



Appendix 2

**“Aide Memoir for preparing a Plantation Fire
Management Plan”**

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1. INTRODUCTION

A documented Fire Management Plan should be prepared to cover all plantations and plantation fire activities. This document intends to provide a guide to plantation owners and fire managers on the content and scope of plantation Fire Management Plans

- The FMP should be done in consultation with the CFA Agricultural Fire Management Guidelines.
- FMP's should be updated annual prior to the fire season
- FMP's should be provided to the all Regional Headquarters' were plantation exists. Summarized versions of the FMP can be provided to relevant Group and DSE Fire District Offices.

2. GUIDELINE

Plantation Fire Management Plans should document all activities that may impact on fire risks to the plantation or to the community as a result of plantation activities. Suggested subjects and sections that should be covered in the plan include:-

2.1. Contents

- Contents page will assist in information retrieval

2.2. Authorisation

- The plan should be authorised by the CEO or other senior person who carries authority to approve policy/plans within the company.

2.3. Objectives

- What is the objective of the plan?

2.4. Application

- Who does the plan apply to?
- Date when annual review of the plan will occur plan.

2.5. Company/Owners Policy

- Statement of fire management and control policy
- Chain of command/reporting relationships
- Procedure and relationships with other agencies.

2.6. Design and Prevention

- Plantation design influencing fire prevention/suppression (size and location)
 - Plantation estate Design
 - Roads and access tracks specifications
 - Firebreaks and set backs specifications
 - Water supply points, signage and construction
 - Mapping showing above if available
 - Hazard reduction and Other fuel modification
 - Spraying, slashing, pruning, thinning
- Annual fire management works program
- Safety of forest users
- Security of assets from fire damage
- Representation on Municipal Fire Prevention Planning Committees
- Prevention measures to reduce wildfires ignition on the estate

- Restriction of access
- Smoking
- Management of machinery
 - Spark Arrestors
 - Welding and cutting
 - Hot work permits
 - Fire equipment specified for machinery
- Permits for use of fire on plantation estate

2.7. Preparedness

- Seasonal conditions and weather monitoring
- System for notification and alerting of increasing fire danger
- Procedure for increasing preparedness as probability of fire or fire severity increases.
- System for all hours contact of a responsible company representative
- Communications arrangements
 - Adoption of DSE/CFA Default Communications Plan
 - IMT communications plan adoption
- Telephone directory of
 - Company personnel
 - Other agencies
 - Support personnel and companies
 - Plant owners
 - Other equipment owners (pumps, floats, aircraft etc)
- Training/Accreditation requirements for Employees and Contractors.
Competency and Skills Matrix.
 - Record of Skill Maintenance
- Equipment maintenance and testing program
- Facilities for use in fire management
 - Air Bases
 - Spotter Aircraft arrangements
 - Lookouts
 - Depots
- Duty Statements for
 - Duty Officer
 - FIB OIC
 - Fire fighters

2.8. Response

- Procedure for reacting to a fire alert
- Procedure for reporting a fire
 - Alerting of
 - CFA
 - Own crews
 - Other Agencies
 - Other companies
- Safety of Forest users
- Personal protective equipment
- Procedures for logging of actions and conversations
- Procedures for dispatching of crews and equipment
 - Initial attack procedures
 - Procedures for determining overall control of the fire
 - Liaison with other agencies
- Actions on arrival at fire
 - Establish a control point until IMT activated
 - Initial report/Word Back
 - Situation Reports
 - Procedures for arranging extra support
 - Crew change over policy
 - Management of large fires Re-sourcing arrangements for Plantation Advisor role in IMT
- Procedures for mop-up and patrol of fires
- Procedure for lodging fire reports and information required (FIRS reports)
- Procedure to determine fire cause.

2.9. Recovery

- Debriefs
- Operations performance review
- Rehabilitation of damage caused by suppression operations

2.10. Appendices and Attachments

- Any related documents such as
 - Detailed Maps/plans
 - Policies
 - Agreements with other agencies or companies
 - Operating Procedures

2.11. References

- Any references that are referred to in the plan, or are of relevance to the plan.

3. Distribution List

The Fire Management Plan should identify who receives copies or summaries of the plan and annual advice of amendments.

4. Presentation of plan

- The plan is best presented as a single document
- Loose leaf binding allows updating of parts of the document as they become outdated
- Fixed binding allows the whole document to be issued and facilitates its storage as a historical record.