

2. READINESS

Policies and Procedures in relation to readiness for fire fighting events

2.1 MAP OF WAIMEA RURAL FIRE DISTRICT

Refer Appendix 2.

2.2 FIRE RESPONSIBILITIES & CHAIN OF COMMAND

2.2.1 Fire Authority Responsibilities

The Waimea Rural Fire Authority will facilitate operational capabilities to ensure an effective response in the event of a rural fire emergency.

This includes well-maintained and tested equipment and highly skilled personnel.

Each Zone Stakeholder will be responsible for funding the management of fire control to collectively ensure the Waimea Rural Fire Authority is meeting its statutory obligations under the Forest & Rural Fires Act 1977, The Forest & Rural Fires Regulations Act 2005, The Fire Service Act 1975 and NRFA Guidelines and Standards.

2.2.2 Rural Fire Committee Chairperson

Refer WRFD Constitution in Appendix 1.

2.2.3 Principal Rural Fire Officer

The Principal Rural Fire Officer will be responsible to the Waimea Rural Fire Committee, and will undertake the following responsibilities:

- (i) Perform the requirements of the Principal Fire Officer upon the outbreak of fire in accordance with Section 36 of the Forest and Rural Fires Act.
- (ii) **Other Duties**
 - Co-ordinate Fire Duty Rosters/Call out procedures/systems, heavy machinery/helicopter availability lists as required.
 - Ensure that adequate training of personnel is carried out in all zones, and that procedures are comparable across the RFD.
 - Record fire occurrences in the District & submit annual return to NRFA.
 - Be informed of major Burn-offs.
 - Approve significant movement of fire fighting equipment around or out of district.
 - Assess and approve written Fire Reports and compile Statistics for the District.
 - Oversee Volunteer Rural Fire Force management for the District.
 - Approve RFA Notices within the District.

- Adjudicate on Fire Permit issue conflicts.
- Co-ordinate preparation and annual review of the Fire Plan.
- Co-ordinate inward correspondence from NRFA and co-ordinate responses and actions where appropriate.

2.2.4 Deputy Principal Rural Fire Officer

The Principal Rural Fire Officer must have a nominated deputy/s. DPRFO's are responsible to the PRFO for management of Zone responsibilities.

Specific fire control management duties will include:

- Fire Permit Issue;
- Fire Prevention Publicity;
- Fire Fighting Equipment (supply and maintain);
- Training of Personnel;
- Patrols/Standby;
- Management and costs of deployment of Volunteer Rural Fire Forces within the zone.
- Initiating fire response & attending fires within their area of responsibility.

Other general measures to aid the prevention, detection, control, restriction, suppression or safeguarding from fire within the zone.

2.2.5 Rural Fire Officer

Warranted Rural Fire Officers are approved by the Waimea Rural Fire Committee on an annual basis prior to the production & amendment of the Fire Response Plan.

The Principal Rural Fire Officer may also nominate new Fire Officers to the Rural Fire Committee. Details of the situation, the nominees experience & background should be included in the application. The committee can approve or disapprove a nomination by passing a motion then carrying a vote or may decline the nomination outright.

Rural Fire Officers will:

- be appointed by the Waimea Rural Fire Committee when necessary.
- be responsible to Principal Rural Fire Officer for the routine fire management activity in the District Zones at all times.
- take action in the event of a fire as documented in the Waimea Rural Fire District Fire Plan
- be available to attend training workshops & hold the appropriate unit standards as identified in NRFA Minimum Standards.

2.2.6 Regional Rural Fire Committee Representative

The Waimea Rural Fire Committee will nominate a representative to act on their behalf & sit on the Regional Rural Fire Committee. The Principal Rural Fire Officer or another Senior Fire Manager will generally carry out this role.

2.2.7 CIMS Structure

The Waimea Rural Fire Authority fully endorses the use of the New Zealand Co-ordinated Incident Management System (CIMS).

