

05

REFERENCE CARD

ON THE GROUND

Find out, at a glance, where you can get more information about operational matters from Day One.

OPERATIONAL INFORMATION

Where do I find information on key operational matters?

There are fact sheets and videos on a number of operational topics, including:

- Command and Control
- Authorised Persons
- Inspector Powers.

These are on fenzproject.co.nz (go to Toolkit tab then Leader Resources). You may have covered these topics at the Day One Preparation Session, but if you have further questions, talk to your leader.

There is also training planned on a number of topics. People will be contacted directly or through their manager if they need to receive any face-to-face training before 1 July.

More information about training for Day One, including a calendar, is available on fenzproject.co.nz (go to Day One tab then Training & Capability).

Which operational instructions should I follow?

The key new operational policy is the Command and Control Policy, which supersedes any previous command and control policies.

Other than that:

- Urban operational personnel will find all urban operational instructions in the 'Find a document' section of the intranet (in Operational Instructions category)
- Rural operational personnel should continue to follow the policies and procedures in their district's interim fire plan. Talk to your local leader.

COMMAND & CONTROL

Who is in control at an incident?

Details about roles, boundaries and rules are set out in operational policy. Find out more by:

- Speaking with your local leader
- Reading the Command and Control section of the *Day One Preparation Session Participant Pack* or the fact sheet. Both are available on fenzproject.co.nz (go to Toolkit tab then Leader Resources)
- Completing the Command and Control e-Learning module if notified to do so.

Can contractors or employees of other agencies, such as DOC, take control of an incident?

Yes, if they are appointed as a Rural Fire Officer.

What do I do if responding to a fire on DOC land?

You should continue to respond as you currently do. Find out more by speaking with your local leader.

POWERS AND AUTHORISATIONS

Am I authorised to respond to fires and other incidents?

Operational officers and firefighters get their powers to fight fires and deal with other emergencies by being authorised persons.

The intent is to authorise all operational personnel (officers and qualified firefighters) for 1 July. Your station, brigade or VRRF will receive a *Notice of Authorisation*, setting out the names of all authorised persons, before 1 July.

5a

REFERENCE CARD

Find out more by:

- Speaking with your local leader
- Reading the Authorised Persons fact sheet available on fenzproject.co.nz (go to Toolkit tab then Leader Resources)
- Completing the e-Learning module if notified to do so.

Who has inspector powers, and what are they?

People needing inspector powers will be appointed in writing and issued an identity card. Find out more by:

- Speaking with your local leader
- Reading the Inspector Powers factsheet, available on fenzproject.co.nz (go to Toolkit tab then Leader Resources).
- Completing the Inspector Powers e-Learning module if notified to do so.

REPORTING INCIDENTS

How do I report an incident?

All incidents should be entered into SMS Incident Reporting Module from 1 July.

For those of you who do not have direct access to SMS, a new process will be established by 1 July. Find out more about the process by speaking with your local leader or business services people.

How do I use SMS?

Find out how to use the Incident Reporting Module in SMS by:

- Using the tool tips within the SMS Incident Module
- Completing the SMS e-Learning module if you are a new user.

What's changed in SMS?

Get an overview of changes to the SMS's Incident Reporting Module in the 'SMS' card in this pack.

HAZARDOUS SUBSTANCES

What do I need to do about hazardous substances?

From 1 July, carry on doing what you are currently trained and equipped to do.

There are a number of functions, duties, and powers to be aware of around hazardous substance emergencies. An overview is available in the fact sheet on fenzproject.co.nz (go to Toolkit tab then Fact sheets).

Find out more by:

- Speaking with your local leader
- Completing the Hazardous Substances e-Learning module if notified to do so. This will be available in July.

FIRE PERMITS

How will fire permits be issued?

From 1 July, Fire and Emergency New Zealand is responsible for fire permitting.

While a new national system is being developed, we will have interim solutions in place from 1 July.

Personnel who will be issuing fire permits will be provided with details of the process.

Please direct people wanting to apply for a permit to our new website: fireandemergency.nz

Check out the Day One section of fenzproject.co.nz, or talk to your leaders or business services people, for more information. From 1 July, you can also contact the Transition Helpdesk Team on 0800 232 015 or support@fireandemergency.nz with questions about HR, pay, fleet management, property, safety, health & wellbeing, etc.