



# FIRE PROTECTION ASSOCIATION

## 2. GENERAL INFORMATION AND RISK ANALYSIS OF MANAGEMENT UNIT

**BACKGROUND DESCRIPTION OF BUSINESS UNIT (MAP – use colour codes where possible)**

- **Boundaries of unit**
- **Water points** (indicate suction pumps “SP”, gravitational water point “GW”, Helicopter Filling point “HF”)
- **Breaks** (irrigated lands used for grazing must also be indicated)
- **Landing strips** (indicate helicopter and/or light aircraft, co-ordinates, Helicopter or aircraft symbol with adjacent co-ordinates)
- **Danger Points** (stores, picnic sites, workers’ houses, rubbish dumps, etc)
- **Veld Ages** (date of previous burns, is the veld adequately burned especially relevant in mountain catchment areas. Alternatively, age classes can be highlighted in different colours e.g. 0-2 years: green, 3-4 years: yellow, 5-6 years: orange, >6 years: red)
- **Properties of non-members**
- **Central Points where equipment is stored** (person’s name and tel no at the point, every point must have a specific number and must have a inventory of the types and amount of equipment available)
- **Access Roads – not public roads** (include jeep tracks in mountains, types of roads indicated in different colours on the map, colours will depend on the accessibility of the road for different vehicle types)
- **Structures** (Houses, stores, etc)
- **Equipment** (members’ available equipment) Use table below

Owner	Property	Contact Number	Equipment	
			Type	Amount

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## 3. PERSONNEL AND TRAINING

### REACTION TEAM (Permanent personnel)

NAME	SURNAME	OWNER (PROPERTY)	CONTACT NUMBER

### CREW BOSS

NAME	SURNAME	PROPERTY	CONTACT NUMBER

### FIRE BOSS

NAME	SURNAME	PROPERTY	CONTACT NUMBER

### Compulsory Courses

Category	Levels Required	Refresher Requirements
Reaction Team	A + B	Yearly
Crewboss	C	Every 2 years
Fireboss	C + D	Every 3 years

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## 4. LOGISTICAL ARRANGEMENTS

### 4.1 RATIONS

**Policy:**

- Trained fire fighters deployed to fight a fire must be supplied with rations.
- Ration packs are only given out for 12 hour periods.
- Recommended minimum standard for ration packs – see table below. Other types of rations (e.g. “wet rations”) are optional
- A minimum of ..... (*BU decides quantities*) ration packs must be stored by BU
- The FPA is responsible for the costs involved in purchase of the first rations for the stores. Re-fills will be the responsibility of the landowner who has made use of the reaction team’s services.

<b>AMOUNT</b>	<b>CONTENTS</b>	<b>MASS</b>
2	Meat (bully beef and viennas)	190g x 2
1	Fruit (peaches or other)	225g
1	Energy bar	50g
2	Tins of cooldrink	375ml x 2
1	Biscuits/half a loaf of bread	200g

<b>Duties</b>	<b>Responsible Person</b>	<b>Contact Number</b>
Storing and management of rations		

**Handling and issuing of rations:** (*Describe by whom, how and when rations should be issued /distributed*)

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## 4.2 FIRST AID EQUIPMENT AND TRAINING

- The FPA will be responsible for the costs relating to the purchase of the initial contents for the first aid box in the stores
- All issuing/use of first aid supplies must be accounted for to the FPA

Name	Surname	Property	Contact Number

See Appendix 2 for Minimum Requirements for Contents of First Aid Box

## 4.3 PROTECTIVE CLOTHING

### Policy:

- The ..... reaction team personnel (*BU will decide on size of reaction team*) and the Crew Boss will be provided with protective clothing
- Protective clothing must meet the minimum legal requirements (Boots, long pants and T-shirt. All clothing must be made of cotton.
- The clothing must be stored together with the other fire equipment.
- The clothing must only be worn during times of fires – members must ensure that this rule is strictly adhered to.
- The clothing will be provided by the FPA?
- Clothing will only be replaced if the old clothing is shown to BU Manager and he deems it necessary to replace.

