



**CHATHAM ISLANDS  
RURAL FIRE  
AUTHORITY**

**ACTIVATION FOR NZ  
DEPLOYMENT  
2009**

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# **ACTIVATION FOR NZ DEPLOYMENT**

## **PURPOSE**

The purpose of this Plan is to understand the agreement with the Wellington Regional Rural Fire Committee (WRRFC) regarding the level of support the Wellington Regional Rural Fire Committee can provide to the Chatham Islands Rural Fire Authority by way of assistance with fire crews and equipment requested and, to clearly identify the levels of initiating action in accordance with this Plan and the MOU between the Chatham Islands Council (CIC) and the partners of the Wellington Regional Rural Fire Committee.

## **CURRENT SITUATION**

The Chatham Islands Rural Fire Authority shall protect areas of land designated rural which border the urban fire districts boundaries outside those areas under the jurisdiction of the New Zealand Fire Service and Department of Conservation. The rural fire authority has a small response team and with the joint efforts of the Department of Conservation (DOC) and the fire brigade can provide enough trained personnel for the first 12-14 hours. The Department of Conservation has fire equipment along with the fire brigade; the rural fire authority has access to Maritime Oil Spill dams but has little fire equipment of its own. (Equipment lists attached) The rural fire authority intends to slowly build on its resources and is looking to set up posts in the outer settlements of Kaingaroa, Owenga, Port Hutt and Pitt Island.

## KEY ISSUES

The key issues define the most urgent and important issues as they relate to the current situation, and the overall purpose of this Plan.

<b>WEAKNESSES</b>	<ul style="list-style-type: none"> <li>• Sufficient personnel on Island for first response (12-14 hrs)</li> <li>• Insufficient fire equipment</li> <li>• Insufficient trained rural fire personnel</li> <li>• Communication issues</li> <li>• Insufficient fuel on Island for helicopter if required</li> <li>• No helicopter based on the Island for initial attack</li> </ul>
<b>STRENGTHS</b>	<ul style="list-style-type: none"> <li>• Local knowledge</li> <li>• Train together</li> <li>• Know limitations</li> <li>• Transport available</li> <li>• Accommodation available</li> <li>• Catering available</li> <li>• Earth moving equipment available</li> </ul>
<b>OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Work in with NZ fire crews</li> <li>• Train together</li> <li>• Access to wild fire knowledge</li> <li>• Access to more resources</li> <li>• Access to support fire crews/personnel</li> <li>• Reduce the length of time fighting the fires which reduces the threat to significant values at risk</li> </ul>
<b>THREATS</b>	<ul style="list-style-type: none"> <li>• Our coverage of off the Island at the same time</li> <li>• More than one fire at the same time</li> <li>• Weather conditions escalate a fire to a level 3 fire quickly</li> </ul>
<b>CAPABILITY GAPS &amp; IMPEDIMENTS</b>	<ul style="list-style-type: none"> <li>• Insufficient fire training</li> <li>• Insufficient equipment</li> <li>• Insufficient communication equipment</li> <li>• Insufficient fire crews available on Island</li> </ul>

**Note\*** Island based personnel may not all be on Island for first response therefore we may need to activate a Level 2 Fire, for NZ assistance within the 12-14 hour period.

# STRATEGIES TO ADDRESS THE KEY ISSUES

Formulated strategies to address key issues

## PERSONNEL 1

<b>Specific</b>	<ul style="list-style-type: none"> <li>Enough personnel for “first response” for the first 12-14 hrs</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>Trained fire crews from WRRFC are the responsibility of the RRFC’s and the WRRFC will only deploy trained fire crew as per NZRF standards</li> <li>Trained fire crew on the Island are the responsibilities of the RFA, DOC and Fire Brigade</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>That WRRFC maintain a list of available fire crew personnel that are able to response to wild fire suppression on the Chatham Islands</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>Only appropriately trained fire personnel are deployed</li> </ul>
<b>Time frame</b>	<ul style="list-style-type: none"> <li>That fire crew/personnel be prepared to assist on the Chatham Islands up to a maximum of 10 days</li> <li>WRRFC to have crews available for deployment for level 2 fire, once a request is made within the first 12-14 hours</li> </ul>

## PERSONNEL 2

<b>Specific</b>	<ul style="list-style-type: none"> <li>In times of high fire danger rural fire personnel who depart the Island inform the PRFO</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>PRFO’s responsible for keeping informed of rural fire personnel movement off the islands</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>The PRFO’s keep a record of fire personnel on-off island movements</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>Up to date record of fire personnel available when needed</li> </ul>
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>Current</li> </ul>

