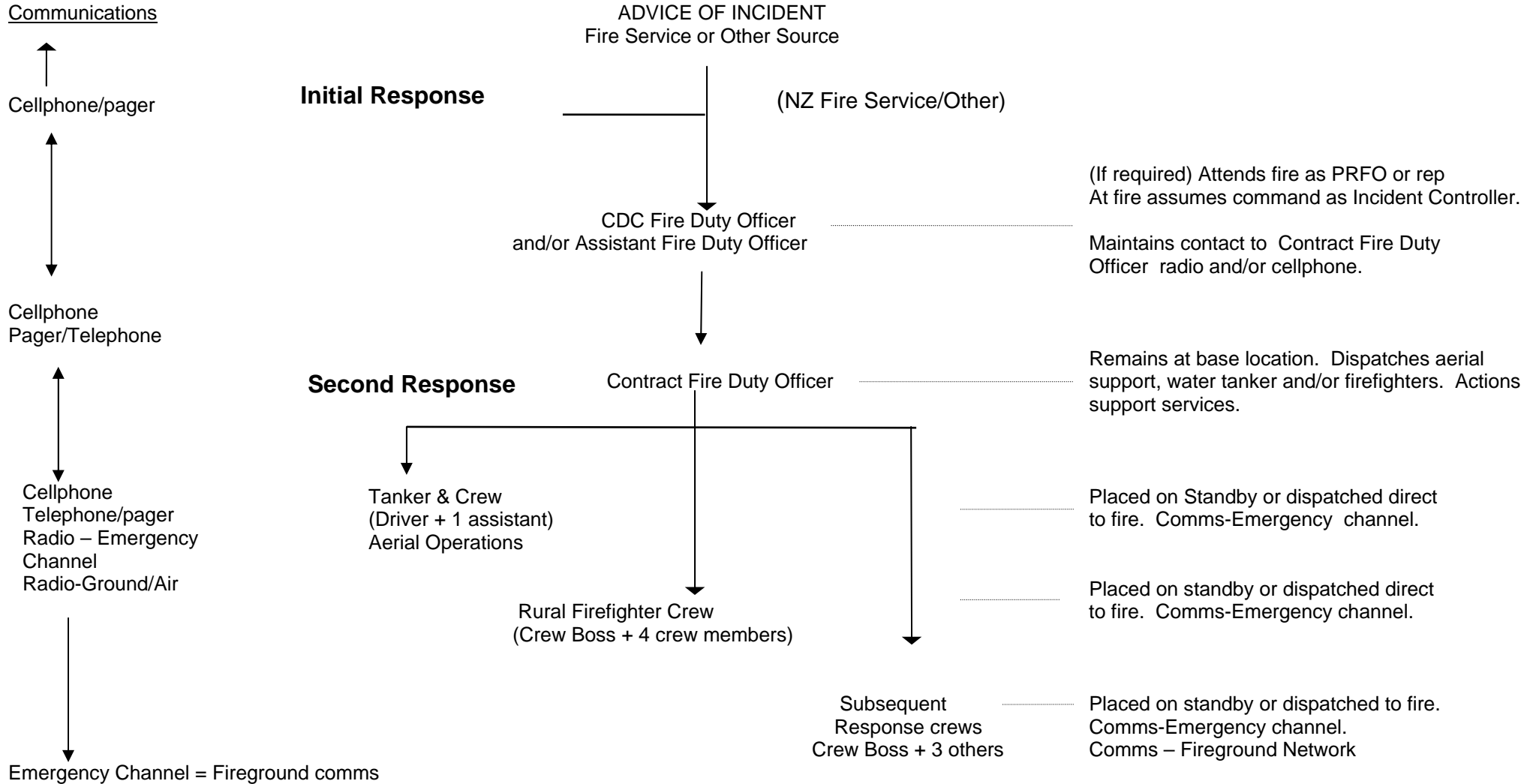
**Log of Actions (CIMS)**

**Incident Action Plan (CIMS)**

## **Incident Management Structure (CIMS)**

### 3.10 CDC RURAL FIRE AUTHORITY

#### Rural Fire Response Organisational and Communications Structure



### 3.11 ACTION FOR EMERGENCY PROCEDURE CHECKLIST

#### District Fire Duty Officer (24 Hours) and/or Assistant Fire Duty Officer (Assigned During Extreme Fire Weather Conditions)