Name	Surname	Shoes	Pants	Jacket

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**\*\* *Date of issue must be indicated under each item***

## 4.4 EQUIPMENT

**Policy:**

- All FPA equipment remains the property of the Association
- The FPA equipment may only be used for FPA activities.
- The central store of the BU must ensure that all compulsory equipment is always available (see Table for prescribed minimum equipment)
- The serviceability of the equipment must be checked weekly in the fire season and once a month in the winter. The responsible person identified must control this.

<b>Duties</b>	<b>Responsible Person</b>	<b>Contact Numbers</b>
Chief person responsible for equipment		

**Minimum equipment per central store:**

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<b>Item</b>	<b>Amount</b>
Bakkie sakkie (600l water)	1
Fire beaters	10
Rake hoes	5
Knapsack pumps	4
Long handle axes	1
Petrol for bakkie sakkie pump	20l
Torches	5
Drip torch plus 20-liter mixture (40/60 petrol/diesel)	1

### 4.5 TRANSPORT

**Policy:**

- No member can claim transport costs from the FPA during times of fire
- If special trips are undertaken, (e.g. Collection of rations), approval must be obtained from the ExCo for claiming petrol costs.
- Within the business unit members will decide if they will help each other free of cost or to compensate for expenses.

<b>Duties</b>	<b>Responsible Person</b>	<b>Contact Numbers</b>
Transport of the Reaction Team		
Transport of WoF team		
Transport of bakkie sakkie		
Transport of other fire equipment		

**Pre-determined tariffs applicable (as determined by the FPA):**

<b>Type of Vehicle</b>	<b>Tariff per km</b>



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## 4.6 PETROL

**Policy:**

- *The FPA will only provide petrol for its own pumps and drip torches*
- *The petrol must be stored under safe conditions at a central store/point.*
- *If members assist other members with tractors then the assisted member will re-fill the tractor with petrol. This principle also applies to help provided between Business units. (To be decided by B unit)*

<b>Duties</b>	<b>Responsible Person</b>	<b>Contact Numbers</b>
Storage and transport of fuel		

## 5. AWARENESS-RAISING

- 5.1 New Members – members must actively seek to increase membership within the BU**
- 5.2 Visitors –** Fire risk boards, brochures, high fire risk and bokkie boards.
- 5.3 Farm Workers and their Families**
- Raise awareness regarding red days – every landowner/member is responsible for their own workers
  - Incorporate in rules for property/farm/business – all members
  - Annual inspection of labor houses

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## 6. FIRE READINESS


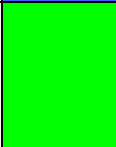
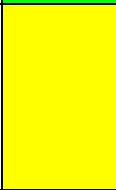
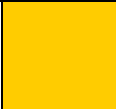
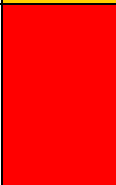
### 6.1 BEFORE THE SEASON

Fire Readiness audit will be conducted annually in September by the FPO. (See Appendix 1).

An annual “dry run” will also take place in September and be evaluated.

### 6.2 DURING THE SEASON - FIRE DANGER INDEX (FDI)

The F.D.I. will be sent to members on a daily basis by the BBB via e-mail, fax or sms. The **FDI must be strictly adhered to by members.**

CLASSIFICATION		DESCRIPTION OF CLASSIFICATION
Blue		The fire danger is so low that no precaution is needed
Green		Fires, including prescribed burns, maybe lit, used or maintained in the open air, on the condition that persons making fires take reasonable precautions against the fires spreading.
Yellow		The fire danger is of such a nature that no fires may be allowed in the open air except those that are authorised by the Fire Protection Officer where a FPA exists; or elsewhere by the Chief Fire Officer of the local fire service; or fires in designated fireplaces.
Orange		The fire danger is of such a nature that no fires under any circumstances may be allowed in the open air. Ensure that equipment is ready.
Red		The fire danger is of such a nature that no fires under any circumstances may be allowed in the open and extraordinary readiness and response plans must be in place. Ensure that the Reaction Team and equipment are on alert.

