

# NEW ZEALAND FIRE SERVICE TRANS-ALPINE FIRE DISTRICT

## DRAFT CANTERBURY CDEM GROUP PLAN

### SUMMARY

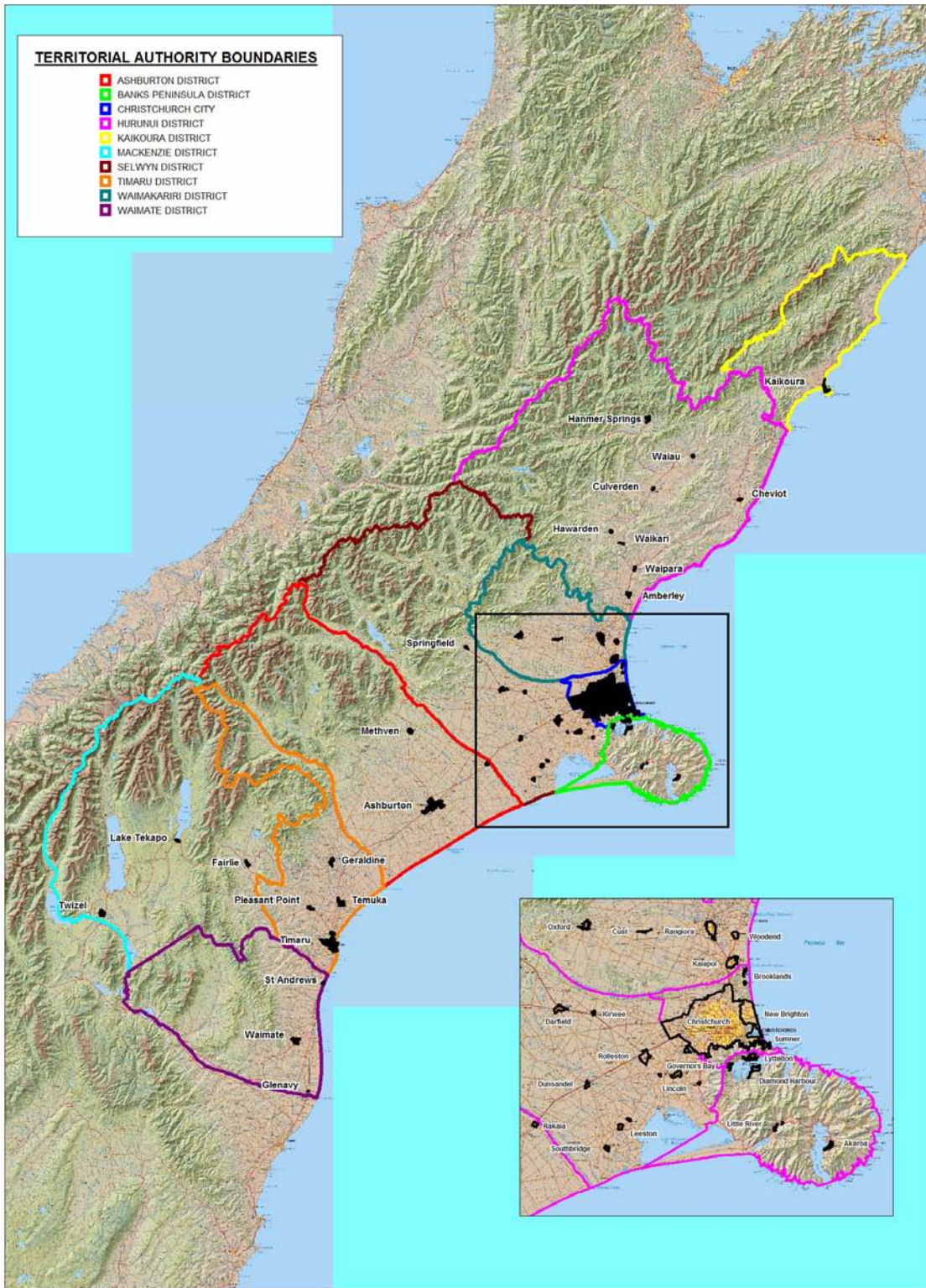
#### 1. Introduction

- 1.1 The New Zealand Fire Service established in accordance with section 3 of the Fire Service Act 1975 delivers fire safety and firefighting services within urbanised areas. In addition to these responsibilities, the Fire Service is authorised to respond to rural fires and other emergencies, including incidents involving the release of hazardous substances and those requiring the extrication and rescue of entrapped people. Attendance of fire brigades at non-fire incidents is at the discretion of the officer in charge of a fire brigade, and conditioned upon consideration that the fire brigade is trained and equipped to render appropriate assistance.
- 1.2 This annex to the Canterbury CDEM Group Plan is prepared in accordance with section 63 of the Civil Defence Emergency Management Act 2002. As required by section 59 of the Civil Defence Emergency Management Act 2002, this annex describes operational arrangements in place to support civil defence emergency management activities as directed by local and group controllers.

