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AIDE MEMOIR
PREPARING A PLANTATION FIRE
MANAGEMENT PLAN



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1. INTRODUCTION

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

- The FMP should be developed in consultation with the CFA [Agricultural Fire Management Guide Lines](#) ; and
- FMP should be updated annually prior to the Fire Danger Period; and
- FMP should be provided to all District headquarters where plantations exist.
- Summarised versions of the FMP can be provided to relevant CFA Group headquarters and FFMV district offices.

2. GUIDELINE

Plantation Fire Management Plans should document all plantation activities that may impact on fire risk to the plantation area or to the community.

Recommended subjects and sections to include in a FMP are;

2.1 Contents

- Contents page will assist in information retrieval.

2.2 Authorisation

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

2.3 Objectives

- Description of the plans objective.

2.4 Application

- Who and where does the FMP apply to?
- Date when annual review of the FMP is to occur.

2.5 Company/Owners Policy

- Statement of companies fire management and control policy
- Companies chain of command/reporting relationships
- Companies procedures and relationships with other emergency agencies
- Companies procedure and relationships with other plantation owners/managers

2.6 Design and Prevention

- Plantation design influencing fire prevention/suppression (size and location)
- Plantation estate design
 - i. Roads and access tracks specifications
 - ii. Firebreaks and setbacks specifications



- iii. Water supply points, signage and construction
 - Mapping showing above if available
- iv. Hazard reduction and other fuel modification works
 - 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 wildfire ignition on plantation estates
- Restriction of access
- Smoking policy
- Management of machinery
 - i. Spark Arrestors
 - ii. Welding and cutting
 - iii. Chainsaws
 - iv. Hot work permits
 - v. 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
- Procedures for increasing preparedness levels as probability of fire severity increases
- System for 24 hour contact of responsible company representative
- Communications arrangements
 - Adoption of CFA/DWELP default communications plan
 - Adoption of IMT communication plan
 - Internal emergency communications plan
- Telephone directory
 - Company management personnel
 - FIB Officers and members
 - Other emergency agencies
 - Support personnel
 - Plant owner/operators
 - Other equipment owner/operators (pumps, floats, aircraft ect.)
- Company facilities for use in fire management such as;
 - Air Base
 - Spotter Aircraft arrangements
 - Lookouts



- Depots
- Duty statements for;
 - Duty Officer
 - FIB OIC/Captain
 - FIB Officers/Lieutenants
 - FIB Training Officer
 - FIB Health & Safety Officer
 - FIB Community Safety Officer
 - FIB Firefighters

2.8 Health & Safety

- Training/Accreditation requirements for employees and contractors to undertake fire prevention and suppression activities in the state of Victoria
 - Competency and skills matrix
 - Records of skills maintenance
- Annual Pre-season skills maintenance requirements
- Personal protective Clothing requirements
- Equipment maintenance and testing programs
- OHS incident reporting and investigation at emergencies (refer to [J08.01](#))

2.9 Response

- Procedure for FIB response to an alert of fire
- Procedure for reporting a fire; Alerting of;
 - CFA
 - FIB crews
 - Other emergency agencies
 - Other plantation companies
- Personal Protective Clothing & Equipment requirements
- Procedures of logging actions and communications on the fire ground
- Procedure for dispatching FIB crews and equipment;
 - Initial attack procedures
 - Procedures for determining overall control of the fire
 - Liaison with other agencies/stakeholders
- Actions on arrival at a fire;
 - Establishment of initial control point
 - Preservation and protection of point of origin
 - Communications with VicFire
 - Provision of initial status of fire Wordback/situation report
 - Procedures for arranging ongoing support to the firefight



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1. Personnel
2. Equipment
3. Facilities
 - Crew change over policy
 - Resourcing arrangements for Plantation Technical Advisor in IMT for large ongoing fires
 - Firefighter safety
- Procedures for mop-up and patrol of fires
- Procedure for lodging fire incident reports (FIRS) as required
- Procedure for fire investigation to determine cause of fire

2.10 Recovery

- Crew Debriefs
- Operational performance review
- Rehabilitation caused by suppression activities

2.11 Appendices and attachments

- Any relevant related documentation such as;
 - Plantation Maps/plans
 - Company Policies
 - Agreements with other agencies and/or companies
 - Company operating procedures in relation to fire management
 - Any references that are referred to in the FMP, or are of relevance to the FMP

3. DISTRIBUTION LIST

The FMP should identify individuals and organisations who receives copies or summaries of the plan and annual advice of amendments to the plan.

4. PRESENTATION OF PLAN

- The FMP 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 the documents storage as a historical record.
- Electronic copy of the plan allows for sharing of document to all relevant facilities and personnel, archiving of out dated versions for reference.