**Plantation Fire Management Performa Plan -**

“Company Name” Pty Ltd

Fire Management Plan

 "Year of plan"

Approved by Full Name Director, Company Name Pty Ltd

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**ATTACHMENTS**

**references**

[Guidelines for the Management of FIB Operations](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=002019)

[Equipment Specifications and Guidelines](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=0205)

[Training Specifications and Guidelines](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=0068)

[Fire Response and Reporting Guidelines](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=008715)**APPENDICES**

**Appendix 1.1: Pre Fire Season Checklist**

**Appendix 1.2: Pre Fire Season Working Plan**

**Appendix 2: CFA Groups and Brigades Contact List**

**Appendix 3: Forestry Contact List**

**Appendix 4: FIB Member Register and Qualification**

**Appendix 5: FIB Standby Roster**

**Appendix 6.1: Fire Fighting Equipment Checklist**

**Appendix 6.2: PPE List**

**Appendix 7: CFA Radio Frequencies**

**Appendix 8: Fire Report**

1. **Objective and scope**
	1. **Objective:**
* The objective of this plan is to set out how the company will protect its plantations from a fire threat meeting Forestry Industry Brigade (FIB) obligations during each Fire Season as determined by the Country Fire Authority (CFA). It provides information for the Company and the contractor/s appointed to supply services to the FIB including the CFA.
* The plan shall be revised and updated on an annual basis prior to the fire season.
* Copies of this plan will be;
* made available and be familiar to each FIB member;
* provided to the relevant CFA regional headquarters and other interested groups; and
* held in the company office.

Fire Maps will be included with the Fire Management Plan for the relevant CFA Districts.

* 1. **Company Fire Management Policy:**

* Policy:
	1. **Plantation owners:**

* Owner(S)
	1. **Legislative requirements:**
* Company has reached the determining point requiring that they from a FIB under section 23AA of Country Fire Authority Act 1958.
	1. **Joint FIB:**

* Joint FIB
	1. **Community liaison and co-operation:**
* The relevant FIB member/s shall endeavor to attend any fire prevention planning meetings to which he/she is invited. They shall provide a report to the FIB Captain.

The FIB Captain/Secretary shall liaise with the CFA to ensure that the Company’s fire prevention activities are aligned to CFA guidelines and to be informed of any relevant changes in legislation. First point of contact will be the Project Officer (Forest Industry Brigades) or their Brigades Catchment’s Officer.

The FIB Captain shall liaise with other FIB Brigades in their region to identify opportunities for cooperation on the fire prevention and preparedness.

1. **Tree Farm Fire Prevention**
	1. **Plantation design:**
* **Design:**

All new tree farms will be designed to comply with     .

* **Fuel Risks:**

* **Fire Breaks:**

During the declared Fire Danger Period (from 1st December to 30th April, unless otherwise notified) fire breaks must be maintained in the required conditions outlined below.

* 1. **Firebreak Specifications:**

Firebreaks

* 1. **Boundary Firebreaks:**

Firebreaks on the boundaries of plantations are a minimum of

* 1. **Internal (Compartment) breaks:**

Tree farms should be divided into blocks of no greater than     .

Access tracks should preferably be a minimum width of       from ground to sky. Where this is not practical passing bays of a minimum width of       and minimum length of       shall be provided every     .

Firebreaks should also surround patches of retained vegetation within the plantation boundary. For patches of retained vegetation under 40ha, the firebreaks should be a minimum of      wide and for patches over 40ha, a minimum of       wide.

* 1. **Firebreaks along power lines:**

Where power lines pass through plantation areas, fire breaks and clearing corridors must be in accordance with the specifications of the line owner – minimum in Victoria is 20m. Easement widths vary with line voltage (and sometimes with ownership). Check.

* 1. **High risk boundaries:**

E.g. adjoining a public road with significant traffic or within 200m of a house

     .

* **Water point maintenance:**

Water supplies shall be surrounded by an open clear area of at least       m (minimum of 10m). A hard standing area should be provided to allow a pump to be within 4m of the water.

Water points are to be checked prior to the commencement of the bush fire season.

Those strategic water points that are signposted are indicated on the fire map.

* **Deadens:**

Dead-end roads shall not be longer than     . Dead-end roads longer then      should be signposted and turn-around point provided (Y, T, or semi-circle formation with a radius being at least 8m).

A “Dead-end” sign must be clearly visible at the entry point to all dead-end tracks. Dead-end sign posts should be checked regularly.

* **Mapping and map tubes:**

Each plantation has a Fire Map; these maps will be updated and modified each year prior to the commencement of the Fire Season.

The main entrance/s has a map cylinder (red or blue) with a fire map inside.