## EQUIPMENT

<b>Specific</b>	<ul style="list-style-type: none"> <li>• Back up equipment deployed from WRRFC fire districts as required</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• Maintenance of back up equipment deployed will be the responsibility of the RRF districts that the equipment originally comes from</li> <li>• All equipment must be compliant with the NRFA standards</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• That a list of equipment be provided from Rural Fire Authority and DOC to WRRFC for the Chatham Islands</li> <li>• Decide where the equipment can be resourced from and a list be held by the contact person for the WRRFC, copy to Rural Fire Authority and DOC</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>• That WRRFC determine what equipment they would need and what is available from the RRF</li> </ul>
<b>Time frame</b>	<ul style="list-style-type: none"> <li>• Before sign off of this Plan</li> </ul>

## COMMUNICATIONS

<b>Specific</b>	<ul style="list-style-type: none"> <li>• Everyone using the same form of communication i.e. VHF</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• A standard form of communication system to be used by all fire crew when deployed to the Chatham Islands</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Ensure there is sufficient VHF hand held radios for all the fire crews</li> <li>• Identify contact person responsible for communication of fire crew to the Chatham Islands</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>• One contact person from NZ dealing with one contact person from Chatham Islands with communication issues</li> </ul>
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• August meeting</li> </ul>

## LOCAL KNOWLEDGE

<b>Specific</b>	<ul style="list-style-type: none"> <li>• A local liaison person be designated to work alongside mainland crews</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• Assigning those with local knowledge to NZ crews that have been identified by the Chatham Islands PRFO's</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• List attached with personnel with local knowledge that can be assigned to the NZ fire crews</li> <li>• List made available at handover brief to person in charge/crew leader</li> <li>• Up date list as required</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>• That the locals with knowledge are available when NZ fire crew arrives</li> </ul>
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• Handover brief</li> </ul>

## BUILDING CAPACITY

<b>Specific</b>	<ul style="list-style-type: none"> <li>• Set up rural fire "Out Posts" in isolated rural settlements</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• That all resources be NRFA standard</li> <li>• That the rural fire authority have input into the scheme along with the communities</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Work with other fire authorities to help establish what equipment is require to resource the fire "Out Posts"</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>• That all resources be NRFA approved</li> <li>• That RFA are working towards improving its capabilities in a way that would enhance rural fire response on the Chatham Islands</li> </ul>
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• On going</li> </ul>

## MULTIPLE FIRES

<b>Specific</b>	<ul style="list-style-type: none"> <li>• More than one fire at the same time will trigger activating the NZ deployment plan within the agreed timeframe</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• When there is more than one fire or a multi emergency on the Chatham Islands appropriate emergency plans will be activated; in regards to rural fire this would mean early activation of this NZ deployment plan</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• PRFO to notify contact person within the WRRFC to activate the NZ deployment</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>• Only the PRFO or person authorised in the absence of the PRFO, can activate the deployment</li> <li>• Contact person within the WRRFC to be notified of those authorised to activate</li> </ul>
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• Once deployment plan is signed off</li> </ul>

## DEPLOYMENT

<b>Specific</b>	<ul style="list-style-type: none"> <li>• When to activate the deployment plan</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• When threat to life</li> <li>• When threat to homes/buildings/settlement</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• PRFO to notify contact person within the WRRFC to activate deployment response</li> </ul>
<b>Relevant</b>	<ul style="list-style-type: none"> <li>• Only authorised person can activate deployment</li> </ul>
<b>Time Frame</b>	<ul style="list-style-type: none"> <li>• When deemed necessary</li> </ul>

## FIRE INCIDENT LEVELS

<p style="text-align: center;"><b>Level 1</b></p> <p>Risk/Controlled Monitor Low consequence Local Level Controlled</p>	<p><b>Low to Medium</b> fire that can be contained by Island based fire crews</p> <p><b>Control Period</b> under 12-14 hours</p>
<p style="text-align: center;"><b>Level 2</b></p> <p>Risk/Controlled High consequence NZ assistance</p>	<p><b>Medium to High</b> fire may require assistance from NZ fire crew and/or equipment</p> <p>Significant values are at risk; threat to life, homes, building and/or settlement, environmental, cultural and heritage</p> <p><b>Control Period</b> 1-10 Days</p>
<p style="text-align: center;"><b>Level 3</b></p> <p>Risk/Not Controlled High consequence NZ assistance</p>	<p><b>High</b> fire complex require assistance from NZ fire crew and/or equipment (National assistance)</p> <p>Significant values are at risk; threat to life, home, building and/or settlement environmental, cultural and heritage</p> <p>Likely to occur at high extreme fire weather conditions with potentially extreme fire behaviour</p> <p><b>Control Period</b> 11+ Days</p>

