

3.12. Cellphones

At present this Authority has no set policy on the use of cellphones. Those appliances holding cellphones are listed below:

Appliance Cell phone Numbers

P.R.F.O.	021 582 744
Karekare	021 727 763
Waitakere 771	021 277 4298
Bethells Valley	021 281 8846
Henderson 657	025 229 0665
Glen Eden 641	025 229 0664
Te Atatu 661	025229 0666
Waitemata 671	025 229 0667
Titirangi 691	025 229 0669
Titirangi 692	021 186 3764
Waiaatarua 711	025 229 0671
Huia 721	025 273 8081
Huia 7229	025 270 4707
Piha 761	025 283 7958
Laingholm 701	025 419 610
Laingholm 7010	025 417 772
Waiaatarua 7129	025 283 2094

Waitakere Fire District (N.Z.F.S.)

Waitakere H.Q. (Henderson)	09 837 5480
C.F.O. Ellis	Cell 0274 8379251 Pager 026 259 8692
Henderson Station	09 838 8466
Glen Eden Station	09 818 6415
Te Atatu Station	09 834 5858
Titirangi Station	09 817 7878
Waitemata Station	09 417 0873

3.13. Fire-Ground Supplies

Specialist Services

Within the Auckland Fire Region the following may be accessed using the appropriate 'K' Code or verbal message through the Northern Comcen.

Doctor/Ambulance	K11 Ambulance/roster doc	} All of these services can be accessed through the Northern Comcen
Police	K11 Police	
Catering	K11 Canteen Unit	
Thermal Camera	(Verbal request)	
Fuel & Maintenance	(Verbal request Workshops)	

Aviation Fuel	Accessed through the company concerned	
Suppressant Supplies	Adjoining R.F.A.s or Phillips & Smith Ltd	09 818 8048

Monsoon Buckets

Defined helicopter companies carry their own buckets, however if a bucket is required Waitakere R.F.A. has its own bucket, which is held at the Titirangi Fire Station. Additional buckets may be obtained through:

- DoC and Woodhill RFD

Helicopter Priority List

1 st	Skywork Ltd	Warkworth	09 422 7018 (24 hours)
2 nd	Oceania Helicopters		09 238 8676 Mob: 0274 942 045
3 rd	Westpac Rescue Helicopter		111 (Ambulance) (24 hours)
		Mechanics Bay	09 309 6893 09 358 1961

NB: Medical Emergencies take precedence over all other use.

Earthmoving & Equipment Contractors with Transport

Yukich Brothers Ltd	09 818 7662 021 995 199 021 276 7732
Lendich Construction Ltd	09 416 9700 0274 779 073 09 411 7798
Smith Earthmovers Ltd	09 412 9810 021 276 013

Water Carriers

Mckean Motors & Contractors	09 416 8628
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025 814 402
0274 903 5265

West Coast Water

09 812 8079

Patrick Neville

027 288 911

Waitakere Transport Ltd

09 411 8206
0800 755 004
021 940116

Specialist Vegetation Suppression

The N.Z.F.S. station at Laingholm has specialised in the suppression of vegetation fires. In the event of a vegetation fire which may extend over an hour in duration, consideration should be given to these resources:

1. Resource Appliance, equipped for vegetation fire suppression.
2. 1st Aid/Rehabilitation Unit, for general 1st Aid and staff welfare.

The resources are available to O.I.C.s through verbal request via the Comcen, and will attend vegetation fires throughout the District manned with fully trained crews.

3.14. Wildfire Investigators

Gary Lockyer	DOC	Rotorua
Colin Smithies	NRFA	Auckland
Allan Gamble	Consultant	Thames
Bryan Cartelle	Manukau City Council	Manukau
Paul Tolliday	Juken Nissho	Kaitaia
Kevin Ihaka	Forest Protection Services	Whangarei
Les Williams	N.Z.F.S.	Auckland

3.15. Auckland Regional Council

The Auckland Regional Parklands and water catchment area occupy a large part of the Rural Fire District and are vested in the Auckland Regional Council. That Council has produced its Regional Parks Fire Plan in respect of the land vested in it and under its control in the Waitakere Ranges.

The Regional Parks Fire Plan is recognised under the Waitakere Rural Fire Authority Fire Plan. However, in any cases of disagreement the Rural Fire Authority's rulings take precedence in the matter of rural fire fighting.

The Auckland Regional Council is involved in fire prevention and suppression to the extent of its available resources through the Arataki Rural Fire Force (R.F.F.), with the prime objective of early response to fires on its own land, and on immediately adjacent land from which fires could threaten the Parklands.

3.16. A.R.C. Resources

(a) Location of Fire Equipment

<u>Depot</u>	<u>Tanker</u>	<u>Equipment</u>
	<u>Trailer</u>	<u>Trailer</u>
Arataki (V.R.F.F. Unit)		1
Cornwallis		1
Whatipu		1
Anawhata	1	
Cascade/Kauri		1

Changes to the management policies of the A.R.C. may, during the period of this Plan, change the location of some equipment.