#### 2. District

- 2.1 The New Zealand Fire Service Transalpine Fire Region established in accordance with section 24 of the Fire Service Act 1975, with headquarters in 91 Chester Street East, Christchurch, has overall responsibility for Fire Service activities within the areas covered by the Canterbury and West Coast Regional Councils.
- 2.2 That portion of the Transalpine Fire Region which consists of Canterbury is divided into 43 urban fire districts established pursuant to section 26 of the Fire Service Act 1975. These districts oversee 55 urban fire brigades operating from local fire stations located as described in Table 2 and depicted in Figure 2.
- 2.3 Those areas that lie outside urban fire districts are generally within legally-constituted rural fire districts established pursuant to section 4 of the Forest and Rural Fires Act 1977 or under the control of the Ministry of Defence. Rural fire authorities constituted under section 7 of the Forest and Rural Fires Act 1977 oversee firefighting activities in these areas, including responses to fires involving buildings. The New Zealand Fire Service works in conjunction with the Canterbury-West Coast Regional Rural Fire Committee to ensure coordinated planning and response to fire emergencies in these areas, and will respond outside urban fire districts to offer assistance when required.

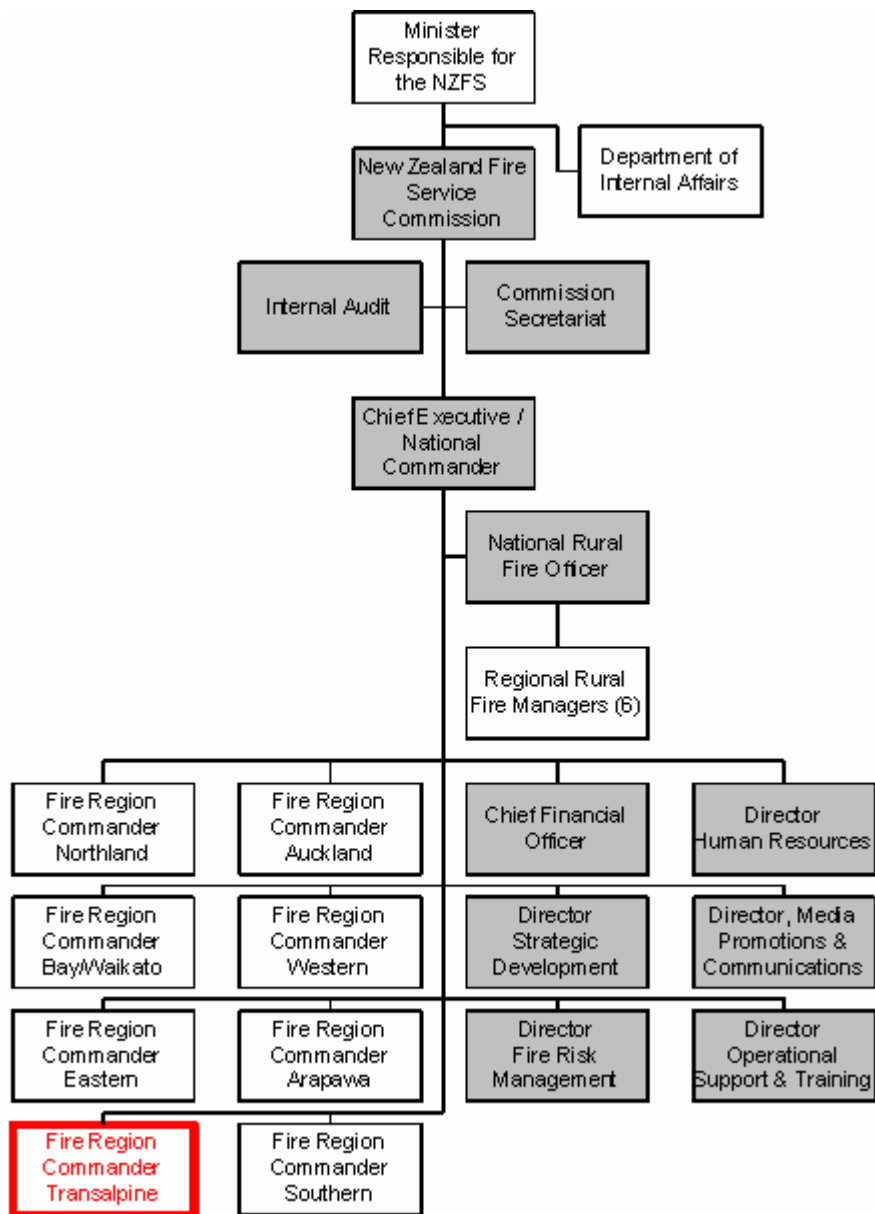
# NZFS URBAN FIRE DISTRICT BOUNDARIES WITH EACH TERRITORIAL AUTHORITY



- 2.4 With the exception of permanent (paid) firefighters who staff two fire stations in Timaru and six fire stations in Christchurch (indicated by *italics* in Table 2), all other New Zealand Fire Service fire brigades in Canterbury are staffed by volunteer firefighters. A major emergency may significantly affect the ability of volunteer firefighters to reach their stations and respond, particularly if the event affects their homes, businesses or families. The availability of off-duty permanent firefighters could be similarly affected.