# ACTIVATE PLAN PROCESS

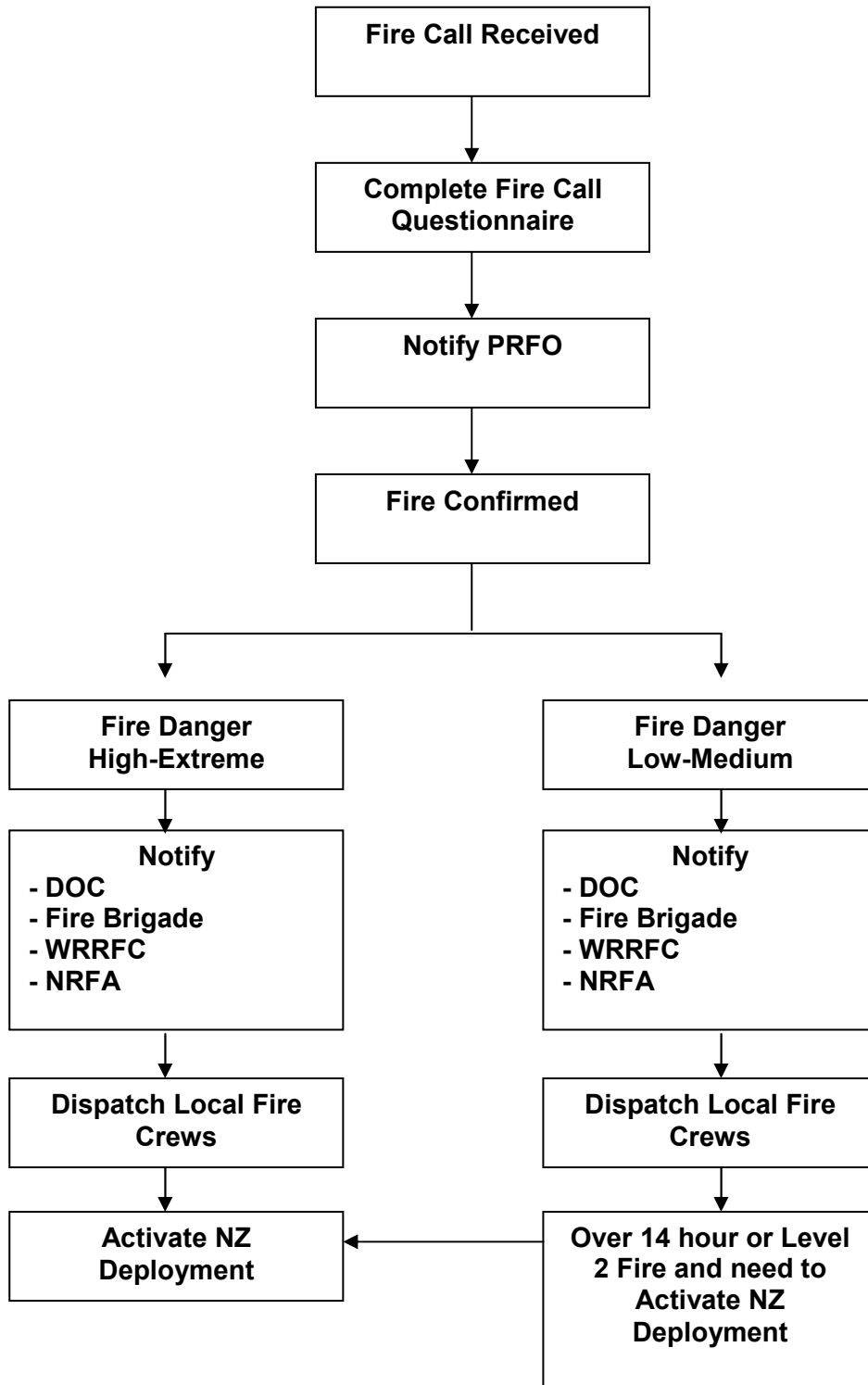
## LOCAL ARRANGEMENTS

<p><b>Step 1</b> Chatham Islands PRFO</p>	<p><b>Level 1 fire: Local level control advise the following;</b></p> <ul style="list-style-type: none"> <li>• DOC/Chatham Is Fire Service</li> <li>• NRFA contact</li> <li>• WRRFC contact</li> </ul>
<p><b>Step 2</b> Chatham Islands PRFO</p>	<p><b>Level 1 Fire but looking as if it may change to Level 2 Standby NZ Fire Crew assistance may be required advise the following;</b></p> <ul style="list-style-type: none"> <li>• DOC/Chatham Is Fire Service</li> <li>• NRFA contact</li> <li>• WRRFC contact</li> <li>• CIC EOC stand by</li> </ul>
<p><b>Step 3</b> Chatham Islands PRFO</p>	<p><b>Level 2 Fire confirmed advise the following;</b></p> <ul style="list-style-type: none"> <li>• DOC/Chatham Is Fire Service</li> <li>• NRFA contact</li> <li>• WRRFC contact</li> <li>• Activate EOC for logistics</li> <li>• Confirm air transport departure time to WRRFC</li> <li>• Confirm catering for NZ crew with local EOC</li> <li>• Confirm local crew available to assist NZ fire crew</li> <li>• Confirm accommodation is ready for NZ fire crew with EOC</li> </ul>
<p><b>Step 4</b> Chatham Islands PRFO</p>	<p><b>Level 3 Fire confirmed National assistance required advise the following;</b></p> <ul style="list-style-type: none"> <li>• DOC/Chatham Is Fire Service</li> <li>• NRFA contact</li> <li>• WRRFC contact</li> </ul>

## NEW ZEALAND ARRANGEMENTS

<p style="text-align: center;"><b>Step 1</b> New Zealand contacts</p>	<p><b>Level 1</b> Fire confirmed by Chatham Islands PRFO Confirmation received by the following;</p> <ul style="list-style-type: none"> <li>• NRFA contact</li> <li>• WRRFC contact</li> </ul>
<p style="text-align: center;"><b>Step 2</b> WRRFC</p>	<p><b>Level 2</b> fire confirmed by Chatham Islands PRFO NZ Fire Crew assistance is require activate deployment to Chatham Islands</p> <ul style="list-style-type: none"> <li>• Confirm NZ Deployment response</li> <li>• Arrange equipment and crew for transporting</li> <li>• Advise number of crew to be transported</li> <li>• Advise equipment to be transported</li> </ul>