CIMS is designed primarily to improve the management of the response phase to emergency incidents through better co-ordination between the major emergency services.

A CIMS Structure will be maintained by the PRFO to reflect the local fire response needs whilst maintain the integrity of the Incident Control, Planning & Intelligence, Logistics and Operations functions.

2.2.8 Minimum Personnel Requirements

The Waimea Rural Fire Authority will ensure that minimum CIMS personnel are available for rural fire response within the Waimea Rural Fire District.

A minimum of 230 fire personnel will be identified for specific roles in the CIMS command structure adopted by WRFA. These will be sourced from Zone Stakeholder staff, Contractors and VRFF members.

2.3 NAMES OF PRFO and RFO's

Refer "Resources" Section of this document.

2.4 WAIMEA RURAL FIRE COMMITTEE MEMBERSHIP & RULES

Refer to Constitution in Appendix 1.

2.5 TRAINING OF MANAGERS & FIRE OFFICERS

2.5.1 Training Plan

Training will be provided to ensure personnel have the appropriate skill & knowledge to safely accomplish the task they are carrying out. Where this training has not been carried out, then personnel must be under the direct supervision of a suitably qualified person.

Training needs will be identified, training delivered and persons assessed where possible to the appropriate unit standard level. The NRFA Minimum Standards for personnel will be maintained by the Rural Fire Authority at all times.

2.5.2 Training of PRFO & RFO's

- (i) The PRFO will attend a PRFO course or similar which covers legislative functions, powers and duties under the Forest & Rural Fires Act 1977.
- (ii) The RFO will attend a RFO course or similar which covers legislative functions, powers and duties under the Forest & Rural Fires Act 1977.

2.5.3 Training of Fire Permit Issuing Officers

Fire Permit Issuing Officers must have undertaken a Rural Fire Officers course or similar, and training in Unit standard 20398 – Issue Fire Permits.

2.6 CONTACT DETAILS FOR SUPPORT AGENCIES

Refer “Resources” Section of this document.

2.7 FIRE EQUIPMENT & PERSONNEL REGISTER

Zone Stakeholders will be responsible for ensuring that all fire fighting equipment within their zone is well maintained and kept in a state of constant readiness at all times of the year. All fire equipment is to be tested regularly, and any significant equipment breakdown must be immediately reported to the PRFO.

Furthermore Zone Stakeholders will make their labour force, vehicles, and machinery available for fire fighting, standby, training and patrols when directed by the PRFO or DPRFO.

Refer “Resources” Section of this document for a detailed list of fire equipment and personnel within the WRFD.

2.8 SECTION 14, 15 & 16 AGREEMENT REGISTER

2.8.1 New Zealand Fire Service

The New Zealand Fire Service & the Waimea Rural Fire Authority will have a fire protection agreement as documented in Section 15 of the Forest & Rural Fires Act 1977.

2.8.2 Nelson Marlborough Regional Rural Fire Committee

From time to time the Waimea Rural Fire Authority may receive requests for the provision of fire suppression resources. A suitable mutual aid agreement will be maintained to allow for this.

2.8.3 Waimea Rural Fire District Zone Stakeholders

The Zone Stakeholders of the Waimea Rural Fire District may be required from time to time to assist other Zone Stakeholders in fire suppression and management activities. Remuneration may be sought from the responsible Zone Stakeholder as per Waimea Rural Fire Committee schedule of charges.

2.9 VOLUNTEER RURAL FIRE FORCE AGREEMENT REGISTER

When Voluntary Rural Fire Force personnel are requested to attend fire incidents outside of their documented response area they may request remuneration from the Fire Authority for services provided by registered members as per the Waimea Rural Fire Committee approved schedule of charges.

The Principal Rural Fire Officer must approve remuneration applications prior to payment being made to the VRFF in question. Each VRFF will have a signed constitution stating the operational rules & guidelines for that organisation. This will be based upon the national template.

