FIRE PLAN GUIDANCE NOTES

April 2013
Version 3

FIRE PLAN

Please read all of the guidance notes before completing your plan!

INTRODUCTION

The fire plan template has been developed through discussions with members of the Cumbria Local Access Forum, Cumbria Fire and Rescue Service and Northumberland Fire Group, as well as advice from Peak District Fire Operations Group and Grampian Fire Group.

The data collected and held within this document will only be used to provide a safe and effective response in the event of an emergency situation.

The plan contains all of the essential information required for a safe and efficient response to a wildfire. The plan is designed to be quick and simple to complete, however if you require any general advice on completing your plan please contact Cumbria Fire & Rescue Service on 01768 812612
To obtain a copy of the fire plan template or guidance notes, visit the Cumbria Wildfire Group webpage.

COMPLETING THE PLAN

Please read these guidelines carefully before completing the plan. If you require any further advice or assistance on completing the form, please call Cumbria Fire & Rescue Service.

WHAT TO DO WITH YOUR COMPLETED PLAN

When you have completed your plan, please retain one copy for your records. You can email an electronic version to:

enquiries.fire@cumbria.gov.uk

Or post your completed paper version to:

Cumbria Fire & Rescue Service Headquarters
Carleton Avenue
Penrith
CA10 2FA

Fire plans will be available at FRS fire control and on fire appliances in the event of a wildfire.

It is crucial that the information contained within your fire plan is kept current. Any updated information regarding your fire plan should be passed along to Cumbria Fire & Rescue Service at the contacts provided above.

HOW TO COMPLETE THE PLAN – THE BASICS

Table size

- All tables can have as many rows as you need.

- Blank rows should be removed.

Microsoft Office 2003

To add new rows:
    Place cursor in bottom row
        Click: 'Table' menu
            Hover over 'Insert"
                Select 'Row below'

To remove empty rows:
    Place cursor in row you want to delete (or select several whole rows).
        Click: 'Table' menu
            Hover over 'Delete
                Select 'Row' from the drop

Microsoft Office 2007

To add new rows:
    Place cursor in bottom row of table
        Click on 'Table Tools' tab
            Select 'Layout' tab
                Select 'Insert Below' icon in the menu bar.
To remove empty rows:
    Place cursor in row you want to delete (or select several whole rows)
        -Click on 'Table Tools' tab
            Select 'Layout' tab
                Select 'Delete' icon in the menu bar.
                    Select 'Delete Rows' from drop down menu.

Codes

- All items in the tables need to be allocated codes (see examples below).

- The purpose of the codes is to avoid having to include the same information in multiple places. This will make updating and understanding the plan easier.

- Every type of information (e.g. contact, equipment, hazard) is given a letter.

- Each item within a table is given a number.

MAPS

- Every fire plan must have an accompanying map.

- Maps must use the standard symbols as shown at the end of these notes

- Maps should preferably be 1:25,000. Maps can either be digital or hand drawn onto base maps or photocopies

CONTACTS

<u>Estate Fire Officer</u>

A major aim for the fire plan is to enable estates and farmers to work more effectively with the fire service.

It is essential that good lines of communication are established with the fire service so that:

- You can feed your priorities and knowledge into the command structure.
- The fire service know how many people are working on the fire ground and what they are doing, allowing more effective use of manpower.

Each estate/farm needs to nominate a person to be responsible for reporting to the fire service when they arrive. This person should:

- Be in a suitably senior position – be able to make things happen and make decisions on how to tackle the fire without having to regularly refer back to someone else on the estate.
- Have an excellent knowledge of the terrain and the estates priorities
- Know who is working on the fire.
- Be able to make themselves available to the CFRS Officer in Charge

This person must be carefully considered, as it must be someone who is able to leave actual fighting of the fire to report to the fire service. Although this is not an ideal situation it will mean much more labour (fire service personnel) can be directed to priority areas much more quickly.

It is possible that the nominated person is not on site in the event of a fire. It may be useful to also identify a second or even third person.

<u>Completing the table:</u>

1. CONTACTS

- This table is for people directly related to your estate/farm.
- You should include all of the key personnel such as owner, agent, head keeper etc and as many other employees/tenants as you think you need.

Example:

Code	Position/Role	Name	Contact Number	Qualifications/Experience
P1	Owner		M: 07920 102 712 H: 01228 596 896	
P2	Head Keeper			NPTC CS30 & 31
P3	Agent			Basic Wildfire Fighting
P4	Tenant farmer			15 years heather burning.

<u>Code:</u> Every person entered into the table must be given a code starting with P.

<u>Position/role:</u> Enter job role/position etc.

<u>Name:</u> Full name

<u>Contact Number:</u> Include all relevant contact numbers

> M: mobile numbers
> H: home number
> O: Office number

If you want to include any other numbers include an explanation of what the number is or when it is to be used.

<u>Qualifications/Experience:</u> Include any qualifications or experience which might be relevant on a fire ground, for example:

- Number of years experience heather burning
- Basic Wildfire Training
- Advanced Wildfire Training
- ATV training
- Chainsaw qualifications (NPTC codes)
- Tractor driving qualifications / years experience
- Excavator qualifications/ experience.