(b) Location of Water Points (Static) on A.R.C. Land

All static water supply is 38mm draw-off (male fitting)* denotes that tank level is kept full for fire purposes.

	<u>Type</u>
(i) Parau to Whatipu	
Parau Pumphouse	Hydrant
Parau Depot	Hydrant
Parau Fire Break Road	Tank 22,700 litres
Mill Bay	Hydrant from 22,700 litres 2 tanks
Kaitarakihi	Tank 5,400 litres *
Pine Avenue Rangers House	Tank 22,700 litres
Pine Avenue Old House site	Tank 22,700 litres
Huia Dam	Hydrant
Huia Pump Station	Hydrant
Huia Farm	Tanks 22,700 (2x) litres
Hinge Estate	Tank 22,700 litres
Bakers Creek	Dam 5,400 litres
Kelston Camp	Tank 22,700 litres
(ii) Scenic Drive - Falls Road	
Information Centre	Tank 18,000 litres
	Tank 22,700 litres (hydrant at works depot and on road to depot)
Waitakere Dam	Tank 8,200 litres *
Andersons	Dam 6,800 litres

	Mountain Road Rangers House	Tank 22,700 litres (2 tanks)
	Kauri Cascade Rangers House	Tank 22,700 litres
(iii)	Piha Road - Glen Esk Road	
	Left hand side between bridges (West Coast Road)	Tank 8,200 litres *
	Rangers House Glen Esk Road	Tank 22,700 litres
(iv)	Anawhata Road	
	Pole Line Track	Dam 5,000 litres
	Old Rangers House	Tank 27,000 litres
	Rangers House	Tank 22,700 (2x) litres
	End Anawhata Road (right hand side)	Tank 22,700 litres(hydrant at Keddle House)
	Keddle House	Tank 1,000 litres
	Anawhata Farm	Tanks 22,700 litres 4 tanks (2x hydrants on road) fitted with 50mm instantaneous male couplings)
	Craw Homestead	Tank 22,700 litres

3.17. Specially Protected Areas

There are no defined Specially Protected areas within the Waitakere R.F.D..

3.18. Adjacent R.F.A.s & Important Contacts

Principal Rural Fire Officer Peter Barber	pager Cell	09 837 0790 026 113 340 021 582 744
Waitakere City Council		09 836 8000
North Shore City Council		09 486 8400
Rodney District Council		0800 426 5169
Auckland City Council		09 379 2020
Woodhill / Riverhead R.F.D.		09 420 8660
Dept of Conservation		09 307 9279
N.Z. Defence (Air Base Auckland)		09 417 7000
N.Z.Fire Service (Auckland)		09 302 5100
N.Z.F.S. Waitakere		09 837 5480
	C.F.O. Cell	0274 822 055
	C.F.O. Pager	026 259 8692
Northern Comcen		09 486 7948
Regional Rural Fire Manager Colin Smithies	Pager Cell	09 302 5172 026 246 4408 021 959 219
National Rural Fire Officer Murray Dudfield	Cell	04 496 3689 021 662 133

3.19. Fire Weather Preparedness Levels

During the 5 months Fire Season, Weather recordings and Fire Weather Index information is collected at 1400 hrs each day, from the three local weather stations - Mahurangi, Woodhill and Cornwallis. This data is held at the N.Z.F.S Communication Centre, and by the P.R.F.O.

The Rural Fire Authority uses this information to institute States of Preparedness as follows:

▪	Green	Fire Risk	Low	FWI	0 - 4
				BUI	0 - 15
▪	Blue	Fire Risk	Moderate	FWI	5 - 13
				BUI	16 - 30
▪	Yellow	Fire Risk	High	FWI	14 - 23
				BUI	31 - 45
▪	Orange	Fire Risk	Very High	FWI	24 - 28
				BUI	45 - 60

The PRFO will notify the Rural Fire Forces and R.F.Officers.

▪	Red	Fire Risk	Extreme	FWI	29+
				BUI	61+

Rural Fire Forces may be called on to stand-by at their fire stations.

FWI = Fire Weather Index BUI = Build Up Index

3.20. Fire Seasons

The Waitakere R.F.D. utilises a calendar date to set the level of fire restrictions. An Open Fire Season runs from 1st May until the 30th November, and a Restricted Fire Season from the 1st December to the 30th April each year. These dates may be subject to change at short notice in the event of extreme fire weather conditions.

A Prohibited Fire Season may be implemented at any time should weather or other conditions warrant it.

NB: Fires generating excessive smoke may require discharge consent from the A.R.C.