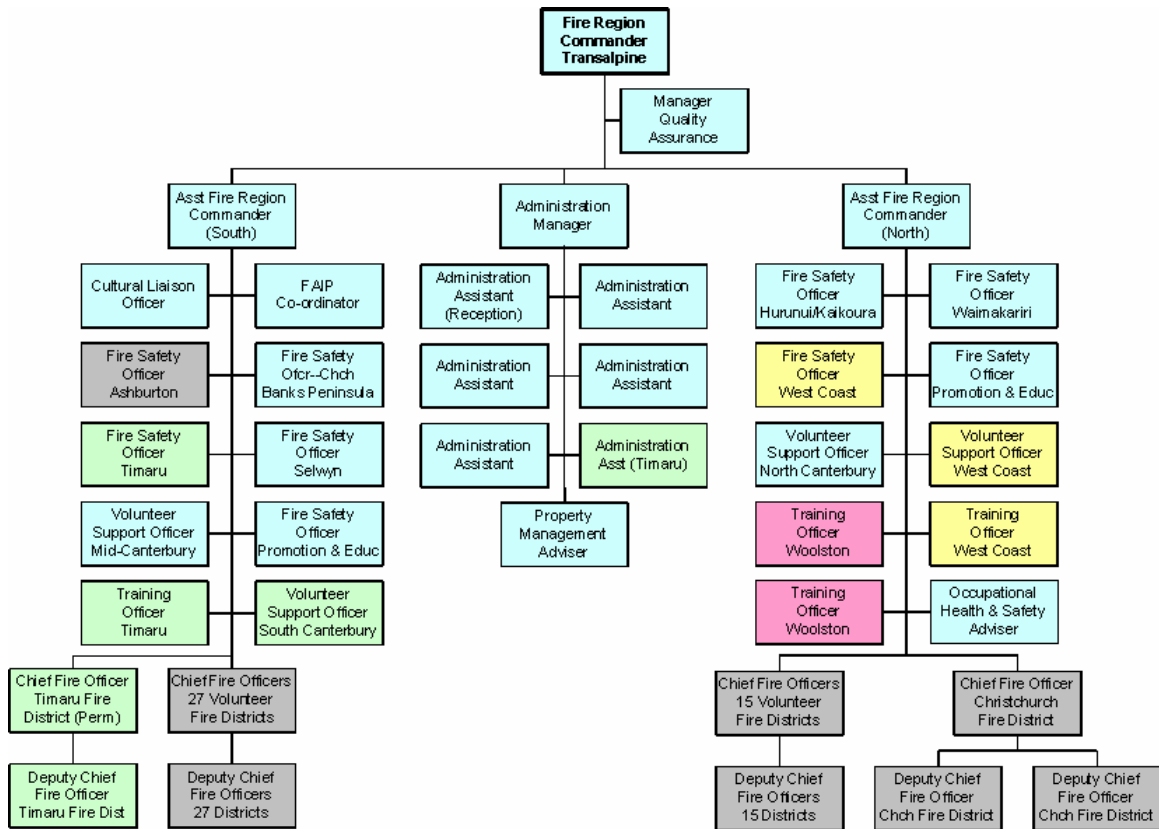
### 3. Organisation

- 3.1 All officers of the New Zealand Fire Service operate subject to the instructions of the National Commander of the New Zealand Fire Service appointed pursuant to section 17M of the Fire Service Act 1975. The national commander retains overall responsibility for the measures to prevent and control fires to protect lives and property, maintenance of the operational readiness of the Fire Service, effective coordination among all fire services, and cooperation with territorial authorities and regional councils. Day-to-day responsibility for these activities is delegated to regional and district managers. Figures 3.1 through 3.3 depict the organisational structure of the New Zealand Fire Service relative to Canterbury.
- 3.2 A fire region manager/commander appointed pursuant to section 24A of the Fire Service Act 1975 oversees the Transalpine Fire Region, which incorporates Canterbury and the West Coast. Each fire district is under the command of a chief fire officer and deputy chief fire officer appointed pursuant to section 27 of the Fire Service Act 1975. Section 28 of the Fire Service Act 1975 details the authorities of these district officers.
- 3.3 Two assistant fire region managers/commanders support the fire region manager/commander of the Transalpine Fire Region, and have delegated authority to act on most matters in his absence. These officers may also assume the duties and exercise the authority of a chief fire officer.
- 3.4 Within individual fire districts, subordinate officers having ranks of senior station officer, station officer, senior firefighter, qualified firefighter and firefighter (in order of authority) assume the responsibilities of the chief fire officer or deputy chief fire officer from time-to-time according to the availability of those senior ranking officers to attend incidents.
- 3.5 Officers of each rank display distinctive markings on their uniforms and protective apparel. Commanders, chief fire officers and deputy chief fire officers wear white helmets and display rank insignia that incorporate laurel branches in their design. Other officers wear yellow helmets with blue reflective bands and wear rank insignia incorporating impellers with no laurel branches. Firefighters wear yellow helmets with red reflective bands or no bands and display rank markings incorporating a silver bar or no additional markings.