2. NEIGHBOURING LANDOWNERS/CONTACTS

This section is for people have land bordering your land.

Example:
A.   Estate/Farm:…Big farm next door………………………..
Key contact:………………………………………..
Location:…………N…………………

Code	Position/Role	Name	Contact Number
NA1	Owner		
NA2	Head Keeper		
NA3	Agent		M: 07920 102 712 H: 01768 5230896
NA4	Tenant farmer		

B.   Estate/Farm:………………………………..
Key contact:………………………………………..
Location:…………S…………………

Code	Position/Role	Name	Contact Number
NB1	Owner		
NB2	Head Keeper		
NB3	Agent		M: 07920 102 712 H: 01768 456 756
NB4	Tenant farmer		

Tables: Use one table for each estate/farm.

- Give each estate/farm a letter (A,B,C etc.)
- To add a new table:
  Select the whole of the existing table
      Right click
          Select copy
             Click where you want to place the new table
                Right click
                  Select 'Paste"

Location: General direction of the estate/farm from your farm (N, NW, NE, E, W, S, SW, SE)

Code: Use N, estate letter (A, B, C etc) and a number (see example tables above)

Position/role: Enter job role/position etc.

Name: Full name

Contact Number: Include all relevant contact numbers:

M: mobile numbers
H: home number
O: Office number

If you want to include any other numbers include an explanation of what the number is or when it is to be used.

3. OTHER CONTACTS

This table should include details of any other contacts that you might need at a wildfire, not listed previously.

Example:

Code	Name	Contact Number	Notes
C1	Bob		E.g. Willing to come and help, has been to fire fighting course.
C2			Has equipment he is happy to come and use.

Code: Every person entered into the table must be given a code starting with C

Name: Full name

Contact Number: Include all relevant contact numbers

M: mobile numbers
H: home number
O: Office number

If you want to include any other numbers include an explanation of what the number is or when it is to be used.

Notes: Please include:

- Who is the contact, if relevant? E.g. contractor,
- Why would you call them/what could they do on a fire ground.

4. RENDEZOUS POINTS

It is important to identify rendezvous points. These points need to:

- Have good access and egress
- Be relatively easy to find -, have good landmarks
- Ample space (there could be a number of vehicles including fire tenders)
- Think strategically about the rendezvous points available on you land. Where are you most likely to have a wildfire occur on your land? What local factors (e.g. topography, prevailing winds, etc) would influence the direction of spread of a wildfire?

Example:

Map Code	Grid Reference	Site Name/Description	Notes
R1	NY 550 587	The Farmhouse	Park on grass.
R2	NY 549 563	Junction of B632 and A6	Do not block….???
R3	NY 551 564		

Map Code: Every point entered into the table must be given a code starting with R.

- All points must be marked on map using code and symbol (see key at end of document)

Site Name/ Description: Give a quick name to the site or description. For example is it next to a building or road junction?

Notes: Please include any additional information such as:

- Local landmarks
- Any information you think would be needed.

5. ACCESS POINTS

Access points onto your land must be identified,

Example:

Map Code	Grid Reference	Name of Site/ Description	Notes	Type
A1	NY 550 587	Third metal gate after the wood on the B547.	Contact P3 (farmer), P4 (shoot)	ALL
A2	NY 549 563			4x4
A3	NY 551 564			

Map Code: Every point entered into the table must be given a code starting with A.

- All points must be marked on map using code and symbol (see key at end of document)

Site Name/ Description: Give a quick name to the site or description. For example is it next to a building or road junction?

Notes: Please include any additional information such as:

- Local landmarks
- Any information you think would be needed.

Type: Identify types of vehicles which can access land from each point:

- ALL: Accessible to all vehicles including fire tenders
    - Fire tenders when full – 20 tonnes
    - They have low ground clearance
    - If you need any advice please call Duncan Taylor on 01900 820298
- 4x4: Only accessible by 4x4 vehicles

ACCESS ROUTES

In addition to access points, access routes must also be identified.
These routes only need to be marked onto the map, no information is required in the plan.

Type: Is the route suitable for all vehicles or only 4x4? Please use the correct symbol – see key at the end of this document.

*Access routes should have *sufficient* access and egress. Access routes should allow not only good access to a fire ground, but also have the capacity to act as emergency escape routes.

6. EQUIPMENT

This section should include all equipment that might be of use at a wildfire, this could include:

- 4x4 vehicles
- All ATVs
- Tractors
- Bowsers
- Excavators
- Fogging units
- Pumps
- Hoses
- Portable dams
- Beaters

Please include any other items you think maybe of use.

Example:

Equipment	Usual Location/Grid ref	Contact	Notes
Argocat	NY 098 765	P1, P3	P2 to drive. Fuel stored……
Tractor	The Shed/	P3	
Fogging unit		NB2	Belongs to NB2 – neighbour, agreement in place we can use it.
Bowser	NY 098 765	P4	Can be made available at short notice

Usual location / Grid reference: Name of usual location, or/and the grid reference. If there is no usual place please leave blank.

