

**PRESCRIBE AND CONTROL BURNING
STANDARD OPERATION PROCEDURES
FOR THE GCFPA**

MAY 2013

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PHASE 1: PLANNING.

1. General information

Fire Number		
Date of Inspection		
Name of property		
Member's name & surname		
Contact details	landline	cell
E-mail		
GCFPA Membership number		
GCFPA Management Unit		
Planned date for fire		
Apply for a burning permit	Y	N
Objectives of the burn		
The Plan of Operation		
Size of controlled burn		
Fuel classification		
Age of fuel		
Topography		
Existing fire breaks		
Availability of water points		



2. Complexity rating

	Risk	Consequences	Technical difficulty	Final rating
Potential to escape				
Nr & dependency of activities				
Off-site values				
On-site values				
Fire behaviour				
Man. organization				
Urban interface				
Fire treatment objectives				
Constraints				
Safety				
Ignition procedures				
Inter-agency coordination				
Fire break				
Alien vegetation evasive				

2.1 General recommendations to member (this needs to be completed before the control burn)(this must be sent in a formal letter to the member)



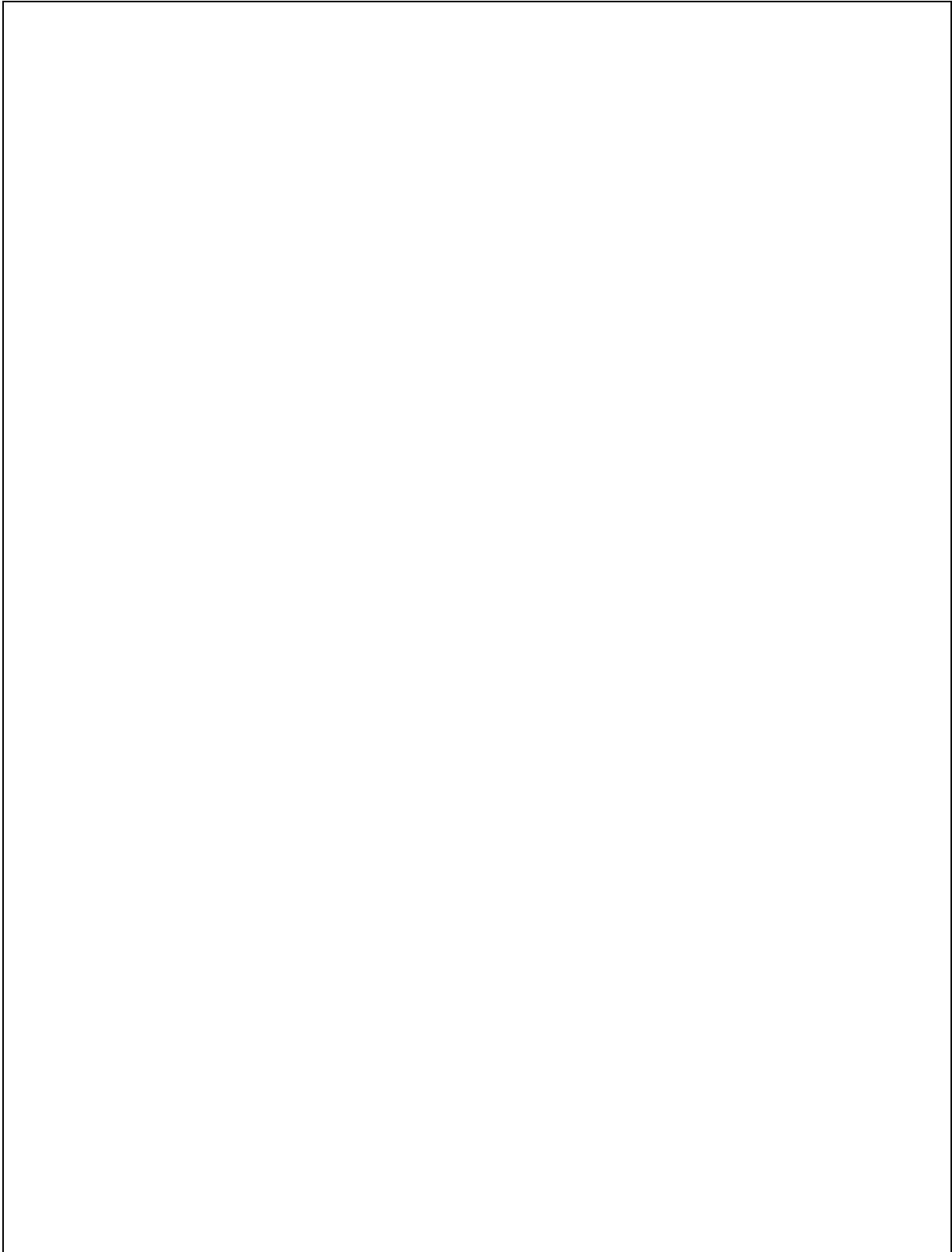
3. Current weather conditions

(This is based on the current conditions that is experienced by the landowner)