2.10 SPECIALLY PROTECTED PROPERTY REGISTER

Pursuant to the Forest and Rural Fires Act 1977, Section 6, Waimea Rural Fire Authority may designate “Specially Protected Property” areas with special value, historical worth, cultural significance.

Waimea Rural Fire Authority has not designated any “Specially Protected Property”.

2.11 FIRE SEASON STATUS TRIGGER POINTS

The Waimea Rural Fire Authority will operate a Restricted Fire Season from 1 October to 30 September (12 months).

Refer “Precautionary Measures” Section for Prohibited Season trigger points.

2.12 ACTIVITY RESTRICTION TRIGGER POINTS

Refer “Precautionary Measures” Section.

The PRFO may at their discretion prohibit the issuing of Fire Permits during Statutory Holiday periods where the availability of fire fighting resources is reduced. The PRFO also has the discretion to approve special Fire Permits during these periods where exceptional circumstances exist.

2.13 FIRE PROTECTION WORKS

2.13.1 Commercial Forests

Details of roads, water points, significant firebreaks, helicopter pads etc will be maintained by Forest Owners. Information will be recorded on a suitable forest map.

2.14 IMPLEMENTATION OF NZ FIRE DANGER RATING SYSTEM

Fire Danger will be assessed & recorded on a daily basis by accessing data from the regions remote automatic weather stations. The key inputs are temperature, relative humidity, wind speed & direction and daily rainfall. Outputs will be in the format of the 'New Zealand Fire Weather Index System' & will provide fuel moisture codes & fire behaviour indices. Both the seasonal build up of fuel & the daily fluctuations will be monitored, recorded and notified where necessary. Grass Curing will be monitored, assessed and updated on the National Rural Fire Authority database so the appropriate danger levels can be assessed.

The Waimea Rural Fire District has a distribution of automatic weather stations available for interrogation. Each station represents a general area as follows.

- Western Boundary - Golden Downs, Motupiko & Tapawera
- Dovedale Hill – Moutere Hills area
- Pokororo - Motueka Valley & West Bank
- Nelson Aero - Coastal area, Waimea Plains, Moutere, Tasman & Motueka
- Hira - Nelson, Hira Forest & Cable/Delaware Bays
- Pupu Springs – Takaka area
- Totaranui – Abel Tasman National Park
- Murchison – St Arnaud & Murchison areas

Fire danger information is also available on a daily basis from the NRFA Website:

<http://nrfa.fire.org.nz>

When BUI > 60, Fire Danger codes will be notified to forestry staff & contractors on Hancock Ops 2 * & Nelson Forests Ch 1 & 12, at approximately 2.00 pm each workday.

Extreme fire weather warnings will be issued on a separate basis via email, phone, radio & any other method necessary.

2.15 FIRE DANGER INDICATOR BOARDS

Public 'fire danger indicator' signs will be maintained for the public in the following locations

- Whangamoia (double sided)
- Maitai Valley
- Appleby
- Kaiteriteri Marahau intersection
- SH61 Pangatotora
- Belgrove
- Biggs Corner (Golden Downs)
- Clarke Valley (Golden Downs)
- Upper Takaka

2.16 PRECAUTIONARY MEASURES

GUIDELINE LEVELS OF READINESS

	FIRE DANGER RATING				
	Low (1)	Moderate (2)	High (3)	Very High (4)	Extreme (5)
Principal Rural Fire Officer or Deputy Principal Rural Fire Officer	Cellphone or Pager all year				
Duty Fire Officer - receives reports of fire; - checks out report; - dispatches fire crews; - additional weekend scheduling	Cellphone or Pager	Cell Phone Or Pager	Cell Phone Or Pager	Cell Phone Or Pager	At home or 100% cell phone
Crew Boss (1 or 2) - directed by Duty Fire Officer to check out fire; - ability to be in charge at fire scene	Not required	Not required	Cellphone or Pager	Cellphone or Pager	Cellphone or Pager Or notified of whereabouts
Standby Crews	Not required	Not required	As required	As required	Cellphone or Pager Or notified of whereabouts