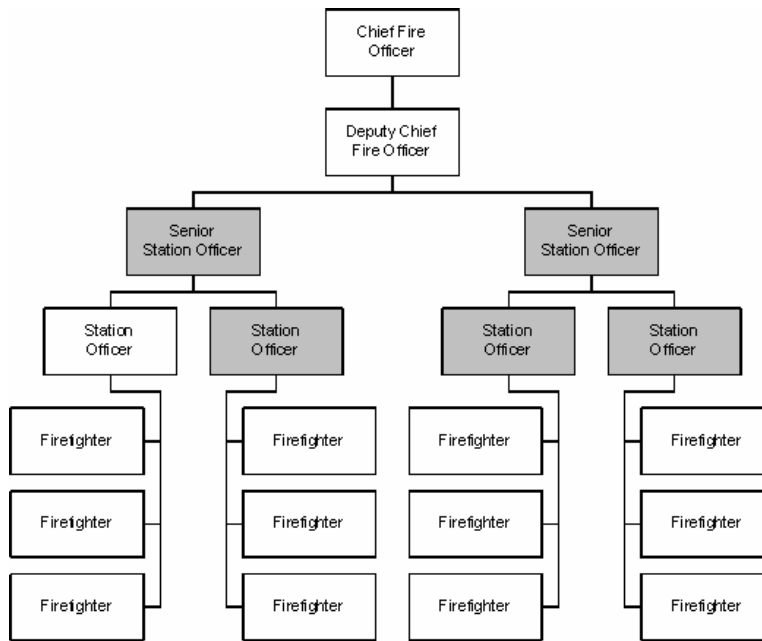
**Figure 3.1: NZFS Senior Management Structure**

(Grey boxes denote National Headquarters staff;  
Red box denotes Regional HQ responsible for Canterbury)



**Figure 3.2: Transalpine Fire Region Management Structure**

(Blue shaded boxes denote positions based at Regional HQ in Christchurch. Green boxes denote positions based at the regional office in Timaru. Yellow boxes denote positions based at the regional office in Greymouth. Those boxes marked grey denote positions based on fire stations throughout the region.)



**Figure 3.3: Fire District Management Structure**

(Grey shaded boxes denote positions that may or may not be filled in any individual fire brigade depending upon the brigade’s establishment and members’ qualifications. The position of firefighter in this chart may indicate a member holding the rank of firefighter, qualified firefighter or senior firefighter. When attending an incident, the senior member of any brigade—regardless of rank—is the officer in charge of the brigade for the time being for purposes of exercising the powers of the chief fire officer in sections 28 and 28A of the Fire Service Act 1975.)

3.6 Operational support personnel attached to some larger brigades may also attend incidents from time-to-time. These personnel generally wear blue helmets and display no rank insignia.

3.7 Personnel attending incidents as observers or trainees may be identified by red helmets and no rank insignia.

(See <http://www.fire.org.nz/photo/uniforms/epaulettes.htm> for illustrations of Fire Service rank insignia for the ranks of firefighter through assistant fire region commander.)

## 4. Roles and Responsibilities

- 4.1 Section 28 of the Fire Service Act 1975 defines the duties of the chief fire officer, deputy chief fire officer and any of their subordinates who may from time to time be in charge of the fire brigade. These powers extend to the fire region manager/commander and his assistant fire region commanders who may from time-to-time assume operational command and control of a fire brigade as provided in section 24A.
- 4.2 Section 28A of the Fire Service Act 1975 provides limited authority for chief fire officers and other officers in charge of a fire brigade in the chief fire officer's absence to take actions to save lives and property at incidents occurring outside established urban fire districts. The powers afforded by statute in these circumstances are limited to offering assistance within the scope of a brigade's training and resources. Responsibility for all fires occurring outside established urban fire districts lies with the rural fire authority established pursuant to section 7 of the Forest and Rural Fires Act 1977. The incident controller in such instances will be the responsible rural fire officer of that authority.
- 4.3 Fire service districts have comprehensive authority to attend a range of emergencies besides fires. Increasingly, fire brigades attend incidents involving a wide range of other hazards injurious to public health, safety or welfare. Fire Service officers may direct brigades to attend non-fire incidents when they consider that their training and equipment allow them to be of assistance. To ensure effective and efficient use of resources in such situations, Fire Service officers apply the principles of risk management embodied in AS/NZS 4360: *Risk Management* to all its operations. This approach ensures that the Fire Services places appropriate emphasis on risk assessment, monitoring, communication and treatment before an incident occurs.
- 4.4 Because the Fire Service has no direct control over the hazards posed by the emergencies it attends, Fire Service officers apply the principles of dynamic risk assessment to their operations. This operational practice—known as the *Safe Person Concept*—invests the incident controller with overall responsibility and accountability for risk management and operational safety, but empowers everyone attending the incident with the authority and responsibility to identify hazards and balance all risks against the potential rewards associated with their intervention or actions. This approach ensures that any situations that present a foreseeable risk of injury or death are avoided.
- 4.5 The Transalpine Fire Region also supports an urban search and rescue (USAR) task force – designated New Zealand USAR Task Force 2 (NZ-TF2) – in cooperation with the Ministry of Civil Defence and Emergency Management. Thirty-two personnel trained and equipped to UN/INSARAG standards staff this task force and maintain readiness for immediate deployment in New Zealand and abroad at all times. Additional USAR task forces supported by the Fire Service are based in Palmerston North and Auckland. All three New Zealand USAR task forces are equipped to maintain self-sufficient operation for periods up to 10 days.
- 4.6 Firefighters in all Transalpine Fire Region brigades are trained to the USAR Level 1R (light-rescue operations) standard. Those fire brigades identified in Table 2 as rescue tenders carry specialised rescue tools for motor vehicle accident rescue on one appliance. These tools lend themselves to an enhanced light-rescue capability suitable for other rescue situations involving machinery, high-angles, swift-water or structural collapse as well.
- 4.7 The Fire Service chairs the Hazardous Substances Technical Liaison Committee (HSTLC). This group operates as a subcommittee of the Canterbury Emergency Services Co-ordinating Committee (ESCC) chaired by the New Zealand Police. The Canterbury HSTLC has formed four sub-committees – readiness-response, risk assessment, public information and media, and training – to facilitate application of

