

Fire Plan

SOUTH ENGLAND FOREST DISTRICT

July 2018

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GLOSSARY

FC Forestry Commission	DFRS Dorset Fire and Rescue Service
NPA (New Forest) National Park Authority	BFRS Berkshire Fire and Rescue Service
SD NPA South Downs National Park Authority	PPE Personal Protective Equipment
FRS Fire and Rescue Service	IC Incident Commander
HFRS Hampshire Fire and Rescue Service	CP Control Point
	DO Forestry Commission Duty Officer

PART ONE: ASSESSMENTS AND PRESCRIPTIONS

1.1 AIMS AND OBJECTIVES

The main aim of Forestry Commission policy is to prevent fires and reduce losses in the most cost-effective way.

In addition, the South England Forest District fire plan has the three main objectives of maximising:

- **prevention**: of all wild fires within the district
- **preparation**: of FC staff and resources
- **communication**: both internally within the District and externally working with other organisations, land owners and agencies

1.2 FIRE PLAN AREA

This Fire Plan applies to the Forestry Commission estate managed by the staff of the South England Forest District. (Appendix A) shows the location of all the land for which the South England Forest District has responsibility.

The District manages woodland, plantations and open heath in seven counties: Berkshire, Surrey, West Sussex, Hampshire, Isle of Wight, Dorset and Wiltshire. For the purposes of this plan the Forest District is split into the four separate management areas: the New Forest Crown Lands (referred to as the *New Forest*) and the area west of the River Avon (referred to as *Dorset*) the area to the East of the River Test (referred to as the Eastern Beats) and the Isle of Wight.

Much of the land for which the District has responsibility for has national or international environmental importance. The entire Crown Lands of the New Forest and significant areas within Berkshire, Surrey, Hampshire, West Sussex and Dorset are designated as a Site of Special Scientific Importance (SSSI). A significant proportion of this land is also designated as a Special Area of Conservation (SAC). These designations and the rich array of wildlife supported by this land make the possible effects of any wildfire very serious.

1.3 GENERAL ASSESSMENT OF FIRE DANGER

The District experiences very high visitor pressure on its heathland and woodland areas throughout the year, peaking during the periods of highest fire risk. The majority of fires are both started and reported by forest visitors. There is no single cause of fires, however the use of barbecues, unauthorised campfires and arson throughout the summer poses one of the greatest dangers.

There are ten campsites situated within the District, all located within the New Forest and managed by Camping in the Forest. Nine are seasonal and one, at Setthorns, operates throughout the year. There is one permanent Cabin site located at Blackwood in Hampshire managed by Forest Holidays. These campsites and cabin site represent a higher fire risk to both property and the public. The location of these campsites will be taken into account when any assessment of a fire is made. In Dorset, Moors Valley Country Park can attract thousands of visitors every day throughout the summer as can Alice Holt Woodland Park and Queen Elizabeth Country Park in the Eastern Beats. In these cases the FC role is primarily to provide access, supply local knowledge and hand over responsibility to the emergency services.

The Waterside area, on the western edge of the New Forest has a history of deliberate fire setting. This issue has recently been addressed through the combined and co-ordinated efforts

of a FC Project Officer, local Keeper and the Hampshire Fire and Rescue service. Since the Waterside Project started, incidences of arson have reduced. The Waterside Community Rangers workload has now been assimilated into the South Walk Beat.

Broadly speaking, the land contained within the Forest District can be split into the four categories outlined below. The vegetation associated with both open heathland, and heathland conifer plantations can be ignited at most times of the year. The soil conditions need not be dry for a major surface fire to occur. In general broadleaf woodlands are less flammable regardless of age or status. Coniferous woodlands will burn readily, but well thinned crops, over 40 years of age, are at less risk due to the wider spacing between trees. The heathlands and heathland forests thus pose a high danger, both in terms of risk and hazard all year round.

