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29 March 2018

William

By email: [fyi-request-7227-263a5067@requests.fyi.org.nz](mailto:fyi-request-7227-263a5067@requests.fyi.org.nz)

Dear William

**Information Request – copy of procedures/instructions**

I refer to your official information request dated 8 February 2018 regarding policies and procedures held by Fire and Emergency.

Your request has been assessed in accordance with the provisions of the Official Information Act 1982 and the decisions made are set out in the following table:

<b>Policy</b>	<b>Recommendation</b>	<b>Notes</b>
M1 TM Command and Control technical manual	Release	
M2-5 SC Appliance crew requirements schedule	Release	
M5 FMa NZFS SitRep template	Release	
M3-2 POP Land mobile radio communications policy	Release	
N3-4 GD National Commander's Group response guide	Withhold in part	Section 9(2)(c)
S7 Aircraft NCI	Release	
S1 SOP Multi-storey buildings procedure	Release	
S8 Ships NCI	Release	
RD1 FireComm National BCP plan	Withhold in full	Section 9(2)(c)
RD2 SOP Operational planning procedure	Release	
PMC02 LMR ID Change - Short-term Vehicle Swap process	Withhold in part	Section 9(2)(c)
RD1 FireComm National BCP Plan - Applications	Withhold in full	Section 9(2)(c)
P2 Operations reviews OM	Release	
P3 SOP Fire Investigation and reporting procedure	Release	
R7 TM USAR Operations Manual	Release	Currently being updated
R1 POP Motor vehicle accidents (MVA) policy	Release	

Policy	Recommendation	Notes
M3-3 NZFS LMR allocation OM	Release	
M4-1 NZFS Civil Defence Emergency Management guide	Release	Out of date
M3-2 SOP Land mobile radio communications procedure	Release	
M2-7 SOP Multiple incident procedure	Release	
S2 Vegetation fires NCI	Release	
S1 POP Multi-storey buildings policy	Release	
S3 Confined spaces NCI	Release	
S1 GD Incidents at multi-storey buildings guide	Withhold in part	Section 9(2)(c)
RD3 POP Operational readiness policy	Release	
Station Radio Telemetry ( July 2011) Standard	Withhold in part	Section 9(2)(c)
RD2 GD Operational planning guide	Release	
RD3 SOP Operational readiness procedures	Release	
P3 TM Fire investigation technical manual	Release	Currently being updated
R6 Animal rescues NCI	Release	
R1 SOP Motor vehicle accidents (MVA) procedure	Release	

Please note that with the transition to Fire and Emergency our policies are being reviewed and updated. As your request contains a large quantity of information that requires preparing for release we will provide the documents to you next week.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely

Leigh Deuchars  
Director, Office of the Chief Executive