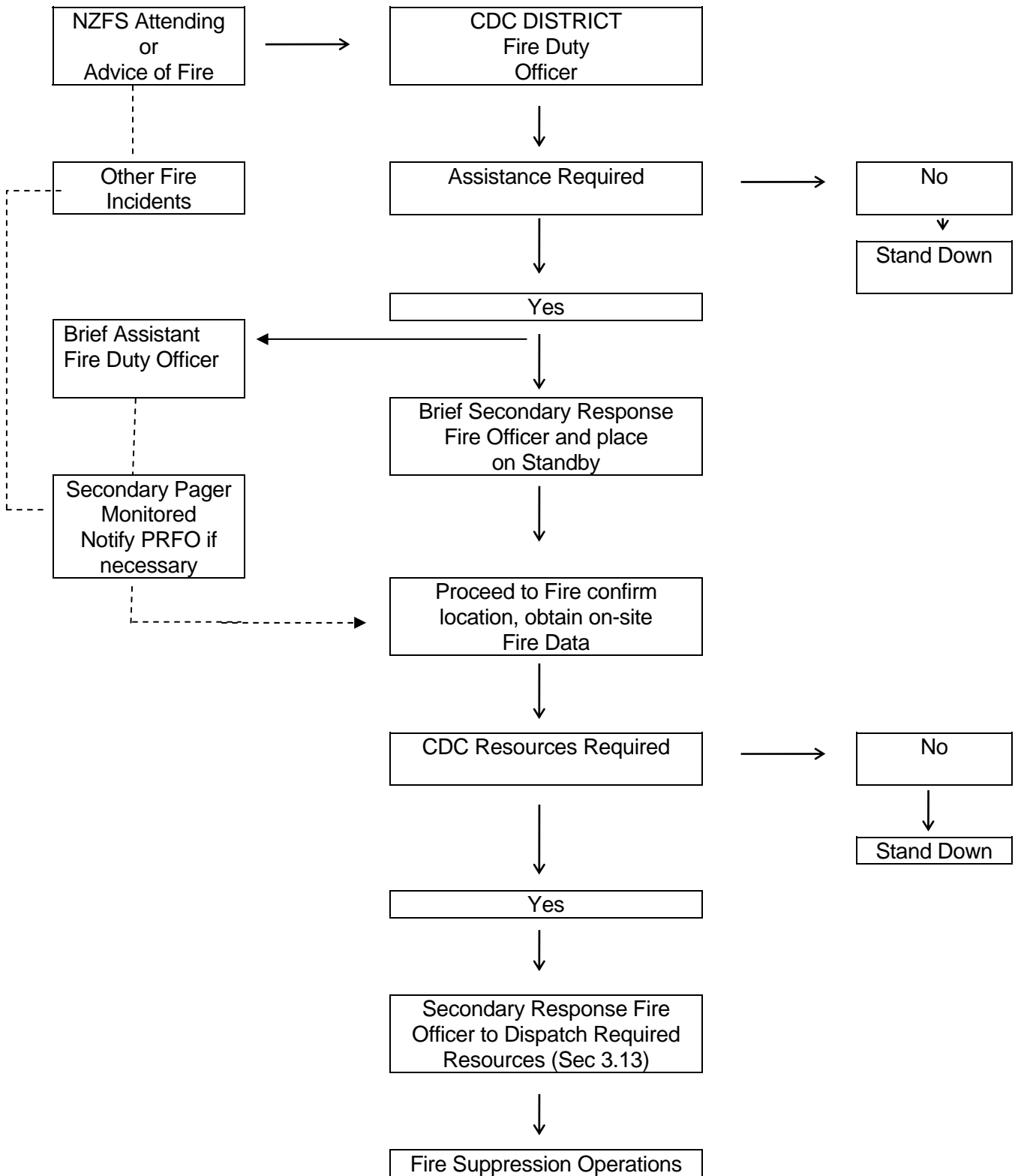
On receipt of a fire call from the Fire Service, other fire authorities, Police or public the district fire duty officer shall:

		Actioned	Time
1	<b>RECORD</b> all information as reported (refer Section 3.8 of Fire Plan).		
2	<b>ADVISE</b> Assistant Duty RFO (when assigned) of circumstances and confirm that he/she action any further pager calls.		
3	<b>ASSIGN AND ADVISE</b> Secondary Response (Contract) duty officer of circumstances, place that officer on standby pending further information and establish mutual communication. The Officer may need to dispatch or place aerial support, fire crew or tankers on standby if necessary. The Secondary Response (Contract) Fire Duty Officer callout instructions are documented in Section 3.13		
4	<b>PROCEED</b> in designated vehicle without delay to location of fire, (attendance at fire to be within 30 minutes) unless <u>notification only</u> of fire is advised by fire service control room) <b>and confirm location of fire</b> with the Secondary Response (Contract) Fire Duty Officer.		
5	<b>AT FIRE</b> set up Incident Control Point and Incident Management System and obtain information to establish if reinforcements or equipment resources are required by NZ Fire Service or other authorities. Notify PRFO if necessary.		
6	<b>WARN</b> people who may become trapped or affected by the fire and arrange for their protection or evacuation. Send staff, NZFS, Police or volunteers. Use media – radio/TV or other methods available.		
7	<b>ASSIGN LOGISTICS OFFICER AND COMMUNICATE</b> requests for assistance to that office who will dispatch resources required. <b>Log all actions/communications</b> (use FIRE LOG FORM in Section 3.15).		
8	<b>TAKE ACTION TO TAKE CONTROL</b> and suppress the fire where the fire service or other fire authority initially attends the fire.		
9	<b>SHOULD the fire be in the area of another fire authority</b> regard the fire as CDC responsibility until that fire authority can assume control.		

## 3.11 Cont.

10	<b>NOTIFY</b> responsible fire authority and advise forest/land owner, other authorities and neighbours of fire in the vicinity.		
11	<b>SET UP</b> appropriate fire command and fire ground comms structures (refer Section 3.9 - CIMS). <b>Develop Communications Plan</b> - networks, maintenance, equipment locations and loan arrangements.		
12	<b>RECORD</b> all incoming/outgoing personnel and equipment. Use forms – (Secs 3.17 & 3.18).		
13	<b>DOCUMENT</b> fire behaviour – use Fire Environment form (Section 3.19)		
14	<b>NOTIFY</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 firefighter or a member of the public; or significant fire damage.		
15	<b>NOTIFY</b> the National Rural Fire Authority for assistance in managing a rapidly escalating fire incident to obtain National/Regional support.		
16	<b>ENSURE</b> for the protection of fire origin and other investigation aspects.		
17	<b>ADDITIONAL EQUIPMENT</b> and logistics support to be arranged through the Contract Duty Officer or nominated person as required (refer Control and Logistical Operations Section 3.16).		
18	<b>ARRANGE</b> for mop-up and patrols to ensure the fire is out or cannot spread.		
19	<b>FIRE OUT</b> Declaration Authorisation by PRFO/Incident Controller.		
20	<b>STANDDOWN</b> when fire declared out or when relieved. Stand-down Assistant Duty Officer on return from fire ground and resume monitoring primary pager.		
21	<b>ENSURE</b> all fire incident reporting forms are completed.		

