

RD2 Guide to developing site reports and tactical plans

Related documents	This guide is designed to be read alongside: <ul style="list-style-type: none"> • Operational planning policy (RD2 POP) • Operational planning procedure (RD2 SOP) • Site data collection form (RD2 FM).
Status of site planning	The status of site planning is indicated by a code in the 'access field' on SMS and ICAD. These codes are: <ul style="list-style-type: none"> • S – site report has been completed for a location • C – site report has been completed for a location and it contains critical information • T – tactical plan has been completed for a location.
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Site reports

Purpose	Site reports provide a summary of the site-specific information that may be required by responding crews.
Introduction	A site report is generated in SMS for buildings when: <ul style="list-style-type: none"> • a pre-planning site visit has been carried out, AND • the information collected in the <i>Site data collection form (RD2 FM)</i> has been entered into SMS.
Completed site reports	When completed, site reports are stored in SMS against the building name/address point. Site reports with critical information or a dispatch safety alert are made available: <ul style="list-style-type: none"> • on all appliances that may respond to a first alarm at that address • on each HazMat/Command vehicle that may respond to that address • in the fire alarm panel, if applicable (optional).

Information for site reports

This section describes the types of information that are included in a site report.

Critical information

Critical information is any information that needs to be known by the first responding crews before they arrive at the site. Examples of critical information include:

- riser in unusual location
- unusual stair access or configuration in multi-storey building
- unusual use of building or site, for example:
 - X-ray or MRI in office block
 - residential apartment in warehouse
- diplomatic 'premises of mission'
- hazardous materials on site, or adjacent site
- security issues, for example:
 - electrified security fences (wait for property owner before entering)
 - smoke screen
- sophisticated fire protection or ventilation control systems
- internal high voltage supply transformer.

Hazards

Information on site hazards that place safety limitations on usual operational procedures such as:

- process involving quantities of molten metals
- asbestos
- underground generators
- self activating fire suppression systems.

Note: Hazardous materials are recorded in a separate section.

Construction

A brief summary of the construction type and materials, particularly any information that may affect firefighting tactics such as:

- construction type, for example, tilt slab, steel frame, insulated panels
- condition
- areas vulnerable to collapse.

Water supplies

Information on the means of establishing or enhancing water supplies should be included.

Also, for each water supply, include information on:

- the pressure and flow
- whether primary or secondary
- approximate volume of static supply
- access issues.

Important locations	<p>Locations of access, and controls that need to be specified because they are in unusual positions. For example:</p> <ul style="list-style-type: none"> • water toby • gas and electricity shut-offs • riser inlets • sprinkler house access • storm water drains (in case decontamination required). <p>Do NOT include items that are sited where expected.</p>
Dispatch safety alert (DSA)	<p>Where a potential life threat or serious harm risk is present, a DSA category will be chosen from those listed on the site report in SMS.</p> <p>The SMS list is made up of topics that pose this risk, for example:</p> <ul style="list-style-type: none"> • HazChem Caution • HazChem Extreme • Biological • Radiation • Vehicle Weight Restriction • Irrespirable Atmosphere • High Voltage • MRI Hazard • Large Unprotected Cell. <p>Each category has a full explanation in SMS and can be viewed by hovering over the help/? icon.</p>
ComCen turnout announcement	<p>Where a dispatch safety alert exists within a site report, the chosen category will form part of and will be announced at the end of the turnout.</p>
Exposures and sector considerations	<p>This section is for information about any areas or buildings on the site or nearby that:</p> <ul style="list-style-type: none"> • are vulnerable to radiant heat • may need to be a separate sector during operations.
Building sketch plan	<p>Building sketch plans should include:</p> <ul style="list-style-type: none"> • north arrow (indicate in top corner) • normal arrival point (street, driveway) at base of plan • a site plan showing the relative size and location of buildings • all vehicular access, hard standing and street names • the location of fire alarm panels, system inlets/outlets and control valves • main access points to the buildings • location of stairways and lifts • evacuation assembly areas • hazardous areas, including any storage of hazardous substances • all available water supplies • key areas for protection and salvage • isolation points for power and fuel supplies • location of exposures.