GUIDELINE PRECAUTIONARY MEASURES - WAIMEA RURAL FIRE DISTRICT – PRFO to initiate

Fire Danger Level	Permit Issue	Lookouts	Patrols	Access Restrictions	Restrictions on Forest Activities	
					Forest Operations	Harvesting Operations
Step One (CODE GREEN) Trigger Point BUI < 60	As per Fire Plan	Discretionary Consider manning Fire Lookout when BUI reaches 30.	Discretionary	Owner's discretion	Refer Section 1.1.7 of this document	Refer Section 1.1.7 of this document
Note: Any time FWI > 29, Consider Implementation of Increased Restrictions						

GUIDELINE ADDITIONAL PRECAUTIONARY MEASURES - WAIMEA RURAL FIRE DISTRICT – PRFO to Initiate

Fire Danger Level	Permit Issue	Lookouts	Patrols	Access Restrictions	Restrictions on Forest Activities	
					Forestry Operations	Harvesting Operations
Step Two (CODE BLUE) Trigger Point BUI = 60	Review current permits, and cancel applicable land clearing burns. Review conditions and timeframes for the issue of new permits.	At least one lookout attendant.	Initiate sporadic zone patrols of forests and areas of high public usage.	Review (with landowners) general public access, sports events, and recreational activities.	Weekly physical check of all fire equipment (including extinguishers). Chainsaw and machinery cleanliness and maintenance to be of a high standard. Review chainsaw thinning work in areas with high fire hazard (gorse). Preference for low hazard areas. Notify Fire Lookout of any fire no matter size. Notify Fire Lookout of any road closures or weekend work. Memo/instructions written by PRFO to be delivered to each contractor by a supervisor.	Weekly physical check of all fire equipment (including extinguishers). Daily physical inspection of all hauler blocks, ropes and surrounding areas for clearance from slash, binding and other fire hazards. Chainsaw and machinery cleanliness and maintenance to be of a high standard. Notify Fire Lookout of any fire no matter size. Notify Fire Lookout of any road closures or weekend work. Memo/instructions written by PRFO to be delivered to each contractor by a supervisor.
Note: Any time FWI > 29, Consider Implementation of Increased Restrictions						

GUIDELINE ADDITIONAL PRECAUTIONARY MEASURES - WAIMEA RURAL FIRE DISTRICT - PRFO to initiate

Fire Danger Level	Permit Issue	Lookouts	Patrols	Access Restrictions	Restrictions on Forest Activities	
					Forest Operations	Harvesting Operations
<p>Step Three (CODE YELLOW)</p> <p>Trigger Point BUI = 80</p>	<p>Cancel all land clearing permits.</p> <p>Only issue permits for industrial or garden refuse if RFO inspects.</p>	<p>Consider two lookout attendants to cover the district.</p>	<p>Continue and intensify zone patrols of forests and areas of high public usage.</p>	<p>Cancel all public access and permits to production forests.</p> <ul style="list-style-type: none"> ➤ Excluding Public walkways ➤ Tanragee <p>Includes closing access through all public easement roads.</p> <p>Enact by:</p> <p>(a) Notice under Section 32 of the Forest and Rural Fires Act.</p> <p>(b) Provide adequate signage.</p> <p>Review all mowing and rotary slashing operations</p>	<p>Daily physical inspection of all fire equipment including extinguishers.</p> <p>All Crew vehicles and Service Agents in forest to be checked by Contractor for required fire equipment.</p> <p>Weekly cleaning undertaken for machines working in the forest.</p> <p>Welding, Gas Cutting & Abrasive Wheel Cutting. Fire Permit required. May be necessary to have Fire Appliance on site.</p> <p>Review forest mowing and rotary slashing operations.</p> <p>Restrict the number of private crew vehicles entering forest.</p> <p>Notify Fire Lookout immediately of any fire start no matter size.</p> <p>PRFO initiate audits of Fire Equipment, Machine maintenance and cleanliness.</p>	<p>Daily physical inspection of all fire equipment including extinguishers.</p> <p>All Crew vehicles and Service Agents in forest to be checked by Contractor for required fire equipment.</p> <p>Weekly cleaning undertaken for machines working in the forest.</p> <p>Welding, Gas Cutting & Abrasive Wheel Cutting. Fire Permit required. May be necessary to have Fire Appliance on site.</p> <p>Restrict the number of private crew vehicles entering forest.</p> <p>Notify Fire Lookout immediately of any fire start no matter size.</p> <p>PRFO initiate audits of Fire Equipment, Machine maintenance and cleanliness</p>