**3.12 FIRE CALL PROCEDURES**



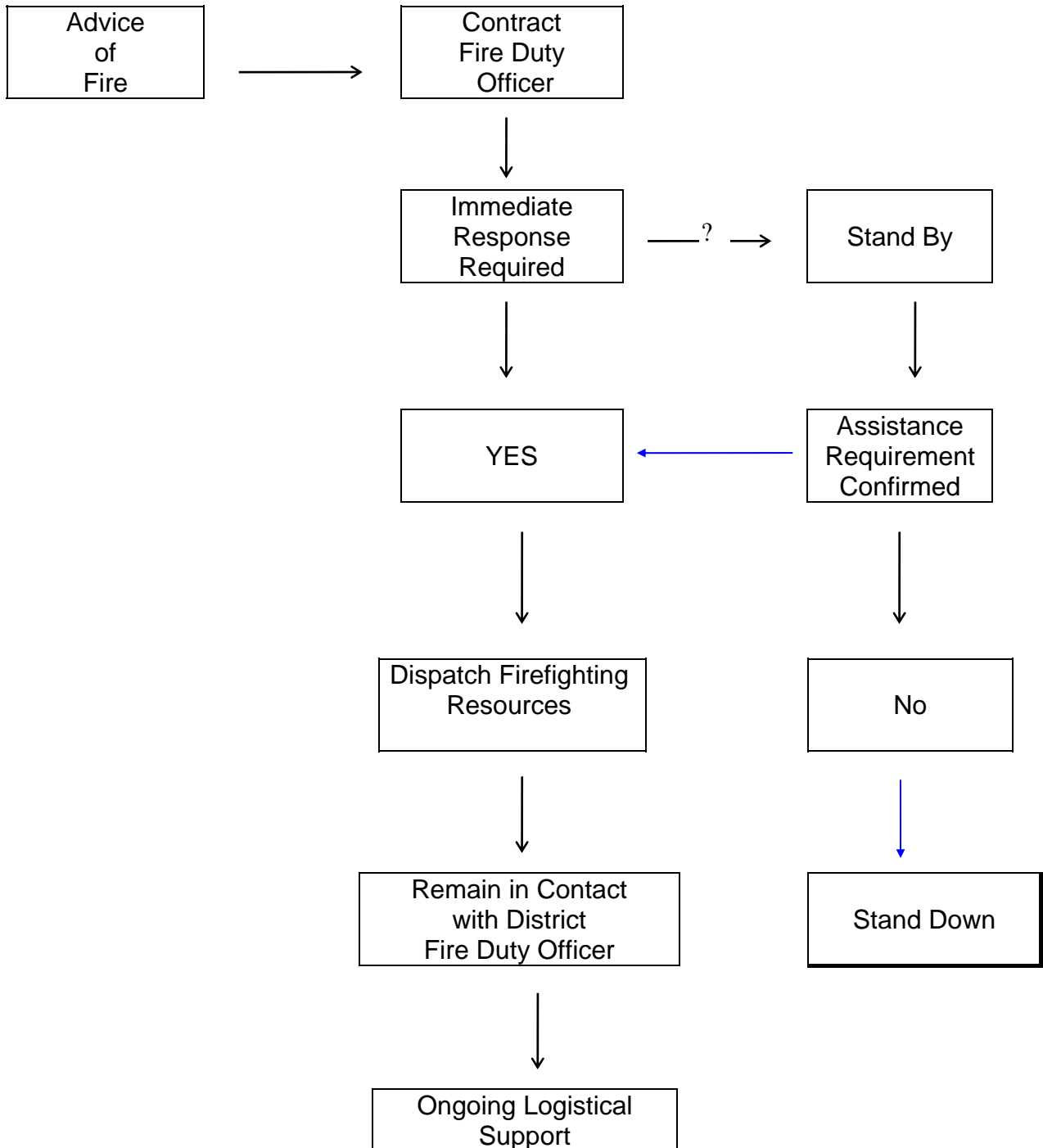
**- LOG ALL ACTIONS AND COMMUNICATIONS -**

### 3.13 ACTION FOR EMERGENCY PROCEDURE

#### Secondary Response (Contract) Fire Duty Officer

On receipt of advice of fire from District Fire Duty Officer:

		Actioned	Time
1	<b>DISPATCH</b> firefighting resources if requested, and/or remain on standby pending further information. Firecrew(s), tankers or equipment may also be placed on standby if necessary.		
2	<b>LOG</b> all communications/actions taken.		
3	<b>ESTABLISH</b> and test communications with District Fire Duty Officer. (All fire crew/resources to use radio channel as advised once dispatched).		
4	<b>ASSISTANCE</b> requirements will be confirmed or cancelled following arrival of District Fire Duty Officer at fire incident or as circumstances otherwise dictate.		
5	<b>ONCE</b> requirements for assistance established, dispatch resources and remain in contact with District Fire Duty Officer until stood down or relieved.		
6	<b>ADDITIONAL</b> control and/or logistical support may be required if fire escalates or ongoing. (Refer to Section 3.16) Logistics Officer or appointed person to action requests.		

