



**South Waikato District Rural Fire Plan  
2009 / 2011**

# Book 1.

## Checklists & Forms

Book 1. – Checklists & Forms is the first section in a combined document setting out the arrangements South Waikato District Council has in place to manage rural fires within the district.

These checklists and forms set out procedures and document formats as referred to in the other two sections:

- Book 2. – Contacts
- Book 3. – Plans and Policies



## Table of Contents

### Part 1 - Checklists

<b>1.0</b>	Issue of Fire Permits	1
<b>2.0</b>	Receipt of initial notification	3
<b>3.0</b>	Actions of the RFO on receipt of notification	5
<b>4.0</b>	Wildfire Investigation	7
<b>5.0</b>	Establishment of the Incident Control Point (ICP)	9
<b>6.0</b>	Role of the Incident Controller (PRFO)	11
<b>7.0</b>	Coordinated Incident Management (CIMS)	13
<b>8.0</b>	Recovery of Costs	15

### Part 2 - Forms

<b>Form 1.</b>	Incident Action Plan (IAP)	17
<b>Form 2.</b>	Situation Report (SITREP)	19
<b>Form 3.</b>	ICP Check In / Check out List	21
<b>Form 4.</b>	Wildfire Investigation - Initial Report Form	23
<b>Form 5.</b>	Burn Plan	25



## 1.0 Issue of Fire Permits



### Prior to site inspection the RFO shall check:

- Appropriate maps to verify South Waikato's Rural Fire Authorities and other Fire Authorities areas in relation to the burn site.
- For potential requirement of joint Fire Authority permit issue and/or the requirement to consult with a neighbouring Fire Authority.
- The Fire Weather Index (FWI) for trigger points that could either preclude the issue of the permit, apply special conditions on the issuing of the permit or limit the duration of the permit.
- The weather forecast for trigger points that could preclude the issue of the permit or could apply special conditions on the issuing of the permit.
- The history of fire permits issued for that area in regards to any previous concerns and or potential fire control problems.
- In the case of a land clearing fire, that there is a need for the permittee to prepare a burn plan for your approval.
- That the permittee has been advised of his/her responsibility with respect to the RMA and related clean air requirements.



### Upon site inspection the RFO shall check:

- The overall site, identifying the wider surrounds of the site to be burnt, including adjacent property / values.
- The identified actual site / area / boundaries of the proposed burn.
- The fuel type and condition of fuel(s).
- The fire environment – topography, fuels, and weather
- The prescribed time of ignition, light-up sequence and method.
- The potential fire behaviour and rate of spread for both fuels to be burnt and surrounding fuels:
  - Low or high intensity fire
  - Low or high rate of speed
- If there are adequate fire breaks around the area to be burnt
- If there is another property and / or values at risk from escape fire.
- If there are other hazards to take into account.
- If the permittee has adequate resources to carry out the burn safely and effectively.
- That the permittee is competent to carry out the proposed burn safely and effectively.



## 2.0 Receipt of initial notification

**Verify and write down:**

- The name of the person calling
- The persons contact details
- If the call is from a member of the public
- If the call is from Police / Fire / Ambulance or on the behalf of any other business or organisation

**Verify and write down what the notification is concerning:**

- Smoke alert
- Urban fire
- Rural fire

**If Fire, verify and write down the fire details:**

- Fire type – ‘Vegetation’, ‘Property’, ‘Commercial Forests’ and ‘Accidents’
- Material burning
- Size
- Wind direction and speed

**Verify and write down the location and address of the smoke / fire:**

- Road / Street address
- RAPID number
- How to get there

**If the caller is a member of the public, tell them to:**

- Call 111
- Ask for Fire
- Provide the New Zealand Fire Service with the details

**Call 111:**

- Ask for Fire
- Provide the New Zealand Fire Service with the details you have taken down.  
**(do this even though you know that the caller is doing the same)**

**Call the Principal Rural Fire Officer (Miles Crawford) and advise him of the incident. Contact details are:**

- Work                    07 8850778
- Mobile                027 495 0973
- Pager                  026 113 257



### 3.0 Actions of the RFO on receipt of notification



**Take a deep breath and relax**



**Consider the details you have received on the fire in conjunction with:**

- The Fire Weather Index
- Size
- Available resources
- People / communities potentially affected
- Area potentially affected