3.21. List of Current Agreements

- **Auckland Regional Rural Fire Committee RIMT Protocol**
- **N.Z.F.S Communications Centres Statement of Service Performance 01/07/2002-2003**
- **Auckland Regional Rural Fire Committee Constitution March 2001**
- **Memorandum of understanding with the Auckland Regional Rural Fire Committee**
- **Agreement between the Waitakere City Council and the Laingholm Volunteer Fire Brigade**
- **Agreement between the New Zealand Fire Service Commission and Waitakere City Council - Section 15**
- **Agreement between the Waitakere City Council and Arataki Rural Fire Force**
- **Agreement between the Waitakere City Council and Bethells Valley Rural Fire Force**
- **Agreement between the Waitakere City Council and Waitakere Rural Fire Force**
- **Agreement between the Waitakere City Council and Karekare Rural Fire Force**
- **Management Agreement for Fire protection. rationalisation of Waitakere Rural Urban Interface**

REGIONAL EQUIPMENT LISTING SUMMARY OF RURAL FIRE FIGHTING EQUIPMENT RESOURCES WITHIN THE AUCKLAND REGIONAL RURAL FIRE COMMITTEE AREA

	Waikare RFD	Auckland City Council	North Shore City	Papakura DC	Manukau CC	Rodney District Council	Franklin District Council	Department of Conservation	RNZAF	Auckland Regional Council	Skywork Helicopters	HeilTranz	CHH Auckland	CHH Northland	Total excl NZFS Resources	NZ Fire Service
Fire Appliances *															0	
Class 1									1						1	
Class 2													3	3	6	
Class 3															0	
Class 4	3	1		1	4	6				1				1	16	
Class 5		4				1							3	2	7	
Class 6						2					2				5	
Class 7						1		2			1				4	
Class 8	1										1				0	70
NZFS Heavy / Med / Light															0	1
4WD															0	7
CAF's Unit															0	
HLPV Pump Sets	4	6			3	5	8	17	4	4			14	14	79	
HLPV Pump Sets	2	1		1	1	2	5	2	6		10		4	6	39	80
HLPV Pump Sets	1			1	1	1	5						3	2	13	
Hose Packs	20	45		10	20	33	83	83	22	12			42	96	383	40
Helicopter Bucket Kits	1	1						2					1	2	7	
Helicopter Buckets	1	1							1		8				11	
Helicopters											5	3			8	
Reliant (Litres)	100						240	2000		1			5440	10000	17880	
Suppressant Litres (Class A)	200	200		200	100	140	200	200	500		1400	100	700	1200	4940	
Relay Dams	2	5		3	1	4	4	12	1	5	1		4	4	46	

Note: 1. These items are actually owned by the respective organization.

2. The availability of these items between the organizations is not necessarily implied

3. Hose packs include those that are in the pump sets

4. The New Zealand Fire Service resources are from Auckland area brigades and the brigades within the Franklin District Council.

* Refer items 5.13.2 and 5. 13.3 in the RFMCOP for revised Fire Appliance Specifications.

Annex B to Section 3

**Auckland Regional Rural Fire Committee
Contact list as of Aug 2005**

Name	Organisation	Phone	Fax	Email	Address
Phil Nesbit P.R.F.O.	Rodney District Council	(09) 427 3229 (09) 294 7345	(09) 426 0219	pnesbit@rodney.govt.nz	Rodney Distr Council, P.O. Box 500, Orewa
Andy Baker. P.R.F.O	Franklin District Council	021 555 266 (09) 263 7100	(09) 238 6995	andrewbaker@ihug.co.nz	Franklin District Council, Private Bag 5, Pukekohe
Bryan Cartelle P.R.F.O	Manukau District Council	025 977 841 (09) 837 9251	(09) 262 5444	bcartell@manukau.govt.nz	Manukau Distr Council Private Bag 76917, Manukau
Bill Ellis C.F.O	New Zealand Fire Service	0274 822 055	(09) 837 1620	bill_ellis@fire.org.nz	NZ Fire Service, 90 Ralstide Ave, Henderson
Jonathan Gould A.R.C.	Auckland Regional Council	(09) 817 0086 0274 902 096	(09) 817 5656	jonathan.gould@arc.govt.nz	Auckland Regional Council P.O. Box 600 228 Titirangi
Lance Dixon P.R.F.O	Auckland City Council	(09) 429 0258 (09) 429 0145	(09) 429 0379	dixonlan@clear.net.nz	Box 4, Ciaris, Great Barrier Island
Peter Barber P.R.F.O	Waitakere City Council	(09) 837 0790 021 582 744	(09) 837 4076	peter.barber@waitakere.govt.nz	Waitakere City Council Private Bag 93 109 Waitakere
Peter Barber P.R.F.O.	Waitakere City Council	(09) 837 0790 021 582 744	(09) 837 4076	peter.barber@waitakere.govt.nz	North shore City Council The Strand, Private Bag 93500 Takapuna
Keith Matheson (Representative)	Federated Farmers	(09) 292 5896			1696 Ararimu Road, Paparimu RD3, Takapuna 1332
Phil Webley (Air Force)	RNZAF	(09) 417 7426	(09) 417 7429	philip.webley@rnzaf.mil.nz	Fire Flight, RNZAF Base Auckland., Private Bag, Whenuapai
Nobby Reekie Chairman (RRFC)	DOC	(09) 445 9429	(09) 445 9637	nreekie@doc.govt.nz	PO Box 32 026, Devonport
Larry Cocker Chief Fire Officer	Papakura District Council Woodhill Riverhead RFD,CHH	(09) 263 5040 (09) 430 7707 0274 798 177	(09) 262 0759	larry.cocker@fire.org.nz	P O Box 97945, South Auckland Mail Centre P O Box 8142., Kensington Whangarei
Kevin Ihaka PRFO	CHH Northern Forests National Rural Fire Authority	(09) 430 7707 0274 575 204	(09) 430 2734	kevin.ihaka@forestprotection.co.nz	P O Box 8142., Kensington Whangarei
Mike Sullivan (REP) Colin Smithies(Manager)	CHH Northern Forests National Rural Fire Authority	(09) 302 5172 021 959 219	(09) 430 2734	sully@forestprotection.co.nz colin.smithies@fire.org.nz	P O Box 8142., Kensington Whangarei NZFS PO Box 68444, Newton