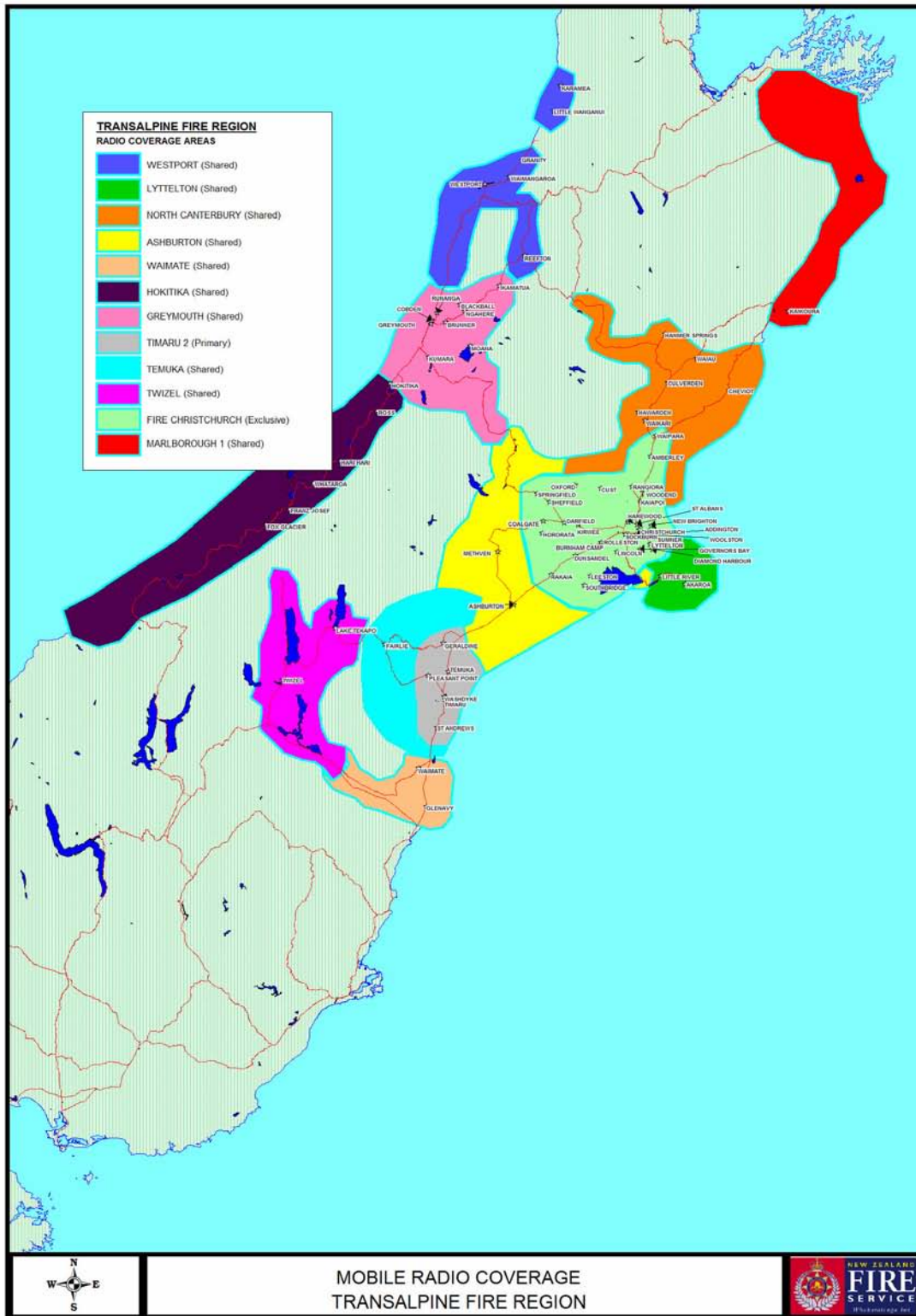
the principles of comprehensive emergency planning to the appreciation and management of technical hazards arising from the storage, processing, transportation and use of chemicals and other hazardous substances with the region. Representatives of local authorities, health services, emergency managers, local authorities and the Occupational Safety and Health Service participate actively in the committee, which meets quarterly to review responses to hazardous substances incidents and practices for the management of these situations. The committee holds at least one exercise per year.