* 1. **Fire management works:**
* A **Pre Fire Season Checklist**  shall be completed for each plantation prior to the commencement of the oncoming fire season. Such a checklist ensures compliance with the Companies’ Fire Prevention Specifications. Those existing areas that do not meet the specifications will be noted on the relevant Pre Fire Season Checklist.
* The aim is that the majority of the plantations shall have a Plantation Management Plan with adequate Fire Risk Assessment prior to the Fire Season.
* Required fire prevention works shall be carried out by     .
	1. **Restrictions during the fire danger period:**
* During the Fire Season (= Fire Danger Period), the Company will appoint contractor/s to carry out work schedules and duties     .
* **Forest Work Ban:**

On days when the Company considers the fire danger is sufficiently severe to prevent work performed in the forest, a Forest Work Ban will be proclaimed. The notice of a Forest Work Ban will be given either by the Company or its Fire Duty Officer (FDO). The relevant officer shall     .

* **Total Fire Ban Day:**

Total Fire Ban Days are usually announced the day previously, and apply from 00:01 to 23:59. Generally use of tools/plant is prohibited on a Total Fire Ban Day.

However, if absolutely necessary the following procedure must be followed:

* 1. Contractor to obtain a permit from an authorised officer of the appropriate CFA District Office.
	2. Written permission from the Company must be obtained before work commences.
* **Working hours:**

Contractors who intend to work after 17:00 on any weekday, on weekends or on public holidays,

* **Access:**

No one shall enter

* 1. **Requirements during the fire danger period:**
* Personal transport vehicles     .
* **Vehicles and plant** entering the plantation MUST:
1. .
2. .
3. .

In addition to the above requirements, all vehicles and plant entering the plantation must be equipped with one or more fully charged     .

1. Fallers’, operators’ and supervisors’ vehicles, and log trucks:      .
2. Plant and machinery that works primarily on firebreaks      **.**
3. Logging machinery that works primarily within the compartment (e.g. forwarders, skidders, harvesters)     .
* **Harvesting operations:**

Contractors shall have on site, and in good working order, a mobile fire fighting appliance.

1. Tank capacity       litres.
2. Pump capacity,       hp,
3. Delivery hose, hard-line 19mm with 38mm external lug couplings. Mounted on live reel.
* **Chainsaws:**

All chainsaws must comply with the Chainsaw Code (as indicated in the Logging regulations of the Occupational Health, Safety and Welfare Act).

Re-fueling of chainsaws     .

Chainsaw operators must have each of:

1. Fire rake or a shovel to be kept at the refueling area;
2. Foam or Dry Chemical fire extinguisher, minimum capacity of 2.25kgs; and
3. Pressurised knapsack containing 9 litres (minimum) of water or a hand pump knapsack of 15 litres, one per faller, located no further away than at the edge of the closest compartment boundary from the work area.
* **Cutting/welding:**

     .

* **Smoking:**

     .

**District Preparedness Levels and Work activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Colour Code** | **Grassland Fire Danger Index** |  | **Staff** | **Contractors** | **Tasks** |
| **Green** | **<5** |  | Work as usual | Work as usual | Fire Units are functional |
| **Yellow** | **6-20** |  | Work as usual | Work as usual | Fire Units are functional |
| **Orange** | **20-35** |  | All staff contactable & location known by reception. Work as usual | Work as usual | Fire Units are functional |
| **Purple** | **36+** |  | All staff to be based at Office No movement on farms | Work stopped. Fire contractors on standby. | Fire units manned, full of water and functional. Fire units situated at known locations |
| FDR is a rating on the resultant of constant and variable factors affecting the ignition, spread and difficulty of control of fires, and the damage they cause. |

**National Fire Danger Rating (Public FDR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rating** | **Colour Code** | **Forest Fire Danger Index** | **Grass Fire Danger Index** |  |
| **Low – moderate** | **Green** | **0-11** | **0-11** |  |
| **High** | **Blue** | **12-24** | **12-24** |  |
| **Very High** | **Yellow** | **25-49** | **25-49** |  |
| **Severe** | **Orange** | **50-74** | **50-99** |  |
| **Extreme** | **Red** | **75-99** | **100-149** |  |
| **Code Red** | **Red with black lines** | **100+** | **150+** |  |