Note: Any time FWI > 29, Consider Implementation of Additional Restrictions

GUIDELINE ADDITIONAL PRECAUTIONARY MEASURES - WAIMEA RURAL FIRE DISTRICT – PRFO to initiate

Fire Danger Level	Permit Issue	Lookouts	Patrols	Access Restrictions	Restrictions on Forest Activities	
					Forest Operations	Harvesting Operations
<p>Step Four (CODE ORANGE)</p> <p>Trigger Point BUI = 100</p>	<p>As above.</p> <p>Prohibition decision by PRFO in consultation with Deputy PRFO's (Zone Stake holders).</p> <p>Will include all urban areas.</p>	As above.	As above.	<ul style="list-style-type: none"> ➤ Consider Restricting Public Walkways ➤ Tantragee ➤ Wairoa/Lee/Aniseed ➤ Maitai Valley ➤ Marsden Valley ➤ Rabbit Island <p>Consider two stages:</p> <p>(a) Restrict to certain hours or beyond certain points, and maintain high level of patrols.</p> <p>(b) Review complete closures of selected areas.</p> <p>If roads are to be closed: Advise -</p> <p>(a) Local Authorities All forest companies/consultants.</p> <p>(b) Residents affected.</p> <p>(c) Policy (Traffic Dept).</p> <p>(d) Automobile Assn.</p> <p>(e) Public Relations Office</p> <p>Consider restricting roadside mowing operations</p>	<p>Daily equipment inspections recorded in diary. Weekly maintenance checks and cleaning recorded in diary.</p> <p>One person for each operational site to remain for 1 hour after chainsaw thinning operations cease.</p> <p>Chainsaw operations in low risk areas only. STOP 1200 hrs.</p> <p>Firebreaking and slashraking in low risk areas only.</p> <p>Forest mowing operations cease.</p> <p>Firewood chainsaws STOP 1300 hrs.</p> <p>Smoking on mineral earth at Smoko Huts and vehicles only</p> <p>Emergency Planning:</p> <ul style="list-style-type: none"> ➤ Water points ➤ Escape routes ➤ Communications ➤ Crew awareness 	<p>Daily equipment inspections recorded in diary. Weekly maintenance checks and cleaning recorded in diary. Consider providing water and/or shovel at each back block.</p> <p>One person for each operational site to remain for 1 hour after felling and logging extraction operations cease.</p> <p>Chainsaws and machinery in the cutover STOP 1300 hrs. Processing on the landing STOP 1530 hrs.</p> <p>Work hours may be extended with written approval from Fire Authority. Fire Appliances and skilled operator to be located within a 10 min response time for 1 hr after operations cease.</p> <p>Smoking on mineral earth at Smoko Huts and vehicles only</p> <p>Emergency Planning:</p> <ul style="list-style-type: none"> ➤ Water points ➤ Escape routes ➤ Communications ➤ Crew awareness
<p>Note: Any time FWI > 29, Consider Implementation of Additional Restrictions</p>						