**Contact Athol Depot - 24 Hour Forest Fire Control**

- Refer to Book 2. – Contacts (Page 2) for contact details
- Ensure Council RFO's have been notified of the fire



**Make your way with all possible haste to the location of the fire**

- Drive safely



**On arrival:**

- Ensure that you are clearly identifiable as the RFO
- Liaise with the OIC Fire Service
- Take over incident control (as lead agency)
- Establish an Incident Control Point (if this has not already been done)
- Advise other fire authorities in the vicinity



## 4.0 Wildfire Investigation



**Fire Investigation is the thorough documentation and collation of evidence. This includes information on:**

- burn and char patterns
- path of fire travel
- impact of the fire
- fire behaviour
- the taking of statements

**The determination of cause and origin of the fire does not meet all the requirements of a complete investigation.**



**Successful outcomes to fire investigation are dependent on commencing the investigation at the earliest stage possible after the fire is detected. Dependent on the suspected cause of the fire, the rural fire authority may need to obtain the services of:**

- An investigator - designated solely to the task of investigating the fire.
- Electrical engineer,
- Mechanical engineer,
- Fire behaviour specialist



**Where a fire is suspicious, the rural fire authority and/or the fire investigator will need to liaise early with the police. Once the police confirm they will be commencing a criminal investigation, the fire investigator will also be required to provide all information known as to the origin and cause and will be required to further assist the police with investigation of the fire scene.**



**The RFO will:**

- Log observations en-route and on arrival (people, vehicles etc.)
- Note and log access points to the area.
- Size up and determine general area of origin.
- Log fire weather data
- Identify and protect/secure the area of origin
- Log area of origin by GPS.
- Protect and preserve evidence.
- Determine if possible, the point of origin.
- Log and preserve evidence of vehicles, persons, discarded items.
- Photograph fire area and area of origin.
- Sketch fire area and relevant details.
- Identify cause...eliminate the impossible
- Identify and log potential witnesses
- Canvass potential witnesses
- Complete Wildfire Investigation - Initial Report Form.
- Notify the PRFO or higher authority.



## 5.0 Establishment of the Incident Control Point (ICP)

Every Incident will have an ICP. For smaller fires, the ICP will be less structured with the ICP function taking place within a vehicle or trailer close to the site. However the management of the ICP needs to be flexible enough to expand if the incident grows.



### Locate the ICP at a point where it:

- Is away from the general noise and confusion associated with the incident
- Is outside the present and potential hazard zone
- Has the ability to expand as the incident grows
- Has the ability to provide security, and to control access to the ICP as necessary
- Can be clearly identified
- Is sheltered from weather
- Is secure from public traffic.



### As the incident expands, consider the establishment and location of:

- A dedicated Emergency Operations Centre (EOC) away from the site
- An Assembly Area (AA) where resources are identified and organised for deployment
- Staging Areas (SA) where resources are monitored and despatched
- A Safe Forward Point (SFP) for forward operations to be supported
- Cordons to enable emergency services to operate unhindered
- Road blocks / checkpoints to manage traffic and restrict the public from entering an unsafe area
- A Helipad for loading or unloading personnel, equipment or supplies



## 6.0 Role of the Incident Controller

The Incident Controller (PRFO or delegated RFO) has overall responsibility for managing the incident. This is achieved through the Coordinated Incident Management System (CIMS) where certain functions can be delegated to other responders.

The Incident Controller will base the decision to expand or contract the CIMS organisation on three major incident priorities:

- Safety
- Incident Stability
- Property Conservation



### Safety

- Safety of emergency responders
- Safety of the public



### Incident Stability

- Minimise the effect that the incident may have on the surrounding area
- Maximise the response effort while using resources efficiently



### Property Conservation

- Minimising damage to property while achieving the incident objectives



### The Incident Controller shall also oversee:

- The establishment of command and control
- The assessment of incident priorities
- The determination of operational objectives
- The development and implementation of an Incident Action Plan (IAP). Please refer to Form 1. – Incident Action Plan
- Coordinating overall emergency activities
- Coordinating the activities of outside agencies
- Authorising the release of information to the media
- Monitoring costs
- Briefings to the personnel
- Shift Changeover



## 7.0 Coordinated Incident Management

Depending on the scale and nature of the fire, a Coordinated Incident Management System will need to be applied to coordinate response from a number of different agencies. In smaller incidents it will be the responsibility of the Incident Controller (PRFO) to manage these functions.