The four broad categories of land contained within the district each represent a different degree of fire risk and value to the FC and its stakeholders:

<p>Plantation Forest</p>	<p>Conifer Plantations on the sands, gravels and clay soils, within the New Forest Perambulation, Bramshill Forest, Lords Wood, Havant Thicket, Bury Hill/ Redlands, West Walk, Rogate/ Iron Hill, St Leonards/ Tillgate, Lower Bourne and Crooksbury and the Poole Basin. These areas pose a relatively high fire risk, especially when densely stocked with young trees. These areas also represent some of the highest monetary value in the District.</p>
<p>Open Heathland</p>	<p>Gorse, heather and bracken areas, interspersed with mixed woodland, both ancient and recently recreated within the Surrey Heaths, New Forest Perambulation and the Poole Basin. The threat of fire to this internationally important habitat is very high as fire can spread extremely quickly over this type of ground. Open Heathland represents a lower monetary value to the FC than plantation woodland but is of national importance for both conservation and the commoning community within the New Forest.</p>
<p>Ancient Woodlands</p>	<p>ASNW woodlands in the wider District as well as Pasture woodlands of the New Forest. These areas are less susceptible to large-scale fires but hold particularly high environmental and historical value.</p>
<p>Downland Mixed Woodlands</p>	<p>Plantations and ancient woodlands on the chalk downlands throughout the District. These areas pose a relatively low fire risk.</p>

1.4 PREPARATORY MEASURES

The general principles of fire protection in the South England Forest District are to:

- i.* Provide access enabling the County Fire and Rescue Services to get to the fire and extinguish it speedily and effectively.
- ii.* Provide physical barriers to restrict the natural spread of fire.
- iii.* Foster a teamwork approach to fire prevention and fire fighting. Working with the FRS, other land managers and NPA where relevant the District will look to: share resources, take part in joint training exercises and work together on a programme of controlled burning.

In order to achieve these aims, the following more detailed fire preparatory measures have been put in place:

Access: Maintain the extensive network of tracks throughout the District to enable a two-wheel drive fire engine reasonable access to the Forest District, including both woodland and heathland areas. This maintenance includes the cutting of encroaching vegetation on a regular basis to ensure vehicles can pass easily along the tracks.

In Dorset woodlands where FC locks have been replaced with high security Abloy locks Dorset F&R have been issued with six keys (three keys to open gate locks in East Dorset and three keys to open gate locks in Purbeck Heath). In addition, Hampshire F&R have been issued with three keys to open gate locks in the part of Ringwood forest that lies in Hampshire.

In the event of an emergency where for whatever reason no gate lock key is available, Dorset F&R have confirmed that they have tools onboard fire tenders (reciprocating saw) to enable cutting of the lock clasp and this course of action has been agreed during Dorset F&R/FC liaison meetings. FC will subsequently replace the clasp.

Mapping: Provide and maintain digital mapping which clearly details the access routes, location of water hydrants and the level of fire risk associated with different habitats across the District. This mapping will be available to FRS and FC staff on a fire site to aid management decisions.

Dorset woodlands digital mapping will include information regarding security modifications that have been undertaken to improve security including where accesses have been blocked or width restricted. These maps will clearly identify suitable access points in the case of an incident.

Ride maintenance: In order to provide fire breaks and sufficient access, selected rides will be mown at appropriate intervals. Rides will be selected on the basis of area of vulnerable crop, or open heathland. However, conservation constraints may over-ride or dictate any mowing programme.

Controlled burning: will be undertaken adjacent to New Forest Inclosure boundaries only where no other means of controlling flammable scrub growth exists. Such burning will be agreed by the Open Forest Advisory Committee, and carried out as part of the annual Cut and Burn Programme.

Liaison with the Fire Service:

- **FC will hold annual meetings with the relevant County Fire and Rescue Services. This meeting will be led by the Beat Managers.**

Other Fire Services may be invited to these meetings, but as the risk of fire is low in these areas it is not essential that face to face contact is maintained. The contents and likely contents of the District's chemical stores will be notified to the relevant county services at the time of these meetings.

Forestry Commission Mobilisation: The Forestry Commission's primary role is to provide the County Fire and Rescue Services with advice based on local knowledge and if required to assist the Fire Service with damping down once the fire has been extinguished. The District maintains the fire equipment listed in Appendix D for this purpose.