PR

Section 4

RESPONSE

Any person discovering a fire should immediately:

Telephone by Dialling 111 and ask for FIRE and

Provide the Fire Service with all known information re the fire

Rural Fire Officers should investigate all signs of smoke or fire at all times

4. Reporting Fires

Any person reporting a fire should use the 111 system; this includes staff members of the Waitakere City Council or A.R.C. This method operates on a 24/7 basis. Decisions on the response action for fires in the Waitakere R.F.D. will be made by the New Zealand Fire Service, Northern Comcen, following the response levels set by the P.R.F.O. and the Regional Manager N.Z.F.S. This will ensure that the correct documentation and response to the fire occurs.

4.1. Running Calls

If a running call is received on station staff should utilise the call receipt form shown in this Fire Plan. All details must be passed to the Comcen before responding.

Detection and Reporting of Fires

Information Required by the N.Z.F.S Comcen

- Identity of the caller - name, phone number, exchange if applicable.
 - Site of the fire, or some identifying point nearby.
 - What is burning?
- e.g. Bush/scrub, house/building, car/vehicle/boat

Any people in danger?

If so: how many? where they are? who they are?

Any other property etc at risk from the fire.

4.2. Initial Action by Comcen

The NZ Fire Service Comcen shall dispatch the appropriate pre-determine resources to deal with the reported fire following the procedure set by the P.R.F.O. and the Regional Manager N.Z.F.S. from the following: -

- The nearest Rural Fire Force
- N.Z.F.S Brigade Unit
- Regional Parks Rangers
- Helicopter and Earthmoving Contractors
- Adjacent Rural Fire Authority and/or Department of Conservation

The N.Z.F.S Northern Comcen shall notify the Principal Rural Fire Officer by Pager (026 113340) of all fires in the Waitakere R.F.D. within 15 minutes of the call.

4.3. Fire Ground Command Structure

Rural Fire Fighters will follow this command structure when working on the fire ground:

- Principal Rural Fire Officer
- Deputy Principal Rural Fire Officer
- Officer of the Waitakere R.F.D.
- Permanent Officer of N.Z.F.S
- Volunteer Officer of N.Z.F.S
- Fire fighter of Waitakere R.F.D.

The responsibility of members of the Waitakere R.F.D. within their own station ground and District is recognised within this Command Structure, however, in regard to the above, the following is to be considered; Whenever the fire incident involves the response of two or more appliances, Officer's of the Waitakere R.F.D. are **strongly encouraged** to offer operational command of the incident to the ranking Officer of the N.Z.F.S. This would free the Rural Fire Officer to concentrate their efforts in properly and safely supervising their own crew at the incident. The Ranking officer of the N.Z.F.S will have control of operations at all structure fires. However the role of "lead agency" for all fires remains with the Rural District.

4.4. Action at Significant Fires

Notifications

When a fire within the R.F.D. is;

- of significant size or potential to attract news media attention
- likely to cause significant property damage
- the cause of major injury or death
- likely to be a claim against the National Rural Fire Fighting Fund.
- fire not under control in 1 hour

Then the National Rural Fire Authority must be advised promptly (within 24 hours) through the Auckland Regional Rural Fire Manager.

Telephone: (09) 302 5172
Facsimile: (09) 302 5130
Cellphone: 025 959 219
Pager: 026 246 4408

4.5. Action by Principal Rural Fire Officer (PRFO) or Deputy

- Attend at the Fire Ground and take command where he/she considers it necessary and establish the C.I.M.S. structure.
- Consider R.I.M.T. assistance.
- Ensure that Fire Weather Index information either the 1400 hrs reading of that day, or a current reading from the Mahurangi and/or Cornwallis or Woodhill stations is available.
- Appoint as necessary, an Officer to act as liaison between the fireground, and the Waitakere City Council, to assist in the procuring of replacement fire suppression supplies.
- Deploy resources as required, and note all actions taken in Fire Log.
- The PRFO is to ensure that a register of Rural Fire Force personnel has been set up at the fire ground, to ensure that Rural firefighters are rostered for "breaks" and that the location and deployment of resources is monitored.
- Although the N.Z.F.S Control Room collects the data necessary for fire incident statistics, the PRFO should confirm that this has been done. Such information together with the Fire Log will assist the PRFO to run a "Debrief" as soon as feasible after the successful termination of the fire.
- If the fire is on, or adjacent to, Auckland Regional Parklands, the Senior Duty-Parks Ranger is to be notified per Phone - 8174993 or A/Hours 3031530.
- Where the fire involves or is adjacent to a neighbouring Fire Authority's area, the PRFO or Officer in Charge of the fire, shall ensure that that Authority is aware of the fire danger by notifying them directly or by R/T through the Northern Comcen.