Oversee and/or allocate Coordinated Incident Management System (CIMS) functions:

- Information
- Safety
- Liaison
- Planning / Intelligence
- Operations
- Logistics



**The Public Information Manager (PIM):**

- The PIM handles all media enquiries and coordinates the release of information.



**The Safety Officer develops measures for ensuring the safety of all personnel, and:**

- Accords the highest priority to safety on dangerous situations, up slope danger, entering areas of unburned fuel, moving up natural chimney formations within gullies, etc.
- Ensures all personnel are tracked and accounted for.
- Ensures all personnel receive a defined task identifying designation within the command structure, person to whom responsible, whom responsible for, responsibilities (Supervisor, Equipment, Fire Sector/Line), and resources available.
- Ensures all personnel receive a full briefing on fire ground communications system and extent of fire (disposition of resources, call signs, radio channels, fuel types, methods of suppression, fire ground sectors, threats, weather, escape routes or safe zones etc).
- Checks records of hours worked by personnel.



**The Liaison Officer is the on-scene contact for other agencies assigned to the incident, e.g.:**

- South Waikato District Council
- Pumicelands
- Welfare agencies



**Planning and Intelligence:**

- Gathering, evaluating and disseminating information on the fire – how big, where it is going, what is affected
- Gathering, evaluating and disseminating information on the status of resources to manage the fire
- Create an Incident Action Plan (refer to Form 1.), which defines response activities and use of resources.

- Consider the long-term implications of the fire and how activities and resources can be proactively allocated to mitigate its effects.

**Operations:**

- Direct and coordinate all operations, ensuring the safety of personnel
- Assist the Incident Controller in developing response goals and objectives for the incident
- Implement the IAP
- Request resources through the Incident Controller
- Keep the Incident Controller informed of the situation through a situation report. (Please refer to Form 2. - SITREP).

**Logistics:**

- Provision of facilities, materials, services and resources including personnel.
- Tracking of facilities, materials, services and resources (and personnel) when deployed.

## 8.0 Recovery of Costs



**Section 43 of the Forest and Rural Fires Act 1977 states that costs for the emergency response to the fire are recoverable from the person responsible for the fire. As such the PRFO shall:**

- Identify the person that started the fire
- Identify the land owner (if not the same person)
- Ascertain under who's instruction the fire was started (if any)
- Ascertain who is responsible for the fire
- Advise the person responsible for the fire that they are responsible for recovery of costs under the Forest and Rural Fires Act 1977 and are
- Ascertain whether the person responsible for the fire has insurance or any other means of paying the costs of the fire



**In the case that the person responsible for lighting the fire cannot pay the costs for the emergency response to the fire, or when it is not possible to identify a person responsible for the fire, the PRFO shall:**

- Notify (using any form of communication) the Auckland Fire Region Rural Fire Manager within 24 hours of a fire which is a claim or likely claim on the Rural Fire Fighting Fund (RFFF).
- Ensure that the notification of the claim includes information on the date of the fire, the point of origin or probable point of origin, and the cause or likely cause of the fire.
- Undertake a fire investigation appropriate to the size and cost of the fire to determine the cause of the fire. The investigation should include names and addresses of those alleged to have caused the fire, or otherwise responsible for it through negligence or by design, statements taken, photographs, and other evidence gathered especially where the recovery of costs is being considered. Lack of this information will mean that the claim is ineligible for grant assistance from the Fund.
- Submit to the National Rural Fire Officer, within three months of the date of the fire, a claim on the Rural Fire Fighting Fund in relation to all of the costs and circumstances of the fire.
- That where documentation to provide verification of the costs is incomplete at the end of the statutory three-month period (from the start of the fire) a Fire Authority must still submit a claim within this period for eligibility. This will allow the claim to be registered, but explanation must be provided as to why the claim is incomplete and what information is still required. This further information must be supplied within one month of the claim being received.
- Ensure that documented information is provided as part of the claim that verifies the particulars of the cost of the fire.
- That such documented information includes verified copies of all: invoices, daily time resource & supply sheets, vehicle & equipment log books, air operations flight summaries, and other financial records.
- Ensure that documents must show full information of all resources used, purchased or hired and include detail of: names, dates, hours, hourly rates, unit costs, km's travelled and quantities used.
- Ensure that where documentation to provide verification of the costs is incomplete

the claim will be registered, but returned to the RFA for completion before it can be processed by NRFA.