Staff Training:

- **All Forest District staff with a responsibility for attending emergency fire incidents will have completed Incident Command and Wildfire Theory training provided by HFRS.**

- **All staff involved in fire fighting will have refresher training every two years.**
- **In addition, annual familiarisation sessions will be undertaken for all staff at the start of the controlled burning season. These sessions will make reference to the relevant risk assessments and FISA 803.**
- **Through partnership working, the FC will give consideration to joint exercises, with the relevant Fire and Rescue Services where resources are available.**

Risk Assessment: The Head of Land Management for SEFD will be responsible for ensuring the Risk Assessment for assisting the Fire Services in fire fighting and damping down activities is reviewed annually. In the New Forest this will be carried in the DO box and made available to the relevant FRS as required.

Minimum Personal Protective Equipment (PPE): Any member of FC staff who attends a live fire-ground for fighting or damping down must have adequate protection from the hazards they are likely to face, as outlined in the risk assessment. All staff should be issued with and wear:

- flame proof boiler suit (BS EN 531 1995)
- gloves
- helmet - *compulsory only in woodland setting*
- anti-flash hoods
- eye protection
- dust masks
- steel toe capped boots

Military Assistance: The military may be called upon to assist with fire fighting. Calls for assistance must be authorised by the Senior Fire Officer on site. Arrangements for contacting the Military are given in OGB No.17 Planning for the Unexpected para 6.3.3 page 34.

Fire Risk Rating: The Rec AO will use the Natural England Fire Severity Index tool to establish the current fire risk for the New Forest Area. This will be done each Friday afternoon prior to the weekend and the result will be uploaded online onto the New Forest Homepage. The NE Fire Severity Index uses information such as wind speed, temperature, time of year and rainfall to produce a severity assessment.

The Rec AO is also responsible for alerting and informing relevant staff of "extreme" fire risk periods, via the Peoplesafe system.

During periods of High or Extreme risk it is expected that the DO will be mindful of the conditions and be aware of associated issues e.g. equipment and staff location and planning accordingly.

Suspension of Forest Operations: During periods of high or extreme risk, certain forest operations such as the burning of lop and top on restocking sites will be deferred or suspended.

It is the responsibility of the FWM of any controlled burning/ rake and burn/ cut and burn operation to liaise with the FC Duty Officer regarding potential risk from their burning operation. Risk of fire spread might be increased due to weather conditions or condition of adjacent vegetation.

The final decision to suspend operations will be decided on a site by site basis in consultation with the FC Duty Officer.

1.5 PREVENTATIVE MEASURES

Awareness and Education:

- Through membership of the Waterside Arson Forum the FC will endeavour to raise public awareness and understanding on the issues of fire prevention and safety. A joined up policy on Communications for the NF National Park will outline the strategy for achieving this.
- Members of the public will be made aware of the dangers of fire and fire prevention measures through ongoing walks and talks led by the District Ranger team, Community Engagement Managers, and the Camping in the Forest Rangers at the campsites.
- Visitors to the campsites in the Crown Lands will also be targeted with information and advice on fire prevention through visits from the Hampshire Fire and Rescue Service and National Park information on display.
- The Forestry Commission will provide fire information via the FC website, including a regularly updated 'fire risk rating' and tips on where to BBQ safely.
- The Forestry Commission will promote responsible use of the forest estate through press releases, local publications, and leaflets such as the New Forest codes of practice, New Forest Focus and Visitor Packs.
- Forestry Commission and inter agency press releases will also be used to raise awareness during periods of extreme fire danger.

Partnership Working:

- Through regular meetings and communications the Forestry Commission will seek to establish and maintain good working relationships with the respective Fire and Rescue service within each county. This will operate at the Beat level principally with support from District Forester level as necessary.
- In partnership with the HFRS and Hants Constabulary the FC will work together to seek to address anti-social behaviour that leads to fire related risks including illegal camping, raves, drug and alcohol abuse on the Forest. The partnership will target the Waterside communities on the Eastern edge of the New Forest, where the highest number of arson attacks occur. Beat Recreation Ranger, Keeper (Wildlife Ranger) and HFRS Rural Safety Officer will work together to combat arson attacks through education and enforcement.
- FC is represented on The Arson Forum and Forest Watch initiatives and will participate in Regional Wildfire groups.

Forestry Commission Byelaws:

- The byelaws make it an offence for members of the public to light fires on FC managed land. These restrictions will be firmly, but politely enforced by **all staff groups**.