## **5. Hazard Scope**

- 5.1 The Fire Service acts as the lead agency for fires occurring within established urban fire districts. Fire brigades are located and resourced to satisfy the operational requirements of the risks within their districts. Generally, fire brigades can attend 75-95% of all incidents occurring inside their districts within seven minutes of receiving notification.
- 5.3 Fire Service brigades may also respond to fires occurring outside their urban fire districts, and will assume command and control of Fire Service personnel until the responsible arrival of a rural fire officer. Fire Service personnel will remain involved in firefighting operations to the extent required by the incident controller until such time as they can be relieved by rural fire forces or the fire is extinguished.
- 5.3 Fire Service response to hazardous substance incidents and other emergencies not involving a fire is at the discretion of the chief fire officer, deputy chief fire officer or other person in charge of the fire brigade. The Fire Service may respond to render assistance to the public or other emergency response agencies in the event of other, non-fire emergencies if its equipment, training and resources are considered suitable to the task. The Fire Service aims to maintain capability to attend all hazardous substances incidents with a specialist response capability within 90 minutes of receiving notification.

## 6. Communications

- 6.1 The Transalpine Fire Region operates Land Mobile Radios (LMRs) on the Police Radio Network. Police/fire radio channels are designated as exclusive, primary or shared.
- Exclusive = Used by 1 emergency service
- Primary = Mostly used by 1 emergency service but can be used by both.
- Shared = Shared channel by both Fire & Police.
- 6.2 The New Zealand Fire Service operates three Communication Centres co-located with Police in Christchurch, Wellington and Auckland. These centres mobilise and monitor the status of all New Zealand Fire Service resources within their respective areas. Computer systems supporting Fire Service Communication Centres located in Auckland, Wellington and Christchurch operate in a secure environment.
- 6.3 All three Communication Centres have the ability to answer each other's 111 calls. The Wellington Communications Centre can back-up the centre in Christchurch (Radio and Selcall) should a failure occur.
- 6.4 The Transalpine Fire Region maintains three regional backup command rooms based in Christchurch, Timaru and Greymouth. Each has the ability to respond and communicate, via the LMR network, with all fire stations within the region. The Christchurch command room can also turnout all brigades via the telecom flex paging network.
- 6.5 The Transalpine Fire Region also has two Mobile Command Units, each equipped with Incident Ground Communication Radios (IGCs) and LMRs.
- 6.6 The region also has two 25-watt mobile repeaters, one based in Christchurch and the other at Timaru. Each repeater is programmed with ESB 180 (Fire Repeater) and ESB 164 (Liaison Duplex). These repeaters can be set up at long-duration incidents to provide effective incident ground communications over a wide area.
- 6.7 All fire appliances within the region are equipped with an LMR and IGC radios.
- 6.8 Figure 6 depicts the coverage of Fire Service radio channels.
- 6.9 The Fire Service conducts much of its routine administrative business online. All Fire Service stations and offices operate networked desktop personal computers and terminals running Microsoft Windows software. These networks host a wide variety of business applications incorporating services for incident reporting, risk assessment, operational planning, mapping, rostering, human resources, training and communications. All permanent staff, volunteer chief fire officers and volunteer fire brigades have individual email addresses and access to email clients. Most executive officers have wireless and home access to the Fire Service network. Business continuity plans ensure regular backups of all data from mission-critical applications hosted on the Fire Service network. Redundant facilities in Auckland ensure network operations can function reliably in the event of a major emergency affecting the Wellington region or the NZFS National Headquarters.
- 6.10 Transalpine Fire Region executive officers and support staff carry cellular telephones connected to Telecom Corporation NZ Ltd's CDMA (027) network. (These mobile telephone numbers have been identified to Telecom for priority reconnect and service during an emergency.) Designated EOC liaison officers and communications centre staff maintain up-to-date telephone lists with the contact details for these personnel.
- 6.11 Most fire brigades have access to mobile cellular telephones. Most volunteer fire brigades depend upon prepaid cellular plans for auxiliary and routine communication. Most of these operate on the Telecom network. In the event of a declared emergency, the Fire Service does not expect to have the ability to communicate with volunteer fire brigades using cellular telephones.



## 7. Transport

- 7.1 Each fire station in the Transalpine Fire Region is equipped with at least one firefighting appliance. Some stations have two firefighting appliances, and in some cases one of these is outfitted to perform rescue operations as well as firefighting.
- 7.2 Some rural fire authorities base rural fire parties and water tankers or other firefighting appliances on New Zealand Fire Service stations.