- Ensure that where such requested verified cost information is not able to be provided by the RFA, it will result in that portion of costs claimed being ineligible for payment from the fund.

Form 1. Incident Action Plan		
<b>Action Plan Number:</b>	<b>Action Plan as at:</b>	
	<b>Date / Time:</b>	
<b>ICP / EOC:</b>	<b>Originator Record #:</b>	
<b>Operational Period covered by this Action Plan:</b>		
<b>Name:</b>	<b>Signed:</b>	<b>Date / Time:</b>
<p><b>Situation Summary:</b>  <i>(What has happened – based on event-critical / high-priority issues in SITREP? Note any assumptions / estimates made. Attach map, drawing, tables describing the event, but SITREP should provide most of this.)</i></p>		
<p><b>Action Taken:</b>  <i>(Outline high-priority action that has been taken and goals achieved or remain outstanding.)</i></p>		
<p><b>Overall Goal:</b>  <i>(What, in general terms, needs to be done to achieve the Objectives.)</i></p>		
<p><b>Objectives:</b>  <i>(Enter clear, concise, time-bounded statements of the objectives for managing the emergency response.)</i></p>		

**Limiting Factors:**

*(Weather, resource, social + environmental factors that need to be taken into account for each goal/strategy.)*

**Specific Tasks:**

*(Outline specific tasks, lead + support agencies, timelines, etc – where they are critical)*

*Do not enter into detailed planning here. That is the role of Task Planning, lead by the Task Lead Agency.*

**Resource Needs:**

*(Outline management of critical resources.)*

**Information Flow:**

*(Who needs to know what, when and how will it be achieved?)*

**Tele-Communications Plan:**

*(Outline of objective/strategy/task critical communications systems, channels, phone/cell #s, etc.)*

**Recovery:**

*(Outline longer-term Recovery implications, planning, activities)*

**Prepared by:**

**Date/Time**

Form 2. Situation Report (SITREP)			
ICP / EOC	Situation as at:	SITREP Number	Originator Record #:
	Time / Date::		
<p><b>Summary of Events</b>  <i>(What has happened? Note any critical issues and assumptions made. Attach map, drawing and or tables describing the event – if applicable.)</i></p>			
<p><b>Predicted Event Development</b>  <i>(Note how the situation is expected to evolve - including - weather and other factors or limitations should be noted)</i></p>			
<p><b>Action taken</b>  <i>(What are the partner agencies are doing now? What has been done since previous SITREP or Action Plan? What coordination issues arise from this, if any?)</i></p>			
<p><b>Recovery</b>  <i>(Outline current Recovery planning processes and Recovery activities. What further coordination is between Response + Recovery?)</i></p>			
<b>Prepared by:</b>		<b>Role:</b>	<b>Time / Date:</b>
<b>Approved for release by Controller (Name):</b>			
<b>Signature</b>			<b>Time / Date:</b>







## Form 4. Wildfire Investigation - Initial Report

Fire Authority: Fire/CAD Number: Property Owner: Owner Address:		Date of Incident: Time of Call: Fire Location/Address: Grid Reference:	
Temperature: Relative Humidity:		Wind Speed: Wind Direction:	
Fire Season Status:[ <i>Open, Restricted, Prohibited</i> ]			
Person Reporting Fire: Address: Phone:		First Arriving OIC: Address: Phone:	
Other Witness: Address: Phone:		Other Witness: Address: Phone:	
Other Witness: Address: Phone:		Other Witness: Address: Phone:	
Fire Cause:			
Investigating Officer Work Phone: Home Phone: Cell Phone:		Specialist Investigator Required: Yes: No: Reason:	
Report Sent to: Date:		Report Received By: Date:	
<b>Sketch Plan:</b>			