4.6. Initial Action on the Fire Ground

The Officer in Charge (O.I.C.) of the first fire appliance must ensure that persons who are liable to be affected or trapped by the fire, are warned of the danger by detailing crews to check the area involved.

The Incident Controller (I.C.) of the fire ground shall plan the fire response according to the following priorities: -

FIRST	Human life
SECOND	Property and Buildings
THIRD	High value conservation areas
FOURTH	Vegetation and Other

Establish the C.I.M.S. and follow procedures set by this Fire Plan (and N.Z.F.S. S.O.P.s);

He shall confirm the location of the fire and shall establish an Incident Control Point and communication net then proceed to contain the fire within as small an area as possible.

A cleared area will be established as soon as possible around the fire to ensure that it will not spread.

The PRFO or Deputy PRFO is to be kept informed at regular intervals, and notified of any outside resources being used, with special note of the type and tasking of helicopters.

A register of resources will be set up to record the arrival and departure of all equipment and manpower from the fire ground.

A Fire Log will be maintained throughout the course of the fire by the and will detail actions taken and the time the fire is out.

The I.C. Fire will ensure that mop-up patrols are to be maintained after any major fire to ensure that the fire is completely out. Patrols and inspection of the site should continue until significant rain has fallen.

4.7. Short Crew Response

With the exception of Tankers or other specialist appliances, the minimum crew level for response shall be three. Northern Comcen is to be advised per RT, that the appliance is responding with a short crew and may adjust the incident turnout.

In the event of a fire call when no warranted RFO is in attendance, the senior member of the Fire Force in attendance at the time shall assume command of the unit.

In such a case the senior member assuming command shall be deemed a deputy Rural Fire Officer and may exercise all of the powers and hold the responsibilities of a warranted officer until such time as they are relieved by a warranted officer, or, they are able to hand control of the incident to an officer of the N.Z.F.S. They shall then place themselves and their resources under the command of that officer.

In all such situations the PRFO is to be advised via Comcen to confirm the temporary appointment and shall monitor or attend the incident as required.

4.8. Authority for Helicopter / Machinery Use

The Waitakere Rural Fire Authority authorises the following Officers to order on the use of helicopters, and/or earth-moving machinery for fire suppression purposes, as follows: -

- Principal Rural Fire Officer or Deputy.
- Permanent District Chief Fire Officer N.Z.F.S first hour use.

The Officer in Charge at the Fire Ground may recommend the requirement for a helicopter to an above officer by R/T through the Auckland Comcen prior to that officer's arrival at the fire ground.

4.9. Regional Fire Emergencies

Where an extreme fire hazard endangers life and property and/or threatens more than one Rural Fire Authority, the National Rural Fire Authority may declare a Regional Fire Emergency under Section 39 of the Forest and Rural Fires Act 1977. In that circumstance a Principal Rural Fire Officer may be appointed by the National Rural Fire Officer to take over the role of Incident Controller, In this event the Waitakere R.F.D. Principal Rural Fire Officer shall place this Rural Fire Authority's resources at the disposal of the appointed Principal Rural Fire Officer.

4.10. Auckland Regional Incident Management Team

In cases involving larger vegetation fires (not necessarily Regional incidents) O.I.C.s are encouraged to call for the attendance of the Auckland R.I.M.T. to implement the C.I.M.S. procedure fully and provide additional management expertise.

The procedure for their deployment is:

Call for the activation of the Auckland R.I.M.T. through the Northern Comcen, detailing:

1. Request an Auckland R.I.M.T. activation via Comcen.
2. Give location of fire and rendezvous point for members.
3. Attendance time for members.

Members of the team will contact Comcen on receipt of their pager message, to advise of their availability. The O.I.C. will check with Comcen and adjust attendance if required.

When a R.I.M.T. attendance is activated, Comcen will also dispatch the Command Unit, unless the O.I.C. instructs otherwise.

At major fires personnel able to provide additional support to management teams may be gained through Waitakere Civil Defence Emergency Management Team; (09) 8370790.

4.11. Procedures for Attending a Rural Fire

Before attending any fire, rural fire fighters shall ensure that they have a clear understanding of: -

- Their ability to carry out their rural fire role.
- The person to whom they are responsible on the fire ground.
- Those they are responsible for.
- The roles of the rural fire unit members.

All Rural Fire Units responding to a fire call should: -

- Ensure that their attendance is entered in the "fire ground register".
- Receive a defined task identifying the person to whom they are responsible, and those they are responsible for.
- Ensure an effective and safe chain of command and communications at all times.
- Provide progress reports up the chain of command.
- Maintain records of inputs to the fire, man / hrs worked, equip employed. This information will assist with the statistical record.
- Accord safety the highest priority; avoid high danger situations (e.g. areas of un-burnt fuel, up-slopes etc).

Before leaving the fireground, all Rural Fire Units report to the I.C. on the following.