- 7.3 Most New Zealand Fire Service appliances carry a portable pump in addition to the fixed engine-driven pump. All appliances carry between 1 350 and 2 000 L of water. Some appliances also carry small amounts of Class-A foam (3% concentrate) for fighting fires involving ordinary combustibles and vegetation. Some appliances also carry a small quantity of Class-B foam for fighting fires involving flammable liquids (excluding polar solvents).
- 7.4 The firefighting capacities of appliances vary, but most pumping appliances can deliver volumes of 2.2 L/s or more while draughting from a static water source such as a pond, water race or swimming pool. All of these appliances can deliver significantly greater quantities of water when augmenting the flow available from pressurised reticulated supplies.
- 7.5 Firefighting appliances designated as pump-rescue tenders carry equipment suited to the hazards prevalent within their response areas. In all cases, this includes cutting, spreading and lifting gear suitable for removing people entrapped in motor vehicles following crashes. Some brigades carry equipment for accessing people trapped at height or on steep surfaces.
- 7.6 Firefighting appliances generally provide secure riding positions for four to six firefighters and officers. Most fire brigades have operational establishments well in excess of the number of positions on the firefighting appliance to ensure 24/7 cover. When an incident requires additional firefighters, the Fire Service generally sends additional appliances. When no appliance is available to transport them, firefighters may require transportation from the fire station to an incident by privately-owned vehicles if they are required only for additional labour or relief.

## **8. Logistics**

- 8.1 Sustained firefighting and rescue capabilities depend upon a number of resources. Besides a sufficient number of trained staff to operate firefighting appliances, brigades require access to suitable water supplies, fuel to operate fire appliances, and food, water and sanitation facilities for firefighters.
- 8.2 Under normal circumstances, section 30 of the Fire Service Act 1975 affords the Fire Service unrestricted access and use of water supplies, reticulated and otherwise, for firefighting purposes. In the event of a declared state of emergency, a local or group controller may restrict this access to satisfy other human needs such as health and hygiene.
- 8.3 The Fire Service ordinarily contracts with private suppliers and obtains motor fuel for fire appliance from retail service stations. The Fire Service has the ability to contract mobile fuel dispensing in the event ongoing operations require the servicing of appliances without disrupting their operation at a fire or other emergency. In a declared emergency that disrupts normal motor vehicle fuel supplies, the availability of alternate fuel supplies from service stations or mobile suppliers could become a critical limiting factor in Fire Service operations.
- 8.4 Fire appliances and fire stations maintain limited stores of food and water. Firefighters will require meals within the first 8-12 hours of any extended operation. The Fire Service typically relies upon the Salvation Army to provide such support for emergency operations, but expects that their resources may be constrained by the immediate emergency requirements of their members and the larger welfare requirements of the community. As a consequence, the Fire Service expects to rely on food and water from welfare centres to meet the needs of firefighters.
- 8.5 Fire stations that remain unaffected by an emergency event or remain serviceable despite any damage they may suffer will continue to support firefighters' routine requirements, including hygiene, rest, resupply and recovery.

## 9. CDEM Liaison

- 9.1 In the event of a local emergency, the chief fire officers of the fire brigades designated in Table 9 will provide initial liaison with local controllers by responding to the designated territorial authority (or other agency) emergency operations centres (EOC). These officers will have the delegated authority of the fire region manager/commander in accordance with section 24A(3) of the Fire Service Act 1975 within the area covered by a local emergency declaration. Control of their fire brigades shall pass to their deputy chief fire officers for the duration of the emergency declaration.
- 9.2 Regional support officers as designated in Table 9 will respond to territorial authority EOCs to provide ongoing emergency management liaison on a 24/7 basis for the duration of a declared emergency.
- 9.3 An assistant fire region commander will respond to the Group Emergency Co-ordination Centre (ECC) to provide liaison with the group controller in the event of a Level 3 or higher emergency that involves full activation of the ECC.

**Table 9:  
NZFS Liaison Officer Responsibilities**

EOC	First Shift		Second Shift	
	Liaison Officer	Comms Asst	Liaison Officer	Comms Asst
<b>Group HQ (ECC)</b>	On-Call FRM	FSO Promo North	Last Call FRM	FSO Promo South
<b>Ashburton</b>	CFO Ashburton	FSO Ashburton	CFO Rakaia	Timaru Training Ofcr
<b>Banks Peninsula</b>	CFO Lyttelton	None	CFO Governors Bay	None
<b>Christchurch City</b>	On-Call CFO Chch	WTC Training Ofcr	Last Call CFO Chch	FSO Chch/BP
<b>Hurunui</b>	CFO Amberley	None	CFO Waipara	None
<b>Kaikoura</b>	CFO Kaikoura	None	FSO North Cant'y	None
<b>McKenzie</b>	CFO Fairlie	None	CFO Lake Tekapo	None
<b>Selwyn</b>	CFO Leeston	FSO Selwyn	CFO Lincoln	VSO Mid-Cant'y
<b>Timaru</b>	CFO Timaru	FSO Timaru	CFO Temuka	VSO South Cant'y
<b>Waimakariri</b>	CFO Rangiora	VSO North Cant'y	CFO Woodend	FSO Waimakariri
<b>Waimate</b>	CFO Waimate	None	CFO St Andrews	None
<b>NZFS Ops Room</b>	FRM	Op Planning Ofcr	Manager QA	Resp/Read Ofcr

*Acronyms: FRM=Fire Region Manager; CFO=Chief Fire Officer; FSO=Fire Safety Officer; VSO=Volunteer Support Officer; QA=Quality Assurance*

## **10. Public Information**

- 10.1 The Fire Service will co-ordinate the release of information about its operations with other agencies in the event of a declared emergency. Fire service liaison officers will work in conjunction with the public information managers appointed by local or group controllers to ensure that messages released to the public are timely, complete and accurate.
- 10.2 Local and group controllers should be aware that all Fire Service personnel have instructions to cooperate with media inquiries, but also to restrict their comments to the scope of their own roles and responsibilities. To this end, Fire Service liaison officers will closely monitor media coverage of Fire Service field operations to verify the accuracy and appropriateness of reports.