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## **6.3 PROTOCOL AND ACTION PLAN ON ORANGE AND RED DAYS**

- No open fires may be made.
- No rubbish may be burnt.
- Workers and their families must be informed – this is the responsibility of the member.
- The Reaction Team must be available at the central BU store within a maximum of 60 minutes.
- Normal work activities must be adapted for the current situation e.g. no chainsaws in the veld.
- WoF (where available) on standby
- Members must be informed about which ExCo member is available
- Members must let each other know and the BU representative if they are going to be absent from their properties and must provide an alternative contact person to EC representative.
- If a member is responsible for certain functions, he must delegate this responsibility to someone if he is not available and must inform the ExCo representative.
- Incorporate the above-mentioned in the farm rules

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## **7. CONTROLLED BURNS**

### **7.1 CONTROLLED BURNS AND GENERAL RULES RELATING TO THEIR MANAGEMENT**

<b>Types of Controlled Burns</b>
Burning of natural veld (including firebreaks and blocks)
Burning of stumps
Rubbish dumps
Burning of any farming land

- **NO CONTROLLED BURNS MAY TAKE PLACE WITHOUT A BURNING PERMIT (See 7.2 for Permit Application Process).**
- **“DRIP TORCHES” MAY ONLY BE USED IN THE PRESENCE OF A FIREBOSS.**

### **7.2 PROCEDURE FOR THE CONDUCTING OF CONTROLLED BURNS**

#### **Approved People who may Issue Burning Permits in the BU**

<b>Name</b>	<b>Contact Number</b>

#### **Procedure for Permit Applications:**

- 1.
- 2.

## **8. REPORTING OF FIRES**

*As per organogram. This should detail the procedures that members should follow when a problem fire is encountered.*

## **9. “INCIDENT COMMAND CENTRE”**

*Describe duties of every person involved.  
Indicate structure in the form of a diagram.*

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## 10. HANDLING OF EMERGENCIES (ACCIDENTS AND INJURIES)

<b>Person/Organization</b>	<b>Name</b>	<b>Contact Details</b>
Medical Practitioner		
Ambulance		
SAPD		
Metro		
Provincial Traffic		
FPO		
Chairperson of the FPA		
Fire Boss and ExCo member		

## 11. CATASTROPHIC FIRES (FIRES OVER FPA BORDERS)

EXCO representative and the FPO shall make contact with other representatives in the event of a fire becoming a threat to bordering FPAs.

<b>BUSINESS UNIT</b>	<b>REPRESENTATIVE</b>	<b>CONTACT DETAILS</b>

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## **12. AIR SUPPORT**

### **Policy**

- Landowners/members may not request helicopters on their own unless they are prepared to be responsible for the full costs (FPA cannot be held responsible for the costs)
- Helicopters will only be deployed through the DM.

## **13. ADMINISTRATION DURING AND AFTER FIRES**

### **Policy:**

- The evaluation of the situation must be completed by the members involved as per the standard requirements of fire reporting.
- The “situation report” must be copied by the relevant landowner involved in the fire
- The BU member must ensure that he/she identifies someone who will at all times when there is a fire, keep record of all actions and decisions taken during the fire.
- Once the incident command system is in place and operational, this function will be carried out by the I.C. structure.

## **14. HANDLING OF THE MEDIA**

No-one other than the Public Information Officer in the Incident Command structure or his/her delegate may deal with the media during times of a fire.

## **15. FIRE POSTMORTEM AND STATISTICS**

### **Policy:**

- A fire postmortem meeting shall be held within two weeks of a fire with all those who had been involved. See table below for a standard/set agenda for postmortem sessions.
- Notice/Minutes - must be made available to the Chairperson within 10 days after the postmortem for discussion at the next EXCO meeting.
- The necessary recommendations and changes to the action plan must be put into effect within 2 weeks subject to the approval of the BU concerned.

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- Within a week after the EXCO meeting and approval of the fire report, the BBB must provide the report to DWAF.

## **Post Mortem Agenda**

1	Identification of everyone present
2	Overview of incidents
3	Discuss reporting of the fire
4	Discuss reaction times of teams
5	Discuss plan of action
6	Discuss the control of the fire
7	Discuss manpower
8	Discuss equipment
9	Discuss communication
10	Discuss accommodation if applicable
11	Discuss rations if applicable
12	Discuss other role players involved
13	Discuss shortfalls
14	Discuss cause of the fire
15	Recommendations (Must include corrective actions)
16	General

## **16. STANDBY ROSTERS**

Standby rosters of larger organizations must be attached here.