<i>Weather</i>	<i>Land owner perspective</i>
Wind direction	
Wind speed	
Relative Humidity	
Temperature	
FDI rating & colour	



4. Fire plan (Schematic overview)



5. Equipment , Supplies and staff needed

Description	GCFPA	Member	Quantity
Beaters			
Rake hoes			
Knapsack			
Drip torch			
Chainsaw			
Hand slasher			
Brush cutter			
Radio's			
Bakkie sakkie			
Jerry can			
Fuel for drip torch (15l Diesel & 5l Petrol)			
Tractor with spray cart			
Water pumps			
Drip torch			
Mop up (FF X3 and CL)			
Holding team (FF X8 and CL)			
Pump operator			
Look outs			
First aid kit (complete)			
Fire retardants			
20 l Water can			



6. Emergency / Contingency Plan

	Name	Contact number
Member		
Neighbour 1		
Neighbour 2		
Neighbour 3		
GCFPA dispatch centre (fire line)		
Crew leader 1		
Crew leader 2		
Back up Base 1		
Back up base 2		
West Coast District Fire Brigade Services		
Fist aiders		
Ambulance Services		
Hospital		

7. Radio Communications

Channel	Comp. Channel	Rx	Tx	
1	Red	80.7125	80.7125	RED Primary Fire Channel to be used by ground units on the fire line to communicate with each other. WoF MOBILE UNITS TO MONITOR THIS CHANNEL AT ALL TIMES.
3	Yellow	71.8875	77.3375	Repeater channel to be used as PRIMARY CALL channel to call from ground and air units to IC post, dispatch centre or base. ALL IC POSTS, DISPATCH CENTERS AND FIRE BASES TO MONITOR CHANNEL 3 or 4 AT ALL TIMES DURING FIRES. (Decoders and Encoders to be installed) CAN BE USED AS YELLOW FIRE CHANNEL IF SIMPLEX CHANNEL DOES NOT WORK.



PHASE 2 - BASE CHECK ON DAY OF BURN

ACTIVITIES	COMPLETED Yes / No	
FDI (check and a hard copy attached to this report)	Yes	No
Call land owner and confirm current weather conditions	Yes	No
Equipment, supplies & Staff check list needed and loaded	Yes	No
PPE check list completed by the Crew leader	Yes	No
Call take number obtained from the GCFPA dispatch centre	Yes	No
Inform GCFPA dispatch when departing to the fire	Yes	No
Inform GCFPA dispatch when arriving at the fire	Yes	No

PHASE 3 CONTROL BURN

Activities to be completed during this phase	Complete as the operation proceed			
Weather check using Kestrel mobile weather station				
Brief the Crew Leaders, FF and other role players				
Ensure that the member informed the neighbours and the Fire Brigade Services (022 4338700) about the burn				
Establish joint venture system of command and hand over incident when needed				
Divide the team into section with specific tasks as described in the planning phase				
Identify escape routes and safety zones.				
Conduct radio check				
Ignition by landowner (no ignition by any GCFPA / WoF staff)				
Inform GCFPA Dispatch about ignition time				
Regular update on weather conditions (time and weather description)(using Kestrel mobile weather station	Time	Wind speed	Wind direction	RH
	10:00			
	12:00			
	14:00			
	16:00			
Re-evaluate plan and update plan where and when changes occur	10:00	Changes and adaptations		
Brief and inform member and crew leader about the changes in plans and strategies and realign resources.	12:00	Changes and adaptations		
	14:00	Changes and adaptations		
	16:00	Changes and adaptations		
Control burn completed (time)				
Area planned to burn	Ha	Area burned	Ha	



Reason for deviation:

***** Complete the chronological report during the fire and attached original report to this.*

Activities to be completed	Complete as the operation proceed
Identify hot spots, flare ups and snags in conjunction with the Crew Leader, deploy team accordingly.	
Place look outs at strategic points.	
Ensure that the team and resources are aligned to cover the entire fire line.	
Extinguish all burning, smouldering material 3 metres from perimeter.	
Formal hand over of the mop up operation to the landowner	
Inform the landowner when the team is leaving	
Inform the GCFPA dispatch centre when leaving the property.	
Inform the GCFPA dispatch centre when arriving at the base.	
Complete post burn documentation (route and production forms)	
Initiate debrief session with staff and key role-players when required	

PHASE 5 POST FIRE DEBRIEF

Activities	Comments and recommendations
Did we achieve the objectives?	
If not what was the reasons?	
General comments	
Positive factors	
Negative factors	
Proposal for improvement	
Additional information	
Lessons learned	

PHASE 6 : CONCLUSIONS

8. Costing

Activity	Budget (A)	Actual Expenditure (B)	Total (A-B)
Teams			
Travel			
Fuel			
Rations			
Miscellaneous			

9.Signed of

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Landowner

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APPENDIX A : CHRONOLOGICAL REPORT

Time	Temp	RH	Wind Speed	Wind Direction	FDI	Action