Good Land Management Practices:

- The Forestry Commission will promote and exercise effective land management practices that help reduce the risk of wildfires starting and any subsequent spread. These practices include:
 - An Open Habitat management programme which ensures that the heathland retains a patchwork structure of heather and gorse of varying age.
 - Prudent maintenance of a road and ride network which provides both fire breaks and access routes.
 - The development and maintenance of a diverse woodland structure through the forest design plan process which limits the spread of fire.
 - Following good practice guidance in the delivery of all forest operations that involve the use of fire.

The Public:

- The presence of the general public provides a major deterrent against malicious fire starts and also leads to the rapid reporting of fires. The FC will continue to encourage the public to use its woodlands and heaths wherever it is not in conflict with other management objectives.

PART TWO - THE DUTY ROSTER

Forestry Commission staff within the district have the primary role of supporting the Fire and Rescue Service on site and offering any help and support as requested, especially with regards to **local knowledge** on the ground.

In the context of an emergency the **roles and responsibilities** laid out over the following pages **remain fluid**. The level of experience held by staff, together with the situation on the ground (for example who was the first member of staff on site) may well take precedence over the duty roster when dictating the roles and responsibilities of FC staff.

During any emergency incident within the district the local Fire and Rescue Service will take control of any fire they are called to. The Fire Officer in charge of a fire is called the '**Incident Commander**' or 'IC'. The Incident Commander is in charge of all health and safety, and Forestry Commission staff at an incident are under his or her authority.

Any FC member of staff attending an incident should report immediately to the Incident Commander at the **Control Point**. At a small incident the control point will be a fire appliance identified by its blue flashing lights. At larger incidents the **Incident Command Unit** will be identified by a flashing red light. During any incident attended by the local FRS, the FC Duty Officer and FC Incident Response Officer will wear a green tabard (provided with the Duty Officer kits) identifying their role.

2.1 FIRE DUTY ARRANGEMENTS

A Duty Officer Roster, along with Duty Keeper Roster runs in the South England Forest District throughout the year. The New Forest Keepers only cover the Crown Lands, where as the Duty Officers has responsibility for the whole FD between them.

The main period of fire risk within the District runs from the beginning of March until the end of September.

Halloween and Bonfire night can also increase the risk of Fire mainly to property, although at this time ground conditions are not normally favourable for fires to spread.

The Duty Roster

During this time of higher risk an additional duty roster is in operation on the Crown Lands which not only sets out who the Duty Officer is but also the supporting FC Incident Response Officer for each week.

Duty will commence at 09.00 hours on Monday and finish at the same time the following Monday (Officers on duty over Bank Holiday weekends will retain duty status until 09.00 hours on Tuesday morning.)

The Head of Sustainable Forestry and Land Management will ensure a Duty Roster is prepared in February of each year, covering the anticipated period of risk.

The roster will draw upon Pay Bands 1, 3, 4, 5 and 6a for the role of Duty Officer and all Works Supervisor grades, including some field staff for the role of FC Incident Response Officer.

Any individual on the roster may change duty providing the change is notified to the admin support with responsibility for maintaining the roster. They will then make any changes, notify

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the relevant organisations and if necessary issue any amended roster.

2.2 ROLES AND RESPONSIBILITIES WITHIN SOUTH ENGLAND FOREST DISTRICT

Throughout the Duty Period

The **Duty Officer (DO)** will have responsibility for:

- making a subjective assessment of the fire risk and discussing this with the FC INCIDENT RESPONSE OFFICER.
- notify recreation admin in order to update the website with current fire danger rating.
- in liaison with the FC Incident Response Officer, reviewing the need for any additional staff and equipment to be available at weekends when the Fire Danger Rating is expected to reach, or has already reached, 'Extreme'. The details of staff available and the locations of equipment will be shown on the sheet (FIRE DUTY - WEEKEND CALL OUT ARRANGEMENTS 2016.doc - Appendix F) and a copy placed at Reception
- receiving calls from "the call centre", the Fire and Rescue Service (& public and FC staff via QH reception) and informing and dispatching the FC INCIDENT RESPONSE OFFICER and/or attending reported incidents
- taking appropriate action in order to co-ordinate the FC response
- liaising with FRS at the incident
- H&S and welfare of staff deployed to an incident
- review of incident and reporting/ recording on incident after the incident is closed including informing Libby Burke in marketing and communications so that joint press releases/statements can be made.