Contact: Person or persons to be contacted to locate or use the equipment. Please use codes from previous tables, not names.

Note: Any information on ownership, insurance, how many people are qualified/experienced to operate it, fuel location etc.

Map: If there is a usual or permanent location please mark it on the map using the appropriate symbol – see key at the end of this document.

Insurance: We recommend you check whether your equipment is insured for use in a fire.

PPE: We recommend you check whether employees have appropriate PPE for working at a wildfire:

- Full length cotton pants and shirt, preferably treated with chemical flame retardant
- Lace up leather boots (plastic parts can melt)

- Goggles (recommended)
- Leather gloves

7. COMMUNICATIONS

Please enter details of any communication systems in place.

Please contact Duncan Taylor at the Fire Service to discuss communication arrangements in the event of a wildfire. (Call 01900 820298).

Example:

Please enter details of any communications systems in place:
No communication systems. P1 and P2 can only be contacted by mobile.
Mobile black spots: Big Hill and Green Wood.

Or

20 radios, details of channels used. Carried by P3, P4, etc.
Repeater at ………

Please include details of:

- Any communication equipment used
- Mobile phone black spots – no reception.

8. WATER SUPPLIES

Example:

Code	Name	Grid Reference	.
W1	Small pond	NY 550 587	Suitable for fire service use
W2	The Burn	NY 549 563	Dries out in summer.
W3	Reservoir	NY 551 564	Access for all vehicles
H1	Hydrant	NY 550 568	By farm house

Code: H for hydrants and W for all other water supplies, and a number.

Notes: Information you could include:

- Appropriate for fire service use?
- Type E.g. stream, pond, reservoir
- Approximate volume if known
- Seasonal
- Access

Map: Water supplies should be marked on the map using the code and correct symbol (see key at the end of this document.

9. IMPORTANT HAZARDS

Include details of hazards.

Example:

Code	What?	Grid Reference	Notes	Contact
Z1	Gas pipe	NY 09834 – NY 0903240		British Gas, 0845….
Z2	Power line			

Code: Every hazard entered into the table must be given a code starting with Z

What: Hazards could include:

- Gas pipes
- Electricity pylons
- Chemical stores
- Water pipes
- Mine workings
- Areas of high fuel loading e.g. old heather.

Notes: Any additional information that may be useful.

Contacts: Utility companies etc.

Map: Hazards should be marked on the map using the code and correct symbol (see key at the end of this document..)

10. PRIORITY AREAS

Include details of priority areas for protection.

Example:

Code	What?	Grid Reference	Notes
T1	SSSI		Nesting site of very rare bird.
T2	Breeding area		Priority breeding areas.

Code: Every area entered into the table must be given a code starting with T.

What: Priority areas could include:

- SSSIs and other important conservation sites
- Important areas for grouse breeding?
- Any other areas that are important to the estate/farm.

Notes: Any additional information that may be useful.

Map: Priority areas should be marked on the map using the code and correct symbol (see key at the end of this document..)

11. HELICOPTER AUTHORISATION AGREEMENT

If a helicopter is required the cost falls to the land owner.

The purpose of this section is to speed up the process of authorising a helicopter once it is agreed one is needed. This can be very time consuming as contacting people authorised to make the decision can be very difficult. In addition time may be wasted checking whether insurance will cover the cost of the helicopter. This wasted time can result in the fire getting even more difficult to tackle.

A lot of this work can be done in advance of a fire and written into the fire plan.

The information required includes:

Insurance:

- Does your insurance policy cover a helicopter for fighting wildfire?
- What is the maximum amount you can claim?
- Does this cover use for forest/woodland fire?
- Does this cover use for moorland fire?

Example:

> Insurance policy: NFU Mutual, 01665 123 4567
> Insurance covers use of a helicopter for fighting moorland and forest fires to the value of £20,000.

Authorisation:

- Who has the authority to authorise a helicopter?
- Is this person easily and quickly contacted? Yes/No
- If no, who can this decision be delegated to who will be available easily, preferably would be in attendance at a fire?
- A statement needs to be written covering the situation in which a named person can make the decision.
- You may wish to include criteria, such as agreement of fire service.
- This statement needs to be signed by person with ultimate authority
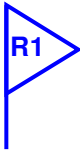
If you require any further assistance on writing this agreement please contact the appropriate ranger for your area.

Example:

> I Lord Bob, agree that in the event of a wildfire on my land, the Head keeper (John Smith), can agree to call a helicopter if he and the Fire Service Officer in charge are in agreement that it is needed.
>
> Signature:………………………………..

STANDARD FIRE PLAN MAP SYMBOLS

Rendezvous sites	
Access points	
Access road – All vehicles	
Access road – 4x4 vehicles	
Water - stream	
Water – open water	Shading:
Hydrants	Solid square:
Hazards (linear) – electric power lines, gas, waterpipes etc.	
Hazards (point)– mine workings, chemical store etc	
Priority areas	
Forest area	