1. **District Fire Preparedness**
	1. **Contacts:**
* Contact detail lists of related parties shall be kept updated (**Appendix**).
	1. **Communications:**
* Radio procedures are compatible with the CFA; refer to **Appendix** which lists the channel frequencies for the various CFA/CFS regions and incident management channels as well as FFMV regions (this list is not for general distribution).
* Operations Radio Test Schedule on     .
* Radio traffic on the CFA Simplex frequencies is to be in accordance with CFA radio protocols (See attachment – Radio Communications).
	1. **Equipment:**
* Each vehicle when attending plantations during the Fire Season shall contain items as referred to in point **2.4** (Vehicles and plant), in addition they are to contain:
1. Appropriate equipped First Aid Kit;
2. Drinking water (minimum10lt per person)
3. Wheel changing equipment;
4. Fully charged 2.25kg dry powder fire extinguisher;
5. Shovel/rake hoe;
6. Tow rope;
7. Snatch strap;
8. A pair of wire cutters;
9. A torch;
10. A lockable storage box on the tray;
11. Sufficient woolen fire blankets to cover all passengers;
12. At least 9 litres of water in a container that allows for effective application to a fire;
13. Jerry cans (Diesel, Petrol, Water).
* Fire Duty Officers and for fire fighting / mopping-up purpose:
	1. **c**.
	2. **d**.
* Vehicles and pumps shall be checked weekly during the Fire Season and records maintained – a checklist will be developed (**Appendix**). Hoses shall be tested and hose test records maintained in accordance with Chief Officer SOP 5.04.
	1. **Training Requirements**
* All Forestry Industry Brigade operational members must as a minimum, have successfully completed the units of competency identified in CFA Minimum Skills profile in addition to Plantation Firefighter 1 qualification (CFA007);
* All Forestry Industry Brigade members, employees or contractors using Class “A” Foam successfully completed CFA Class “A” Foam qualification (CFA001)
* as a minimum at least one member of each forestry industry brigade crew complete the units of competency required for CFA065 Crew Leadership
* Each member must be able to demonstrate on an annual basis that they are able to protect themselves from potential risks while fighting fires by:
	+ Wearing the correct Personal Protective Clothing for wildfire;
	+ Selecting and using appropriate equipment for wildfire;
	+ Using water as protection from radiant heat and fire;
	+ Dealing with unexpected events, including impacts of wind change;
	+ Recognising watchout situations and responding accordingly;
	+ Applying appropriate firefighting techniques using brigade equipment for wildfire;
	+ Understanding basic bushfire behaviour, including risk from extreme wildfire
	+ Starting the pump and delivering water from an outlet;
	+ Practice entrapment drill procedure – refer to SOP 9.32;
	+ Complete CFA467 Tree Hazard Awareness Training (every three years) available online.
	1. **Protective Clothing:**
* Each member shall ensure that they wear the PPE in accordance with CFA Chief Officer SOP 11.03 and that it is appropriately maintained. PPE shall be checked annually prior to the Fire Season. (**Appendix** )
	+ Boots – AS/NZS4821 and 2210.3
	+ Wildfire gloves – AS/NZS2161.6
	+ Goggles – AS/NZS1337.
	+ Proban treated full cover overalls or equivalent – AS/NZS4824.
	+ A safety helmet – AS/NZS1801 Type 3.
	+ Particle mask – P2 – AS/NZS1716
1. **Health & Safety**

**4.1 Incident Reporting**

* In conjunction with internal health and safety policy and procedures each member shall ensure all incidents, injuries and near misses that occur during fire suppression operations are recorded and reported in accordance with Joint Operating Procedure J08.1.
* All incidents are required to be recorded by using CFA OH&S Incident report card system. All relevant sections are required to be completed and forwarded to the Incident Controller or delegate (Incident Safety Officer, Logistics Officer or Medical Services Unit Leader) where an emergency is being managed by an IMT.

**4.2 Equipment Maintenance and Testing Programs**

* The brigade shall ensure that all equipment under their control remains in good operational condition, a testing and inspection recording system shall be maintained for all firefighting equipment. No faulty equipment shall remain in service where such equipment may compromise the safety of the operator or any other person or equipment. Faulty equipment shall be repaired or replaced at the earliest practical time.
1. **Forest Industry Brigade Operation**

**5.1 Administration:**

* **Brigade Name:**
* **Brigade Number:**
* **Group Affiliation(s):**
* **Correspondence:**

**5.2 Membership:**

* **Appendix**  lists the registered members of the FIB, their role in the brigade, location and contact details
* Only FIB members with Minimum Skills for Firefighter – Wildfire and Plantation Firefighter qualifications are permitted to undertake fire suppression activities (including mop-up)
*

**5.3 Fire Duty Officer:**

* Each week during the Fire Season, one FIB member shall be the FIB Fire Duty Officer (FDO). The FDO is responsible for the following:

1.

1.

1.

1.
2. Is contactable at ALL times via pager and/or Phone.