## **11. Regional Coordination**

- 11.1 Fire brigades experiencing single incidents beyond their capabilities or multiple simultaneous incidents will be supported by firefighters from adjacent brigades.
- 11.2 A multiple-incident protocol (MIPS) enables Communications Centre staff to modify standard response protocols and prioritise mobilisations in the event the number of calls being received exceeds the immediately available resource within a short time period without requiring a the declaration of a state of local emergency.
- 11.3 In the event any single incident or group of incidents exceeds the capabilities of the brigades within a single region, the fire region manager/commander may call upon the national commander or other fire region managers/commanders to supply resources outside the fire region. When requesting such assistance, the Fire Region Manager/Commander will consider whether or not any anticipated delays receiving such assistance require the declaration of a state of local emergency under the CDEM Group Plan.
- 11.4 Fire Service task force plans provide for intra-regional and inter-regional mobilisation of additional personnel, appliances and equipment to support fire brigades in a disaster-affected area. The regular review and revision of these plans will ensure continued consistency with the CDEM Group Plan.

# NZFS Fire Districts and Fire Stations Located in Canterbury

Revised: 15 Dec 2004

District/Station	Street Address	1st Appl	2nd Appl	Tanker	3rd Appl	Aerial
AKAROA	49 Beach Road	461	467	4611		
AMBERLEY	Markham Street	481	487	4811		
ASHBURTON	Burnett Street	621	627	9011	622	
BROOKLANDS	50 Harbour Road	311		3111		
CHEVIOT	McQueen Road	651	657	6511		
CHRISTCHURCH	200 Kilmore Street					
<i>ADDINGTON</i>	71 Simeon Street	221				
<i>CITY*</i>	200 Kilmore Street	211	217		212	216
<i>HAREWOOD</i>	536 Wairakei Road	261				
<i>ST ALBANS</i>	276 Cranford Street	231				
<i>SOCKBURN</i>	Main South Road, Wigram	257	252			
<i>WOOLSTON</i>	925 Ferry Road	241	2413			
CULVERDEN	Montrose Avenue	661	667			
CUST	Oxford Road	781		7811		
DARFIELD	North Terrace	691	692			
COALGATE (Aux)	Bridge Street	701	7010			
HORORATA (Aux)	Bealey Road	731				
SHEFFIELD (Aux)	Tramway Road	711				
DIAMOND HARBOUR	Te Ara Crescent	301				
DUNSANDEL	Browns Road	441		4411		
FAIRLIE	Denmark Street	821	827	8211		
GERALDINE	118 Talbot Street	841	847	8411		
GLENAVY	Pyke Street	891		8911		
GOVERNORS BAY	Ernest Adams Drive	331		3311		
HANMER SPRINGS	Amuri Avenue	671	677			
HAWARDEN	High Street	491				
KAIAPOI	51 Hilton Street	401	407			
KAIKOURA	Esplanade	751	757	7511	7510	
KIRWEE	Tramway Road	727				
LAKE TEKAPO	Main Road	837		8311		
LEESTON	Cnr Galipoli & Station Streets	437		4311		
LINCOLN	James Street	411	417	4111		
LITTLE RIVER	Western Valley Road	471		4711		
LYTTELTON	57 London Street	291	292			
METHVEN	McKerrow Street	631	637	6311		
MT COOK (Ind)	Cnr Larch Grove & Bowan Drive	911				
NEW BRIGHTON	80 Hawke Street	271	272		2710	
OXFORD	Burnett Street	791	792	7911		
PLEASANT POINT	Halstead Road	851		8511		

## NZFS Fire Districts and Fire Stations Located in Canterbury

Revised: 15 Dec 2004

District/Station	Street Address	1st Appl	2nd Appl	Tanker	3rd Appl	Aerial
RAKAIA	Elizabeth Ave	641		6411		
RANGIORA	Percival Street	761	767	7611		
ROLLESTON	Chaucer Street	427		4211		
SOUTHBRIDGE	High Street	451		4511		
SPRINGFIELD	S.H. 73	747				
ST ANDREWS	Hall Street	871		8711		
SUMNER	4 Wiggins Street	281			2810	
TEMUKA	Cnr Wood Street & Hally Tce	861	862	8611		
TIMARU	Cnr Latter & Woolcombe Streets	801	802	8011		
WASHDYKE	Bridge Street	817	811			
TWIZEL	McKenzie Drive	901	902	9011		
WAIAMATE	Cheviot Street	681				
WAIKARI	87 Princes Street	601		6011		
WAIMATE	John Street	881	887	8811		
WAIPARA	10 Glenmark Drive	611				
WOODEND	4 Eders Road	777				