- Personnel standing down.
- Situation re Assigned tasks - completed, passed on to another unit.
- Comments on the fire in the area of their operation.

And should endeavour to ensure their appliance fuel and water tanks are topped up and their unit's fire suppression equipment and stocks are replenished and readied for further use as soon as possible.

4.12. Calls for Outside Assistance

The Officer in Charge will have the authority to request assistance from neighbouring rural fire authorities through the Northern Comcen, who will advise that Districts P.R.F.O. of any action taken.

Waitakere Rural Fire Authority Rural Fire Forces may be called on to take action in fires in neighbour Fire Districts which could encroach on this Fire District's area especially where there is threat to life or high value assets. The hiring of helicopters or other contractors to fight such a "threatening" fire must be at the request of the neighbour Fire Authority responsible for the area.

4.13. Mopping Up

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 OC Fire. The OC Fire will be solely responsible for giving a final clearance that the fire is out.

In all mopping up operations the following must be carried out.

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 can be sourced through the National Rural Fire Manager and 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.

4.14. Clothing and Rations at Fires

No person shall be permitted to take part in fire suppression operations unless wearing protective clothing approved by the O.I.C. and suitable for the task to be undertaken.

NOTE: The following should not be worn to fires:

- **Nylon or Polyester clothing, (socks, under clothing etc).**
- **Clothing with a wool/nylon mix - the nylon/polyester will melt onto the skin.**

When possible personnel shall be advised before leaving for the fire scene to take warm clothing.

Protective clothing shall be provided for personnel involved with monsoon bucket or aircraft tank filling operations whether fire chemicals are used as additives or not.

At fires of longer duration substantial hot meals shall be available to each person involved every six hours maximum and preferably four hours optimum. This is usually achieved by the Canteen Unit from the N.Z.F.S.

4.15. Fire-Ground Communications

Radio Systems at Fires

The establishment and maintenance of effective radio communications is top priority at any fire. Radio linkages will be required at the fire scene and to/from N.Z.F.S. FireCom. Communications are essential to ensure safety, summon aid, effect organisation, maintain control, direct resources, provide instructions, enable co-ordination and co-operation, keep people informed, and to record events and decisions.

First Objective. The first objective of any rural fire unit, which is "First Responder" at the fire scene, shall be to establish communications with Fire Com.

Second Objective. The other rural fire units must establish communications with the Officer-in-Charge at the Fire. This means having the necessary radio equipment on site, establishing radio coverage, specifying equipment/channels/ call signs to be used by key personnel and resources.

4.16. Fire Communications Network

At larger fires, the following separate radio channels should be established and specified to all personnel involved as per below.

The New Zealand Fire Service has standardised on the E.S.B. band for its incident ground communications.

The E.S.B. is the frequency band 138-144 Mhz reserved by the Ministry of Commerce for the use of emergency services. The band has been established in consultation with other emergency services to provide a section of the radio spectrum reserved for the exclusive use of the emergency services and an inter-service communication on this band using compatible radio equipment.

Currently the following services have communication capability on E.S.B.

- D.O.C.
- Ministry of Defence
- Civil Defence
- Ambulance
- N.Z.F.S.
- Local T.L.A.s
- Rural Fire Forces

Other than S.A.R. the N.Z. Police do not have a capability on E.S.B.

The N.Z.F.S. and N.R.F.A. have selected the Simoco SRP 8000 as the standard E.S.B. hand-held radio. It is intended to issue at least 2 x sets to every V.R.F.F. unit. Additional radios may be available for use at major incidents.

All Regional Parks staff has VHF (ES Band) radios in vehicles and on handheld radios.

4.17. Channel Assignments

Channel	Name	Mode	Comments
1	Fire 1	Simplex	Default Simoco channel on switch on.
2	Fire 2	Simplex	
3	Fire 3	Simplex	
4	Fire 4	Simplex	Proposed as standard air ops channel.
5	Not allocated		
6	Not allocated		
7	Not allocated		
8	Not allocated		
9	Not allocated		
10	Liaison	Simplex	Liaison channel designate for inter-agency comms.
11	Fire 1	Simplex Liaison	Monitor the liaison simplex channel (Ch 10) whilst working on Fire 1.
12	Fire 2	Simplex Liaison	Monitor the liaison simplex channel (Ch 12) whilst working on Fire 2.
13	Fire 3	Simplex Liaison	Monitor the liaison simplex channel (Ch 3) whilst working on Fire3.
14	Fire 4	Simplex	Monitor the liaison simplex channel (Ch 4) whilst working on Fire 4.
20	Liaison	Duplex	Operating via a "Liaison: repeater.
21	Fire Duplex	Duplex	Operating via a Fire repeater.

4.18. Rural Fire Communications Plan

Incident Controller

The primary radio channel for the fire ground will be "Fire 1" (Channel 1 on the N.Z.F.S. hand-helds) This is the default channel of the radios and for small fires it is likely to be the only channel required.

The Incident Controller (or the Fire H.Q.) will operate on channel 11, which is a combination of Fire 1, and the Liaison Simplex channels operating together. The incident controller or the Fire H.Q. radio will monitor the 'Liaison channel "while operating on Fire 1.