**FIRE CALL PROCEDURES****3.14 Contract Fire Duty Officer (Second Response)**

**- LOG ALL ACTIONS AND COMMUNICATIONS -**



**3.16 IMMEDIATE RESPONSE – Control & logistics Checklist**

<u>Action</u>	<u>Actioned By</u>	<u>Time</u>
1. Receive Fire Call	_____	_____
2. Staff/Crews on Standby/Dispatch	_____	_____
3. Equip on Standby/Dispatch	_____	_____
4. Incident Controller to Fire	_____	_____
5. Set up Incident Control Point	_____	_____
6. Set up Incident Management System	_____	_____
7. Weather Forecast	_____	_____
8. Access to Fire	_____	_____
9. Life/Property threatened (assess)	_____	_____
10. Fire log - radio watch/Comms Plan	_____	_____
11. Catering and delivery	_____	_____
12. Advise PRFO of fire	_____	_____
13. Advise neighbour PRFO's of Fire	_____	_____
14. National RFA advised	_____	_____
15. Document fire behaviour	_____	_____

**CONTROL OPERATIONS**

<u>Action</u>	<u>Actioned by</u>	<u>Time</u>
1. Helicopter and monsoon buckets	_____	_____
2. Additional manpower and fire equipment/water tankers	_____	_____
3. Heavy tractors	_____	_____
4. Firetrol/Firefoam	_____	_____
5. Mobile Fire Control Centre (CD or ES caravan)	_____	_____
6. Clerical Services	_____	_____
7. Processing of volunteers	_____	_____
8. Road blocks	_____	_____
9. Hourly weather readings	_____	_____
10. Immediate catering	_____	_____
11. Relief Incident Management Team	_____	_____
12. Relief controllers	_____	_____
13. Medical services/Ambulance to ICP	_____	_____
14. Police	_____	_____

**LOGISTICAL OPERATIONS**

<u>Action</u>	<u>Actioned by</u>	<u>Time</u>
1. Fire protection	_____	_____
2. Radio/Telecommunications services	_____	_____
3. Mechanical services	_____	_____
4. Fuel/fire retardant / suppressant supplies	_____	_____
5. Emergency lighting	_____	_____
6. Media Liaison Officer	_____	_____
7. Accommodation - relief crews	_____	_____
8. Catering services	_____	_____





## 3.19 Fire Environment Notes

<b>Topography</b>	<b>Slope</b>	
	<b>Aspect</b>	
	<b>Elevation</b>	
	<b>Shape</b>	

<b>Fuels</b>	<b>Fuel type</b>	
	<b>Available fuel load</b>	
	<b>Fuel condition</b>	

<b>Weather</b>	<b>Temp</b>	
	<b>RH</b>	
	<b>Wind speed</b>	
	<b>Cloud cover</b>	

<b>Fire Behaviour</b>	<b>Time</b>	<b>Time</b>	<b>Time</b>	<b>Time</b>	<b>Time</b>
<b>Flame Height</b>					
<b>ROS</b>					
<b>Reference Points</b>					
<b>Fire Type</b>					
- Surface					
- Torching					
- Crowning					
<b>Notes</b>					

## **SECTION 4. RECOVERY**

*Policy* - The Clutha District Rural Fire Authority shall record in its Fire Plan under the heading of “Recovery” the procedures that the fire authority has for activities it undertakes following a fire event within its district under Regulation 46 of the Forest and Rural Fires Regulations 2005.

### **4.1 Fire Operational Review**

An independent assessment of any significant fire(s) in the Fire authority’s district will be carried out under procedures developed by the National Rural Fire Authority under Section 14A of the Fire Service Act 1975.

### **4.2 Operational Debrief**

Debriefs should be viewed as an opportunity to self examine the operational process of notifications, turnouts, and firefighting activities, with the aim of making improvements from lessons learnt.

Debriefs shall be convened for the following fire situations:

- Any medium/large multi-agency fire
- Any fire where injury has occurred
- Any large fires
- Any fire that lessons can be learnt from.

All debriefs should occur as soon as the incident has been declared out or within seven (7) days of the fire being declared out. A record of all debriefs shall be kept by the fire authority. Obligations to make changes/improvements that are identified in the debrief shall be allocated to a named person who will be responsible for the outcome.

It should be remembered that the debrief is not a “witch-hunt” but an opportunity to evaluate the effectiveness of Fire Control systems, Fire Suppression, co-operation and co-ordination from an actual Fire Emergency situation.