**Legend:**

Area of Origin:		Photo Shoot:	
Head fire Run:		Fenceline:	
Flank fire transition:		Building:	
Backing Fire:		Rail Line:	
Fire Edge:		Track or Road:	

## Form 5. Burn Plan

Burn No: \_\_\_\_\_ Date Plan Prepared: \_\_\_\_\_ Fire Permit No: \_\_\_\_\_

Burn Objectives: \_\_\_\_\_

Burn Location: \_\_\_\_\_

Grid Ref: \_\_\_\_\_ Area (ha's): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

Preparation Method: \_\_\_\_\_

Topography: \_\_\_\_\_

Maps and/or Aerial Photographs Prepared by: \_\_\_\_\_

Burn Plan documentation Prepared By: \_\_\_\_\_

Surrounding Vegetation:

North	South	East	West
_____	_____	_____	_____
_____	_____	_____	_____

Perimeter Control Lines:

Date Formed:	North	South	East	West
Bulldozed:	_____	_____	_____	_____
Hand Cut:	_____	_____	_____	_____
Final Inspection By:	_____	_____	_____	_____
Date Inspected:	_____	_____	_____	_____

Nearest water points to burn:

Location:	Distance (Km):	Capacity (litres):
_____	_____	_____
_____	_____	_____

Burn Prescription:

Planned Burn Date: \_\_\_\_\_ Planned Light-up Time: \_\_\_\_\_

## Preferred Range of Conditions:

Wind Direction:	_____	Wind Speed:	_____
Temperature:	_____	Relative Humidity:	_____
FFMC:	_____	BUI:	_____
DMC:	_____	ISI:	_____
DC:	_____	Fire Danger Class:	_____

Ignition method and lighting pattern: \_\_\_\_\_  
\_\_\_\_\_

Conditions that would preclude burning: \_\_\_\_\_  
\_\_\_\_\_

Timing constraints: \_\_\_\_\_  
Escape routes: \_\_\_\_\_  
Assembly areas: \_\_\_\_\_  
Potential Control problems: \_\_\_\_\_

Weather forecast required by: \_\_\_\_\_ (Time) \_\_\_\_\_ (Date)

**Special Conditions:**

Ecological/Catchment Protection Issues: \_\_\_\_\_

Other Assets/Values Requiring Protection: \_\_\_\_\_

Smoke Management Measures Required: \_\_\_\_\_

Roads to be closed/traffic control: \_\_\_\_\_

Alternative Routes: \_\_\_\_\_

Erect Signage at: \_\_\_\_\_

Neighbours to Advise: \_\_\_\_\_

**Others to Advise:** Comcen: \_\_\_\_\_ T.A's \_\_\_\_\_ D.O.C \_\_\_\_\_

Public Utilities \_\_\_\_\_

I.C.P Located  
at: \_\_\_\_\_

**Resources Required:**

**Personnel Planned:**

Lighting Up Ops:	_____	Suppression Ops:	_____
Crew/Sector Bosses:	1. _____		2. _____
	3. _____		4. _____

Other Staff: \_\_\_\_\_

Contractors: \_\_\_\_\_

In Reserve: \_\_\_\_\_

**Equipment Required:**

Helicopter Pilot: \_\_\_\_\_ Back-up: \_\_\_\_\_

Bulldozers: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Back-up Bulldozer: \_\_\_\_\_

Fire Engines: _____	Water Carriers: _____	Portable Dams: _____
---------------------	-----------------------	----------------------

Volume Pumps: _____	Wajax Pumps: _____	HeliBuckets: _____
---------------------	--------------------	--------------------

Hose 25 mm: _____	Hose 41 mm: _____	Hose 70 mm: _____
-------------------	-------------------	-------------------

Class A Foam: _____	Firetrol: _____	Pump Fuel: _____
---------------------	-----------------	------------------

Alumagel: _____	Burner Petrol: _____	Burner LPG: _____
-----------------	----------------------	-------------------

Aerial Burners: _____	LPG Burners: _____	Diesel Burners: _____
-----------------------	--------------------	-----------------------

**Burn Plan Approvals:**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

RFA PRFO (or Deputy) \_\_\_\_\_ Date: \_\_\_\_\_