In the event another agency requires to contact the fire ground e.g. on arrival they should call the incident controller on the liaison channel.

All other radios assigned to Fire 1 should operate on channel 1 (which is Fire 1 only).

Operations Manager

For larger fires, the Operations Manager will assign the Fire1 Fire 2 and Fire 3 channels for other sector operations as required. Fire 4 will not be used for ground operations. Fire 4 is reserved for air operations only.

The Operations Manager will switch to Fire 10 on channel 10 to call the incident controller.

The operations manager will contact a sector by switching to that channel in the range channel 11 – channel 14 (rather than switching directly to Fire 1 Fire 2 or Fire 3). This will ensure that the operations manager continues to monitor the liaison channel and can always be contacted.

Liaison

The operations manager will monitor the "liaison" channel by using channels 11-14 as above.

Other services or agencies arriving on the fire ground call the operations manager or Fire H.Q. on the liaison channel. The operations manager will instruct the arriving services/agencies to;

- Proceed to a specified location.
- Undertake specific tasks.
- Use an assigned E.S.B. band radio channel on the fire ground.
- Keep the liaison channel clear for other traffic.

Air Operations

All air operators on arrival at the fire ground will call the operations manager on the liaison channel. The operations manager will confirm arrival instructions, landing site and the designated E.S.B. air operations channel to be used.

The standard air operations channel will be "Fire 4" Only air operations traffic will use the Fire 4 channel while aircraft are operating on the fire ground.

The operations manager will normally assign an aircraft manager to manage the air operations on Fire 4 the Aircraft Manager should operate on channel 14, which is Fire 4 and liaison.

The operations manager will contact the aircraft manager on liaison channel 10 when passing instructions regarding air operations. The operations manager should avoid using Fire 4 (channel 4) to contact the aircraft manager as this may distract the aircraft.

The aircraft manager will contact the operations manager on liaison channel 10 as required. If problems are experienced on Fire 4 the Incident Controller or the Fire H.Q. may need to assign an alternate Fire channel to air operations. This might occur if there is an adjacent fire also working with aircraft and interference is occurring on Fire

Air operators should be advised that the minimum frequencies required in their E.S. Band radios is as follows;

Liaison	Simplex frequency	140.9875 Mhz NBFM
Fire 4	Simplex frequency	140.6425 Mhz NBFM

It would be desirable (in the priority order as set out) if they could also operate on;

Fire 3	Simplex frequency	140.9250 Mhz NBFM
Fire 2	Simplex frequency	143.7875 Mhz NBFM
Fire 1	Simplex frequency	143.8250 Mhz NBF

4.19. Training

This standard operating plan for the use of N.Z.F.S. emergency services band channels on a rural fire ground should be tested and verified periodically with all local agencies and air operators. It is important that all parties are familiar with the operation of the E.S. band radio equipment.

4.20. Communications Details

At all "major" fires, the rural fire units may find that the N.Z.F.S Officer-in-Charge of the Fire has set up procedures to ensure that the following information is conveyed to Fire Control.

- Sit/rep messages.
- Any assistance messages.
- The stop message.

The Officer-in-Charge at the Fire shall establish an identified Incident Control Point and be capable of being contacted on the designated Radio Channel at all times. The Control Point, and radio channel shall be identified to all personnel at the fire scene.

4.21. Recording

The setting up of the Co-ordinated Incident Management System (C.I.M.S.) will ensure that effective records are kept of: costs, equipment usage, manpower, fire development and suppression tactics.

The P.R.F.O. will collate these records as soon as possible after the fire, and along with the N.Z.F.S. Incident Report and Fire Investigation report utilise any or all to assist in an operational review / debrief or post fire investigation.

4.22. Fire Direction Signs

It is important that the easiest route to the fire site should be identified by utilising "fire directional " signs (if carried) This is essential should the fire be remote from normal access Those appliances not carrying fire signs can identify the route for back-up crews through the use of coiled hose or other equipment. Once the route has been established any identifying equipment should be up-lifted.

4.23. Fire Weather

The Incident Controller shall obtain the current fire weather readings for the area of the fire as soon as practicable. Observations of the weather conditions on the fire –ground should be recorded at regular intervals throughout the duration of the fire.

Forecasted weather conditions should be made available to all staff, and considered in the overall planning of the suppression activities.

4.24. General Response Policy

The objective of the Waitakere Rural Fire Authority is to direct the management of fire toward the mitigation or elimination of all hazards which may cause loss by fire.

However; when an uncontrolled fire does occur, the policy of this District is to mount an immediate, aggressive, initial attack on the fire.

Officers in charge are encouraged to request support and additional resources without delay in order to minimise time lost in controlling the fire.

Section 5

RECOVERY

5. Recovery

5.1. Rehabilitation

Rehabilitation of areas damaged by fire or the actions involved through suppression activities shall be the responsibility of the landholder concerned. However, every effort should be made by fire crews to remove all 'fire litter' (food scraps, foam containers etc) before leaving the fire-ground. Good fire-fighting practice would minimise all un-necessary damage in the first instance.