The **FC Incident Response Officer** role is primarily focused on the Crown Lands and the East of Dorset.

The **FC Incident Response Officer** will have responsibility for:

- ensuring their availability at all times (within 15 minutes of the New Forest) on mobile telephone or home 'phone during periods of High or Extreme danger.
- assisting the Duty Officer in times of extreme danger in compiling the list of staff and equipment available
- maintaining fuel, water and supplies in the Fire Landrover and moving it to a suitable location
- ensuring they carry the following equipment at all times: (In FIRE LANDROVER)

Copy of FIRE PLAN	Rechargeable torch
1 OS route map 1:25,000	Cyalume nightsticks
1 set of 1:10,000 Stock maps	Fire Control Point Board
NPA Area FIRE RISK/ RESOURCES MAPS	Route marker tape/ Haz tape
FC Incident Response Officer Tabard	3 x beaters
Drinking water/ emergency food	Spade and bucket
PPE – as detailed in FIRE PLAN	Dorset Master Key

- If fire danger rating is EXTREME assist in the completion of FIRE DUTY - WEEKEND CALL OUT ARRANGEMENTS 2016.doc (Appendix F) sheet detailing where vehicles are located and which staff are happy to be called out in the event of a fire. Keep 1 copy with FC Incident Response Officer.

PART 3 - EMERGENCY RESPONSE TO A FIRE

3.1 CAMPFIRES AND BONFIRES

During the summer months small campfires and bonfires are often reported to the FC by the general public. It is not often necessary to notify the FRS if these fires are contained and under control. Usually these incidents can be damped down with an FC appliance such as the Fire Landrover or for low risk areas, water in staff vehicles.

NOTE: Take no chances and call 999 if in a high risk area and EXTREME FDR.

Reception and Call Centre Staff

It is the responsibility of the staff member taking the call to get clear details of the following:

location - OS grid ref if possible

size of fire - campfire/ bonfire etc

state of fire - smouldering/ burning/ uncontained/ contained/ under control/ out of control etc

persons present - number, age, descriptions, state of mind - alcohol.

Duty Officer

The Duty Officer will have responsibility for:

- Noting the details above and making a decision based on information given, fire danger rating and local hazards to either:
 1. Notify the local Keeper/Rec Ranger to attend either immediately or the next morning with a container of water to make an assessment.
 2. Dispatch the FC Incident Response Officer with a fire appliance to damp down the campfire.
- Ensuring the H&S and welfare of staff deployed. It is important to be aware of the number of and state of the persons at the scene. If necessary it is the DO's responsibility to make sure staff are working in pairs or accompanied by Police Officers if necessary.

Rangers and Keepers

Rangers and Keepers will attend campfires at the Duty Officers request and report back. Where the fire is small and risk from the fire is low they will extinguish the fire if possible using water containers.

During periods of HIGH and EXTREME fire danger it is expected that Rangers and Keepers carry filled water containers in their vehicles for extinguishing hazardous BBQ's and small controlled and contained fires.

FC Incident Response Officer

The FC Incident Response Officer will have responsibility for attending the site of a reported campfire, making an assessment based on the information below and taking the following action as necessary:

- Damp down/ put out the campfire if possible to do so safely and effectively.
- Informing the DO to escalate the incident to a "SMALL SCALE INCIDENT" and wait on site to guide F&RS equipment to the incident quickly and safely.

When making an initial assessment of the fire refer to FISA 803 and bear in mind:

- the size of fire
- any property and/or other valuable resource in danger (e.g. campsite, inclosure, machinery)
- fire behaviour
- fuel types
- terrain
- weather conditions

3.2 SMALL SCALE INCIDENTS

Duty Officer

The Duty Officer will have responsibility for:

- informing the FC Incident Response Officer of a reported incident and ensuring the local FRS have also been informed
- maintaining the fire log
- ensuring the H&S and Welfare of staff deployed, including lone working arrangements if applicable.