<p style="text-align: center;"><b>Step 3</b> WRRFC NRFA</p>	<ul style="list-style-type: none"> <li>• Maintain contact with Chatham Islands for any on going assistance and support</li> </ul>

# FIRE ACTION PLAN



## **CONTACT DETAILS**

(contact the CIC office for contact details)

# **AGREEMENTS**

**APPENDIX A**

## **MEMORANDUM OF UNDERSTANDING September 2009**

**Agreement on rural fire control measures between Rural Fire Authorities in the Greater Wellington Regional Rural Fire Committee.  
Forest and Rural Fires Act 1977, s 16(1)**

(copy held at the CIC office)

# AGREEMENTS

(copy held at the CIC office)

# INCIDENT CONTROLLER CHECK LIST

## APPENDIX B

- Confirm location of fire
- Set up an incident control point
- If not already in place, set up an incident management system, decide whether fire service help is needed
- Set up a communication system and develop a communications plan
- Ensure a fire logs commenced
- If not already notified, ensure RFA, RFO have been contacted
- Warn any persons, and landowners or authorities likely to be affected by the fire
- When assuming control from the NZFS or any other organisation, notify personnel of change. Assess resources already on the incident ground assigned and reconfirm roles and responsibilities.
- Advise neighbouring Fire Authority or forest owners in the vicinity where they may be affected. If fire in the DOC fire safety area ensure DOC is notified.
- Ensure that all incoming and outgoing personnel and equipment are recorded.
- Initiate recording of fire behaviour.
- Arrange logistic support as detailed.
- Patrol and mop up and declaration of fire out procedures
- Check that fire statistics and all records are completed and retained.
- Consider the needs of the fire investigation including protecting the fire origin.
- Notify NRFA within 24 hours if there is a likelihood of a claim on the Rural Fire Fighting Fund, if death or injury occurs, or if there is significant fire damage.
- Where large of multiple fires occur the PRFO may need to activate the NZ Deployment Plan.