5.2. Welfare

The welfare of staff shall be the prime responsibility of the O.I.C.

All staff shall be briefed prior to taking part in fire-ground operations, and shall possess the skills required for the task they are given.

Where staff have not had a meal prior to attending an incident, food should be supplied within two hours of the commencement of the incident. . At long duration incidents, staff should be supplied with a meal (preferably hot) at intervals of four hours. Staff operating at incidents are encouraged to drink liquids at least every 30 minutes throughout.

An attendance register should be maintained by the O.I.C. at all incidents. A properly equipped 1st Aid kit shall be available at all times.

5.3. Clothing

No person shall be permitted to take part in fire suppression operations unless wearing protective clothing suitable for the tasks they may be engaged in.

It will be the responsibility of the Officer in Charge (O.I.C.) or that person's supervisor to ensure that this direction is adhered to at all times.

All persons engaged in monsoon bucket filling operations must wear waterproof clothing and goggles, whether chemicals are used or not.

No nylon clothing (including underwear) is to be worn while engaged in fire-fighting operations.

5.4. Training

This Fire authority's policy is to encourage and fully support the fire fighting staff of the District to achieve the N.Z.Q.A. skill levels required by the Rural Fire Management Code of Practice (R.F.M.C.O.P.) and gain the competency required for the range of incidents they may be called on to attend.

5.5. Health and Safety

The provisions of the Health and Safety in the Workplace Act must be complied with at all times. All staff has the responsibility to protect their own safety. Hazards must be reported to the controlling officer immediately they are identified and efforts must be taken to remove or mitigate them as soon as possible. A designated Safety Officer will be appointed at all incidents, who will be responsible for the over-all safety of staff.

If required, the N.Z.F.S. 'Critical Incident Stress' team is available to provide counselling for staff. The welfare of operational crews at all incidents is the prime responsibility of their controlling officer, who must ensure that refreshments are available and regular rest breaks are taken.

5.6. Debriefs

Debriefs should be held whenever a lesson may be learned after an incident. This may involve any operational procedure, response, or health and safety aspect. Crews should review the actions taken at all attendances, this may be an informal talk on return to station, or carried out on the fire-ground prior to leaving.

Formal Debriefs will be held after the following situations,

- Incidents involving injury to staff
- Incidents involving the death of any person
- Fires that may involve a claim on the R.F.F.F.
- Incidents that generate significant media interest
- Incidents where lessons may be learned

These debriefs will be called for and Chaired by the Principle Rural Fire Officer (P.R.F.O.) and will follow the 'Debrief Template' provided by the National Rural Fire Authority (N.R.F.A.).

Debriefs will be held as soon as possible after an incident, and a record, complete with any recommendations made will be held by the P.R.F.O. Representatives of all the agencies involved will be invited to attend.

It is important to understand that a debrief is a learning situation which will be of benefit only if those involved are honest in their participation. It is not a witch-hunt and care should be exercised to ensure that it remains within that context.

Any recommendations resulting from the debrief shall be implemented, where this is possible, as soon as they can be introduced into the existing system.

5.7. Operational Review Procedure

Certain serious vegetation fires may be the subject of an operational review. The procedures used for the Review will follow and be within the parameters set at the time.

5.8. Post Fire Investigation

It is the policy of the Waitakere Rural Fire Authority to investigate the cause and circumstances of all fires within the District. Where the Officer in Charge of an incident is unable to determine a cause, he/she should call for the assistance of a Fire Safety Officer. In the case of vegetation fires, a specialist Rural Fire Investigator shall be requested. All requests for assistance shall be through the Northern Comcen.

5.9. Site Protection

O.I.C's should ensure that the site of ignition at any fire is protected from undue disturbance to allow minimal complications for a later investigation.

5.10. Recommissioning

Officers in charge are to ensure that their appliance and all equipment are brought back to a fully operational level as soon as possible after release from the fire-ground.

Where required, records of use are up-dated, fuel and oil levels are checked, tank levels are confirmed as full, and the protective clothing of crews is in a good state of repair.

Items of equipment damaged during the fire should be made the subject of a report to the P.R.F.O. who will arrange for immediate repair.

5.11. General

It is expected that the fire crews of this R.F.D. have sufficient training to follow all of the usually accepted practices of 'Good Firemanship'; this includes the actions and conduct before and after a fire fighting operation.

A basic given, of good firemanship, is that apart from the actual damage caused by the fire itself, suppression and recovery actions taken by crews do not detrimentally effect the surrounding environment.

5.12. Cost Recovery

It will be the responsibility of the P.R.F.O. to gather, collate and present all required records and documentation to submit an application for the recovery of fire-fighting costs. This shall be the case whether the application is directly to a landowner or submitted to the National Rural Fire Authority as a claim on the Rural Fire-fighting Fund.

Plan Certification

6. Plan Certification

This Fire Plan has been prepared and meets the requirements of the Forest and Rural Fires Regulations 2005, and is approved by the Waitakere City Council, as the Waitakere Rural Fire Authority.

Signed Dated 5 September 2005

H V O'Rourke
Chief Executive Officer
Waitakere City Council