The operational debrief should be conducted in four parts:

(i) Circumstances

- |                               |                          |
|-------------------------------|--------------------------|
| • Date/Time                   | • Location               |
| • Fuel Type                   | • Weather                |
| • Topography                  | • Values at risk         |
| • Organisations involved      | • Area burnt             |
| • Estimated Suppression Costs | • How fire started       |
| • Call out procedures         | • Duration of each stage |

(ii) Operational

- I.C. Report - Sequence of Events, Objectives, Initial Attack, Structure
- Aerial Operations Report
- Logistics Report
- Communications Report
- Mop Up/Patrol
- Relief Crews
- Catering
- First Aid
- Traffic
- Equipment - Adequate/Suitable

(iii) Assessment

- Pre-planning – effectiveness
- Inter Agency Co-operation
- Techniques used
- Command/Control (CIMS)
- Safety

(iv) Recommendations

One person shall be nominated to ensure an outcome and report back for each recommendation. This should be recorded and signed off on completion. The Principal Rural Fire Officer should reinforce this during the summation of the debrief.

The debrief process should not be hurried and every attendee must be allowed the opportunity to voice his/her opinion.

The Principal Rural Fire Officer shall organise and chair all debriefs.

### **4.3 Cost Recovery**

Where the investigation of a fire clearly identifies a person or persons responsible for causing the fire, the Council, as the rural fire authority, will seek to recover the cost of suppression from that person or persons in accordance with provisions of the Forest & Rural Fires Act 1977 and Regulations or Fire Service Act 1975 (Sec 46b).

Council will also consider implementing prosecution action in accordance with provisions of the Forest & Rural Fires Act 1977 and Regulations.

#### **4.4 Rehabilitation**

Rehabilitation required because of damage caused by the fire or the suppression effort shall be in accordance with Section 55 of the Forest and Rural Fires Act 1977. Any other rehabilitation requirements shall be the responsibility of the landowner upon whose property the fire occurred.

In the event rehabilitation is required it shall be to a standard consistent with the requirements of the Clutha District Plan and the Otago Regional Council Plan – Water.

Costs incurred in any rehabilitation process will be recoverable from either the person responsible for the fire or the NRFA Rural Firefighting Fund.

Every effort should be made to remove any litter, plastic containers etc associated with the fire suppression effort.

Best practice is to avoid unnecessary damage in the first instance however, damage caused by the suppression effort should be repaired.

#### **4.5 Post Fire Investigations**

Fire investigation is to be carried out to determine origin and cause of all large or suspicious fires.

#### **4.6 Health and Safety**

The Health and Safety Employment Act 1992 provides control measures that can be implemented. These will be consistent with the various policies of the Clutha District Council and as addressed by the NRFA Work / Rest Guidelines (NRFA Circular 2005/02).

##### Critical Incident Stress Debrief

This is actioned if any situation faced by emergency services personnel causes them to experience unusually strong emotional reactions that could interfere with their ability to perform safely at the scene or later.

The nearest critical incident stress management team should be contacted if any personnel exhibit signs of stress that requires attention.

#### **4.7 Enforcement**

Enforcement will be used to gain compliance with established standards. The rural fire authority has legislated statutory powers to control the use of fire and those activities known to cause fire:

- Seasonal restrictions on the use of fire will be implemented based on either fire weather conditions or public activity.
- Fire permits will be required for fires.
- Cost recovery will be considered for all fires.
- Prosecution will be considered where appropriate.

**AUTHORITY**

This Rural Fire Plan is prepared and adopted by the Clutha District Rural Fire Authority to comply with Statutory obligations contained within the Forest and Rural Fires Act 1977 - Section 12, and the Forest and Rural Fire Regulations 2005, Part 2 - Fire Control Operations, Subpart 1- FIRE PLANS.

**ADOPTION**

This Plan was adopted by the Clutha District Rural Fire Authority on .....

**Signed:**\_\_\_\_\_. **Designation:** Chief Executive                      **Date:**\_\_\_\_\_

**Signed:**\_\_\_\_\_. **Designation :** Principal Rural Fire Officer    **Date:**\_\_\_\_\_

CLUTHA DISTRICT RURAL FIRE AUTHORITY

Note: Rural Fire Plan to be reviewed annually.