# **FIRE CALL QUESTIONNAIRE**

**APPENDIX C**

- 1. Callers Name/Phone number**
- 2. Date, time and person recording the call**
- 3. Location of fire**
- 4. Directions to fire (Roads, Points of Reference etc)**
- 5. Values threatened (life, land, property, buildings etc)**
- 6. Wind strength and Direction**
- 7. Size of fire (hectares burned, length of fire front etc)**
- 8. Material burning and topography**
- 9. Who was the call passed onto**
- 10. What action was taken**

# ACRONYMS

## APPENDIX D

BFF	Bushfire Force
BUI	Build Up Index
CIFB	Chatham Islands Fire Brigade
CIRFA	Chatham Islands Rural Fire Authority
CIMS	Coordinated Incident Management System
DO	Duty Officer
DOC	Department of Conservation
EMO	Emergency Management Office
FireCom	Fire Communications Centre
FA	Fire Authority
FWI	Fire Weather Index
GIS	Geographic Information System
GWRRFC	Greater Wellington Regional Rural Fire Committee
HCC	Hutt City Council
ICP	Incident Control Point
IC	Incident Controller
IMT	Incident Management Team
NIMT	National Incident Management Team
MOU	Memorandum of Understanding
NRFA	National Rural Fire Authority
NZFS	New Zealand Fire Service
OIC	Officer in charge
PRFO	Principal Rural Fire Officer
RFA	Rural Fire Authority
RFO	Rural Fire Officer
RIMT	Regional Incident Management Team
WF	Wild fire

# GLOSSARY

## APPENDIX E

These definitions are intended to define terms in this Chatham Islands Rural Fire Authority Plan in plain English. For legal definitions see the Local Government Act 2002.

Assigned Resources	Resources checked in and assigned work tasks on an incident. (CIM'S)
Available Resources	Incident-based resources ready for deployment. (CIM'S)
Back-burn	A counter-fire commenced from within continuous fuel for the purpose of fighting a fire. Reference the Forest and Rural Fire Act 1977.
Breakaway	The point/s at which a fire, after it has been contained, escapes into un-burnt areas across a fire line or fire edge.
Burn Plan	A prescription defining the location, sequence, method, and precautions to be observed in carrying out a prescribed burn.
Burning Off	Generally, setting fire – with more or less regard to areas carrying unwanted vegetation such as rough grass, slash, and other fuels.
CIMS	Coordinated Incident Management System. A structure to systematically manage emergency incidents.
Emergency Operations Centre (EOC)	An established facility where the response to an incident may be supported. (CIM'S)
Fire Authority or Authority	<p>(a) In relation to a rural fire district,</p> <p>(i) the rural fire committee in which the administration of the district is vested or</p> <p>(ii) the Minister of Conservation or</p> <p>(iii) the Minister of Defence (unless stated otherwise in Gazette notice constituting the district)</p> <p>(b) In relation to a state area, means the Minister of Conservation.</p> <p>(c) In relation to the fire safety margin attached to a State area, means the Minister of Conservation to the extent provided by sections 11A and 11B.</p> <p>(d) In relation to the territorial area, means the territorial authority having jurisdiction for the area.</p> <p>(e) In relation to an area subject to an agreement made under section 14(1) or section 14(2), means the party appointed to act, to the extent provided by the agreement.</p> <p>(f) In relation to an area in respect of which a territorial authority exercises the powers of a Fire Authority under section 9(b), means the territorial authority to the extent provided by the agreement between the NZFS commission, the National Rural Fire Authority, and the territorial authority.</p>

Fire Climate	The composite pattern or integration over time of the fire weather elements that affect fire occurrence and fire behaviour in a given area.
Fire Plan	A statement compiled and issued by a Fire Authority defining policy, chain of command, and procedure, in relation to fire control by that Authority.
Fire Season	The period's of the year during which fires are likely to occur, spread and do sufficient damage to warrant organised fire control. Note: Open, Restricted, and Prohibited Fire Seasons.
Fire Service	The New Zealand Fire Service as constituted by section 3 of the Fire Service Act 1975.
Incident Action Plan (IAP)	A statement of objectives, strategies, and critical functions to be taken at an incident. (CIM'S)
NRFA	National Rural Fire Authority.
Incident Management Team (IMT)	The group of incident management personnel carrying out the functions of Incident Controller, Operations Manager, Planning/Intelligence Manager and Logistics Manager. (CIM'S)
Principal Rural Fire Officer (PRFO)	A Principal Rural Fire Officer appointed under section 13 of the Forest and Rural Fire Act 1977.
Rural Fire District	A Rural Fire District constituted under the Forest and Rural Fires Act 1977.
Wildfire	An unplanned fire. A generic term which includes grass fires, forest fires and scrub fires.
State area	Section 2 pg 12 of the Forest and Rural Fire Act 1977.

# RURAL FIRE AUTHORITY AREA

## APPENDIX F