Presented to EXCO (Yes/No)

.....  
**APPROVED: CHAIRPERSON**

.....  
**DATE**

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## APPENDIX 1

### FIRE-READINESS AUDIT

Subject	Completed (Yes/No)	Comments
<b>1. Action Plan</b>		
1.1 Updated during the last 12 months and meets FPA requirements.		
1.2 Copy of plan circulated to all members of the BU (signed distribution list available)		
<b>2. Maps</b>		
2.1 Map of FPA and BU that includes all prescribed sections (as per action plan)		
2.2 Maps distributed to all members of the BU (signed distribution lists available)		
<b>3. Personnel and Training</b>		
3.1 All permanent personnel appointed as per BU Action Plan (Reaction Team, Crew Boss, Fire boss, First Aid)		
3.2 Personnel (as per 3.1) trained /Recaped as per FPA requirements		
<b>4. Logistics</b>		
4.1 Minimum <b>rations</b> (as per BU action plan) available in BU store		
4.2 Person/organisation appointed responsible for the stores and management of rations.		
4.3 Minimum <b>first aid</b> supplies and equipment (as per BU action plan) available in BU store		
4.4 Person/Organization appointed <b>responsible</b> for the store and management of <b>first aid equipment/supplies</b>		
4.5 All Reaction Team members and Crew Boss in BU have <b>protective clothing</b> (signed PPE register available)		
4.6 <b>Protective clothing</b> meets minimum <b>legal requirements</b> (as per BU Action Plan)		
4.7 Minimum <b>fire equipment</b> (as per BU Action Plan) available in BE store		



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4.8 Fire Equipment checked and tested for serviceability weekly during the fire season and monthly during winter gekontroleer en getoets vir diensbaarheid (signed inspections and tests logbook available in store)		
4.9 Person/Organisation <b>responsible</b> for the store and management of <b>fire equipment appointed</b>		
4.10 Persons responsible for <b>transport</b> of reaction teams, bakkie-sakkie, WoF teams (where available) and fire equipment during emergency situations appointed		
4.11 Minimum quantities (as per BE action plan) of <b>fuel available</b> in store (fuel for pumps and “drip torch”)		
4.12 Person/Organisation responsible for the store and management of <b>fuel</b> appointed.		
<b>5. Awareness-Raising</b>		
5.1 Physical examples/proof of awareness-raising actions within BU		
5.2 Proof available of yearly inspections carried out on dwellings/houses of labour or other people staying on farms		
<b>6. Fire Readiness</b>		
6.1 Annual (preferably during September) fire readiness exercises undertaken.		
6.2 Daily FDI predictions distributed to all BU members		
<b>7. Controlled Burns</b>		
7.1 Persons identified for the issuing of permits		
7.2 Persons in 7.1 approved by ExCo		
7.3 Approved permits available for all controlled burns that took place during the past year		
<b>8. Administration after Uncontrolled Fires/Burns</b>		
8.1 Fire reports completed timeously and according to requirements for all uncontrolled fires in BU		
8.2 Post Mortem minutes available for all uncontrolled fires in BU		

## **APPENDIX 2**

### **MINIMUM CONTENTS OF A FIRST AID BOX**

- Item 1: Wound cleaner/antiseptic (100 ml)
- Item 2: Swabs for cleaning wounds
- Item 3: Cotton wool for padding (100 g)
- Item 4: Sterile gauze (minimum quantity 10)
- Item 5: 1 Pair of forceps (for splinters)
- Item 6: 1 Pair of scissors (minimum size 100 mm)
- Item 7: 1 Set of safety pins
- Item 8: 4 Triangular bandages
- Item 9: 4 Roller bandages (75 mm x 5 m)
- Item 10: 4 Roller bandages (100 mm x 5 m)
- Item 11: 1 Roll of elastic adhesive (25 mm x 3 m)
- Item 12: 1 Non-allergenic adhesive strip (25 mm x 3 m)
- Item 13: 1 Packet of adhesive dressing strips (min quantity, 10 assorted sizes)
- Item 14: 4 First aid dressings (75 mm x 100 mm)
- Item 15: 4 First aid dressings (150 mm x 200 mm)
- Item 16: 2 Straight splints
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves
- Item 18: 2 CPR mouth pieces or similar devices