FC Incident Response Officer

The FC Incident Response Officer will have responsibility for:

- Attending the site of a reported fire and wearing the appropriate tabard to identify themselves. If the FRS is already on site, report immediately to the Incident Commander at the control point and follow instructions. If the FRS are not on site the FC Incident Response Officer should make an initial assessment of the fire considering the points below and if necessary confirm that the FRS have been informed.

When making an initial assessment of the fire refer to FISA 803 and bear in mind:

- the size of fire
- any property and/or other valuable resource in danger (e.g. campsite, inclosure, machinery)
- fire behaviour
- fuel types
- terrain
- weather conditions

If after making an initial assessment of the fire the FRS are still not on site the FC Incident

Response Officer should ensure that anyone giving assistance works in pairs and keeps in radio contact until the Fire Service arrives on site.

- Record names of all helpers on the staff log - book staff in and out as necessary.
- Ensure FRS are clearly directed to the fire site by marking the route or manning the access.
- Report to Duty Officer/Queens House at least hourly
- Reporting to the FRS Incident Commander at the Control Point as soon as possible once they arrive on site.
- Ensuring that the health and safety of FC staff deployed throughout an incident are safeguarded and that all staff are wearing the appropriate PPE.
- Remaining in close contact with the Incident Commander and following all instructions. The FC Incident Response Officer primary role is to support the FRS by offering local knowledge or contacting further colleagues to advise on :-

- topography
- ground conditions
- fuel types
- possible fire breaks
- location of water supply
- land ownership
- nearby property/powerlines/ campsites/inclosures
- equipment and staff available

- Informing the relevant owner or manager of any land or property that could be at risk from the fire (e.g. inform Forest Holidays of any fire close to a campsite).
- If the FC Incident Response Officer is requested to attend a fire on neighbouring land, they must discuss this with the Duty Officer before committing to deploy or deploying any FC staff or resources.

Field Staff

Any Field Staff attending an incident should:

- Report immediately to the Incident Commander/ FC Duty Officer at the Control Point as you may well have valuable local knowledge that may be of help and then wait for instructions.
- Ensure they are carrying and wearing all the required PPE.

FC employees without the correct level of Personal Protective Equipment (PPE) or appropriate training will not be allowed to engage in fire suppression operations.

Escalation into a large-scale incident

"Pumps Five"

Once five FRS appliances are attending a fire it will be deemed to be a large-scale incident. This represents the minimum trigger point for which Duty Officer attendance maybe required. However, the Duty Officer may decide to attend a smaller-scale incident at any point, either at their own discretion or at the request of the FC Incident Response Officer.

At a large-scale incident with five or more appliances attending, a greater degree of control is required, prompting the FRS to use a dedicated Incident Command Unit. This will be identified by a flashing red light. The DO will contact the Incident Commander and make an assessment as to whether their attendance at the fire is required. The DO will ensure an appropriate member of FC staff is assigned to the IC in order to advise on local knowledge. If the DO does not attend he/she will co-ordinate the FC response and deploy resources in liaison with the IC and FC Incident Response Officer.

3.3 LARGE SCALE INCIDENTS

Duty Officer

The Duty Officer should locate themselves alongside the Command Team at the Incident Command Unit and have direct contact with the FRS Incident Commander at all times. The Duty Officer should also wear the appropriate tabard to identify themselves.

The primary role of the Duty Officer is to support the FRS Command Team through:

- Using own knowledge and experience or liaising with relevant Beat Manager to provide essential information and advice with regards to local knowledge on: terrain, ground conditions, fuel types, possible fire breaks, location of water supply, land ownership, nearby property/powerlines/campsites/ inclosures, equipment and staff available.
- Aiding in the strategic planning, advising the Incident Commander on the environmental impact of any decisions and confirming any priority areas to be saved together with areas of particular risk.
- Deploying FC staff and resources where directed by FRS and ensuring their welfare.
- Managing any shift-working and relief arrangements if the incident is ongoing.
- Overseeing the H&S and Welfare of FC staff in liaison with the FRS.

Whilst advising the Incident Commander on the strategic planning and the deployment of FC staff and resources, the Duty Officer must consider the training, experience, health and fitness of all staff and the state of repair of any machinery or equipment available.