GUIDELINE ADDITIONAL PRECAUTIONARY MEASURES - WAIMEA RURAL FIRE DISTRICT

Fire Danger Level	Permit Issue	Lookouts	Patrols	Access Restrictions	Restrictions on Forest Activities	
					Forestry Operations	Harvesting Operations
Step Five (CODE RED) Trigger Point BUI = 140	Prohibition. Including all urban areas.	Consider hree Lookout Attendants throughout the District	Continue and intensify. Consider aerial patrols.	As above	No silviculture chainsaw operations. No machine operations (such as slashraking and firebreaking) in heavy undergrowth. All forest operations STOP 1400 hrs. Extended work hours only by written agreement with PRFO and Forest Owner. This will not normally be given. No chainsaw firewood operations. No smoking in the Forest.	Chainsaw and extraction STOP 1200 hrs. Processing STOP 1400 hrs. Consider crewed Fire Appliance (2 persons) on site (from morning start to 1 hour after harvesting crew leaves site). Extended work hours only by written agreement with PRFO and Forest Owner. This will not normally be given. No smoking in the Forest.
Note: Any time FWI>40 or Wind Speed>20 kph Consider Implementation of Step 6						

GUIDELINE ADDITIONAL PRECAUTIONARY MEASURES - WAIMEA RURAL FIRE DISTRICT – PRFO to initiate

Fire Danger Level Steps	Permit Issue	Lookouts	Patrols	Access Restrictions	Restrictions on Forest Operations	
					Forest Operations	Harvesting Operations
Step Six (CODE BLACK)	NATIONAL RURAL FIRE OFFICER MAY DECLARE A REGIONAL EMERGENCY					
Trigger Point BUI = 200				Full closures of selected public areas.	Consider forest closure except for fire patrols.	Consider forest closure except for fire patrols.
Note: A regional emergency may be declared by the NRFO at a lower trigger point if fires occur.						

2.17 HEALTH & SAFETY

2.17.1 Policy

The Waimea Rural Fire Authority is committed to the health & safety of its employees, contractors, volunteer personnel and the general public as directed under the Forest & Rural Fires Act 1977, The Forest & Rural Fire Regulations 2005, the New Zealand Fire Service Act 1975 and the Health & Safety Employment Act 1992. The Health and Safety Policy statement of the Waimea Rural Fire Authority provides a summary of this commitment to Health & Safety.

Key points in the Health & Safety Policy include:

- Compliance with legislation, codes of practice, safe operating procedures etc
- Training personnel in safe work practices for their designated roles
- Identification of site & other recognised hazards and controls for fire incidents
- Ensuring safety incidents are reported accurately and follow-up action undertaken
- Effective emergency action plans

No-one is permitted to take part in operational activities during fire suppression or controlled burning operations unless suitably dressed, as defined in National Rural Fire Authority standards.

Minimum standards:

- Leather or other suitable boots;
- Ankle to wrist clothing (cotton, wool or fire resistant);
- Helmet,

Polar fleece, polypropylene & other synthetic clothing items are hazardous & should not be worn at fire operations.

Other personal protection items to be worn as appropriate are:

- Eye protection (recommended)
- Smoke mask
- Dust mask
- Leather Gloves
- Balaclava (in wool or other fire resistant material).
- Wet Weather Clothing (filling monsoon buckets)
- Water Bottle
- First Aid Kit
- Hearing Protection
- Industry standard safety equipment for power tool & machinery operations.

2.17.2 Hazard Identification

Hazards will be identified and controls implemented. Site specific hazard identification will be undertaken at fire and emergency events. This will enable hazards to be identified, isolated & minimised.

The Rural Fire Authority will maintain an accident register.

2.17.3 Safety Briefings

Briefings will be conducted for fire-fighters entering the fire-ground (with the exception of the initial response resources).

Fire-ground briefings will include the following detail:

- Suppression strategy
- Command Structure
- Communications
- Crew Instructions
- Site Hazards
- Reminder of Safe Work Practices
- Escape Routes

2.17.4 Safety Advisor

At large fires a Safety Advisor will be appointed as part of the CIMS Structure.