**5.4 Communications Officer:**

*
*
*
1. **Response Procedure**

**6.1 Contacting the Fire Duty Officer:**

* In order to report a fire on or near any of the Company’s plantations to the FIB, the following procedures should be followed:
	1. Contact Duty Officer on pager       or phone
	2. Contact Fire desk on

**6.2 If Notified of a fire:**

* If notified of a fire and you are not the Fire Duty Officer:
1. Phone **000** and report details;
2. Contact the Fire Duty Officer (see above) and report details;
3. Record details of the incident on the **Incident Management Log**
* If you are the Fire Duty Officer:
1. Record details on the **Incident Management Log**
2. Ensure the fire has been reported via **000**;
3. Maintain contact with any Company and contractor staff at the fire and take actions to ensure their safety;
* If the fire may be threatening Company managed Plantations, proceed with the following:
1. Contact the relevant CFA Group headquarters;
2. Contact the FIB firefighting members that are available, starting with those closest to the fire until you are able to dispatch two members with a slip-on unit to the fire. Use Pager alerting
3. If possible, contact the FIB Captain and hand responsibility for the fire management to the captain. If the FIB Captain is not available, continue with the following:
4. Determine if there maybe any people near the fire (e.g. have the Access Permit Record and Order Book checked) – if so, attempt to notify them of the fire and ensure their safety;
5. Attempt to contact landowners (if any);
6. Attempt to contact the Company and Contractor/s to inform them of the incident;
7. Continue to liaise with the CFA to determine if any information can be provided.

**6.3 If first on the scene of a fire:**

* If safe and practical to do so, try to extinguish the fire.
* If the fire cannot be controlled quickly without assistance or if it is unsafe to extinguish, phone **000**.
* Notify other people you know to be in the area.
* Contact the Fire Duty Officer (whether the fire has been extinguished or not).
* While the emergency continues, continue to:
1. Assess your personal safety (identify safe exit routes and use if necessary);
2. Monitor the fire;
3. Keep in contact with the Fire Authority and the Fire Duty Officer; and
4. Keep a record of communications and events using the Emergency Record Forms at the back of the Emergency Response Booklet or an **Incident Management Log**.

**6.4 Suppression:**

* Fire mop up activities must be undertaken in teams of at least two people with a reliable means of communication and a vehicle on site.
* Company staff and contractors shall only undertake fire suppression activities if:
1. They are appropriately equipped and trained; **and**
2. The activities can be conducted safely; **and**
3. They are operating as part of the FIB in accordance with the operating procedures set out in this plan; **or**
4. A brigade has announced a fire status of (‘firestop’) on the plantation and fire mop-up works are required and are carried out in accordance with the operating procedures set out in this plan; **or**

1.

**6.5 Media Management:**

* The Contractor/s shall not provide media interviews unless authorized to do so by the Company. All media enquiries shall be directed to the Company.

**6.6 Reporting:**

* The FDO will complete a **Fire Report (Appendix** **)** form. The relevant Incident Report form shall be distributed to the FIB Captain, relevant Company and Contractor personnel and the CFA.
* The FDO will also log the relevant fire information to CFA through the FIRS reporting system on 1800628 844.
1. **Recovery**

**7.1 Investigation:**

* The origin and cause of every fire on the Company’s Plantations will be investigated by CFA or DSE fire investigators. The FIB Captain shall liaise with the relevant person to manage this process.

**7.2 Debrief:**

* The FIB Captain shall organize a debriefing session for involved parties to review the fire suppression operation and make recommendations for improvements.
* A report shall be prepared by the FIB Captain to be distributed to the Company, FIB members and involved contractor/s.

**7.3 Insurance and plantation management:**

* The relevant Company and Contractor/s representatives shall ensure the plantation has been inspected to determine any rehabilitation works that may be required as a result of a fire.

* .

**ATTACHMENTS**

**REFERENCES**

* + [Agricultural Fire Management Guidelines - CFA](https://www.cfa.vic.gov.au/plan-prepare/fire-safety-on-the-farm)
	+ [CFA SO’s and SOP’s](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=chiefOfficerSo)
	+ [Field Emergency Response Guide](https://cfaonline.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=003164)
	+ Guidelines for the [Management of Forestry Industry Brigades Operations](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=002019)
	+ [Forestry Industry Brigades Training Specifications and Guideline](https://www.members.cfa.vic.gov.au/mycfa/Show?pageId=displayDoc&docId=0068)
	+ [Code of Practice for Timber Production 2014](https://www.forestsandreserves.vic.gov.au/__data/assets/pdf_file/0016/29311/Code-of-Practice-for-Timber-Production-2014.pdf),The State of Victoria Department of Environment and Primary Industries 2014