Entering sketch plans in SMS	<p>When sketch plans are prepared for entering in SMS, they need to be:</p> <ul style="list-style-type: none"> • simple line drawings using Visio or similar • linked to the building name/address point in SMS as a 'jpg' or 'png' file • compressed (file size reduced).
Notes	<p>General information is anything that will assist the OIC Fire in making tactical decisions. This includes:</p> <ul style="list-style-type: none"> • protection of areas or contents that are: <ul style="list-style-type: none"> – high value – sensitive (e.g. politically or culturally) • consideration of additional safety or supervision • availability of relevant specialist resources not on the initial response • instructions for operation of specific site facilities • availability of site emergency response plans • availability of site expert advisors • the ability to isolate a sprinkler system to individual floors (sprinkler landing valves) • environmental considerations.
Hazardous materials information	<p>Hazardous materials information:</p> <ul style="list-style-type: none"> • is recorded on page 3 of the <i>Site data collection form (RD2 FM)</i> • is entered under the 'Chemicals' option on SMS (rather than the 'site report option') • includes: <ul style="list-style-type: none"> – locations – substance categories – aggregated quantities.

Tactical plans

When to develop	<p>Tactical plans are only developed when the site will require tactics that are:</p> <ul style="list-style-type: none"> • different to those usually employed at that type of site, AND/OR • best decided before arriving at an incident (because of the scale or nature of specific risks).
Requirements	<p>Tactical plans are required to:</p> <ul style="list-style-type: none"> • be up to date, factual and relevant • be presented in a brief but clear manner • only include the information necessary for tactics (no general interest or training information) • be developed following: <ul style="list-style-type: none"> – the <i>Operational planning procedure (RD2 SOP)</i> – <i>this guide</i>.

Recommended content	<p>The focus of a tactical plan is tactics, rather than tasking or site information.</p> <p>Recommended content for tactical plans includes:</p> <ul style="list-style-type: none"> • incident type(s) that may occur • triggers that may require variations to standard procedures • likely tactics (other than standard NZFS practice) to deal with these triggers, such as: <ul style="list-style-type: none"> – defensive (external) fire attack only – public evacuation – minimising environmental impacts (e.g. containing run-off, blocking drains, diluting or neutralising) – specific decontamination requirements – management of unusual hazards • specialist/additional resources required (including changes to PDA or beat list) • specialist resources and expertise available on site.
Images	<p>Images are to be kept to a minimum (see section below).</p>
Completed tactical plans	<p>When completed, the tactical plans will be:</p> <ul style="list-style-type: none"> • stored in SMS against the building name/address point • have hard copies: <ul style="list-style-type: none"> – on all appliances that may respond to a first alarm at that address – on each HazMat/Command vehicle that may respond to that address – in fire alarm panels, if applicable (optional).
Images for tactical plans	
Image requirements	<p>Images are required to:</p> <ul style="list-style-type: none"> • be simple line drawings using Visio or similar • be linked to the building name/address point in SMS as a 'jpg' or 'png' file • have all pictures compressed.
SmartMap	<p>SmartMap may assist with the development of images and identify features such as water supplies and property boundaries.</p>
Other inclusions	<p>Incident Ground facilities are optional, these include:</p> <ul style="list-style-type: none"> • location of fire ground facilities, e.g. Incident Control Point, helicopter landing area etc. • optimal site for location of aerial appliances, base pumps etc.
Photos	<p>Photographs (including aerial) are only to be included if they provide information that is important for operations and which cannot be shown any other way.</p>

Record of amendments

Date	Brief description of amendment
July 2013	Dispatch safety alert (DSA) section added. ComCen turnout announcement section added.
Sept 2014	Re-formatted. Record of Amendments moved to last page. Table of contents added.

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