The Duty Officer will also be responsible for agreeing with the FRS when the incident will be handed over to Forestry Commission control for damping down.

The Duty Officer is responsible for notifying the Deputy Surveyor or Communications Manager where a fire is likely to give rise to significant media interest.

FC Incident Response Officer

The FC Incident Response Officer duties remain as per a small-scale incident but also include working closely with the Duty Officer and FRS team to establish an effective link between FC and FRS staff. He or she shall aid the Duty Officer in the deployment of FC staff and resources.

The FC Incident Response Officer should also ensure that the local Keeper's presence is requested and also help advise on the environmental impact of the fire in relation to the strategic plan.

During a prolonged incident, the FC INCIDENT RESPONSE OFFICER shall be responsible for:

- Resting individuals and ensuring they have adequate food and drink to make sure that they are not overworked, or working in a state that impacts on their, or anybody else's, health, safety or welfare.
- Ensuring that contact is maintained with Queens House in order to keep the families of any staff involved updated on the situation.
- Organising the supply of additional fuel for vehicles/machinery and torches and spotlights for night use if necessary.

Field Staff

Any Field Staff attending an incident should report to the Control Point as per a small-scale incident. In order to maintain effective Command and Control at an incident, FC and FRS personnel will work together in teams. The Incident Commander - in consultation with the Duty Officer - will utilise the knowledge, experience and skills of Forestry Commission Field Staff for specific measures such as creating fire breaks by mechanical means or the use of backburning.

Any **field staff attending an incident have a responsibility to themselves** and their colleagues to ensure that they:

- **wear all PPE as directed by the Incident Commander**
- **remain hydrated and alert at all times**
- **always work with FRS staff to maintain communications**

FC employees without the correct level of Personal Protective Equipment (PPE) or appropriate training will not be allowed to engage in fire suppression operations.

- If a fire occurs at **Moors Valley Country Park**, the Duty Officer will agree with the Incident Commander what evacuation procedure should be followed, in accordance with the Emergency Plan, should it prove necessary. It will then be the responsibility of the Duty Recreation Ranger to organise the agreed procedure in co-operation with the East Dorset District Council Staff.

The Senior Fire Officer FRS will be responsible for organising crowd control should it prove necessary.

- If **more than one fire is reported**, the Duty Officer should contact another colleague on the roster who will assume the responsibilities of the Fire Duty Officer on the new site. The substituting officer will be responsible for that fire, including the subsequent reporting, even if the primary Duty Officer arrives later.
- Forestry Commission resources should not be used to damp down fires **on private land** unless a written agreement has been received from the owner or agent to reimburse FC costs.
- In the case of a **major incident** the Duty Officer, subject to the agreement of the Incident Commander, will initiate a call out of additional Forestry Commission staff and equipment.
- The Duty Officer will then liaise with the Incident Commander over the **deployment of FC staff** and equipment, bearing in mind the level of experience, training and protective equipment available to FC staff. The Duty Officer should indicate to the Incident Commander what additional resources are available to him as appropriate. New Forest District fire fighting/ damping down resources are listed in appendix D.

PART FOUR - RECORDS AND REPORTING

4.1 FIRE REPORTS

Fire Reports should be completed by Duty Officer and sent to the Operations Manager, England within 7 days if the fire met any of the following criteria:

- A prosecution is considered appropriate.
- A claim is possible i.e. where a neighbour has been negligent whilst undertaking controlled burning.
- Significant resources were used, significant losses incurred or particular lessons learned.
- There was a serious threat to FC property from a fire on neighbouring ground.

It is also essential that following any major incident that Libby Burke is informed with all relevant details to aid the District Marketing and Communications department with any press response that may be necessary. Libby Burke will be the named liason with the Communications/Press Officer in the relevant fire and rescue service in the case of joint press releases etc.

(Form S122 - available in T:\POLICY PLANS GUIDANCE\FIRE\FIRE PLAN)

NOTE - Fire Reports should be supported by maps, and photographs.

4.2 FIRE LOGS USING AIRS

Duty Officers will be responsible for inputting details of any fires into the AIRS system.

The reports will be reviewed by Operations Managers to identify trends in fire starts (e.g. locations, times etc), which could assist with the more effective coordination of fire protection resources.