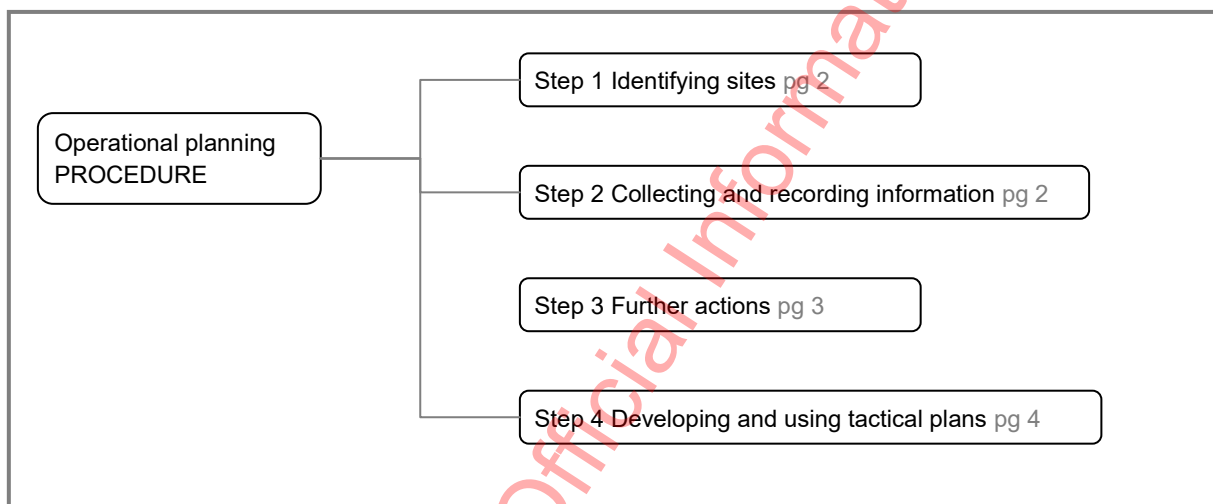


Introduction

This procedure describes operational planning as part of operational readiness.

This procedure must be read alongside the *N6 POPa Guidelines for Operational Policies and Procedures*.

The contents of this procedure are shown in the diagram below:



Reference Documents

The following documents provide information relevant to this procedure:

- *RD2 POP Operational planning policy*
- *RD2 FM Site data collection form*
- *RD2 GD Guide to developing site reports and tactical plans*
- *RD4-1 POP Fire protection agreements policy*
- *FSC Community fire risk management manual*
- *Fire Risk Management bulletins*
- *RD2-1 POP NZFS Review of HSNO ERPs policy.*

Record of amendments

Date	Brief description of amendment
June 2013	Added 'dispatch safety alert' to Step 2 Creating a site report

Procedure

Step 1 Identifying sites

Identifying sites	<p>The Area Manager or OIC Brigade:</p> <ol style="list-style-type: none"> 1. Identifies locations for operational planning, considering: <ul style="list-style-type: none"> • historical information on the types of risks usually found in the first response zone • information from other departments and agencies through: <ul style="list-style-type: none"> – evacuation scheme applications – callout information – SMS data (including newly approved evacuation schemes, RFAs' Structure Registers etc). <p><u>Note:</u> This includes buildings under construction, about to be demolished, and dangerous buildings (<i>Building Act 2004</i>)</p> <ul style="list-style-type: none"> • any major infrastructure projects • local knowledge.
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Step 2 Collecting and recording information

Organising site visits	<p>The OIC Station:</p> <ol style="list-style-type: none"> 1. Organises operational planning site visits ensuring: <ul style="list-style-type: none"> • the visit time is co-ordinated with the building owner/occupier (required by s29 of the <i>Fire Service Act 1975</i>).
Pre-incident planning visits	<p>Assigned NZFS personnel under the command of an authorised officer carrying a NZFS identification card:</p> <ol style="list-style-type: none"> 2. Carry out visits for pre-incident planning purposes, ensuring they: <ul style="list-style-type: none"> • inform the occupiers of the reason for the visit • collect the information listed in <i>RD2 GD Guide to developing site reports and tactical plans</i> • record any collected information, including risk scores on EITHER: <ul style="list-style-type: none"> – <i>RD2 FM Site data collection form</i> – other form (major infrastructure projects only).

Creating a site report

Assigned personnel:

3. Complete the site report by entering the collected information in SMS. This initiates an 'S' being added to the 'access number' field on SMS and ICAD.
4. Ensure any information in the site report that is critical (that is, needs to be conveyed to the first response crews) is included in the 'critical information' panel.

This initiates a 'C' being added to the 'access number' field on SMS and ICAD.

The OIC Station:

5. Ensures site reports **with critical information** (i.e. have a 'C') or those with a **dispatch safety alert** are available as hard copies:
 - on all appliances that may respond to first alarm at the address
 - each HazMat/Command vehicle that may respond to that address
 - in fire alarm panels, if applicable (optional).

Step 3 Further actions**Reporting following site visit – Building Act 2004**

If any NZFS personnel carrying out the site visit believe that any building or site work does not comply with the *Building Act 2004* they:

1. Inform a Fire Risk Management Officer (FRMO) of the non-compliance and remain on site if practical.

The FRMO:

2. Assesses the information, and if appropriate, gives notice in writing to the territorial authority with details of the non-compliance, using the letter template on SMS.

Note: This reporting is required by section 29 clause 5 of the *Fire Service Act 1975*.

Reducible risks

If the authorised officer carrying out the site visit believes that fire safety interventions may reduce any risks to operational personnel attending an incident at that site, then they:

3. Inform the FRMO of the possible safety interventions.

Step 4 Developing and using tactical plans

When to develop tactical plans

The OIC Station:

1. Determines whether the site will require tactics that are:
 - different to those usually employed at that type of site, AND/OR
 - best decided before arriving at an incident (because of the scale or nature of specific risks)
 and therefore requires a tactical plan.

The OIC Station considers:

- data collected during the site visit, including the risk score
- whether any risks have been reduced by fire safety interventions
- information gathered from other sources.

Requirements for tactical plans

The OIC Station:

2. Ensures that tactical plans are developed for each identified site (in conjunction with the owner/operator if appropriate), and that they meet operational needs. This includes ensuring that they:
 - are:
 - up to date
 - factual
 - relevant
 - presented in a brief but clear manner
 - only include information necessary for tactics
 - follow the guidelines listed in *RD2 GD Guide to developing site reports and tactical plans*.

Completed tactical plans

The OIC Station:

3. Ensures completed tactical plans are:
 - stored in SMS against the building address
 - kept as hard copies:
 - on all appliances that may respond to first alarm at the address
 - on local command units
 - in the fire alarm panel, if applicable (optional)
 - provided to relevant rural fire authorities.

Using tactical plans

The OIC Fire:

4. Ensures completed site reports and tactical plans (where available) are used when attending incidents.