

National Directorate for

Fire and Emergency Management

KEEPING COMMUNITIES SAFE –

SUPPORT DOCUMENT

SECTION 26 PLAN TEMPLATE

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(Insert City or Council Crest here)

FIRE & EMERGENCY OPERATIONS PLAN

(Insert City or County here) COUNCIL

FIRE & RESCUE SERVICE

(Insert Fire Authority Crest here)

Title	Fire & Emergency Operations Plan
Version	
Date	
Status	
Approved by	

Promulgation

(Insert Irish Name of the City or County Council here) (Insert English Name of the City or County Council here)

Fire and Emergency Operations Plan Section 26, Fire Services Act 1981 & 2003

Made and adopted under the Common Seal of the (County/City) Council of the (County/City) of (Insert Name of the City or County here) this _____day of _____20XX

Present when the Common Seal of the County Council of the County of Clare was affixed hereto:

Signed:_____
Chief Fire Officer
(Insert Name of Local Authority)

Signed:_____
(Director of Services/City/County Manager)
(Insert Name of Local Authority)

Signed:_____
(Mayor/Deputy Mayor)
(Insert Name of Local Authority)

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Section 1: Purpose & Scope

The purpose of this Fire & Emergency Operations Plan is to fulfil (Insert Name of City or County Council here) Council's statutory obligation as a Fire Authority as outlined in **Section 26 of the Fire Services Act, 1981 & 2003**.

Although the legislation only requires this plan to deal with arrangements made with regard to Fire and Emergency operations, this plan will also take into consideration the substantial volume of Fire Safety and Fire Prevention work carried out by the Fire Service Section, along with the contribution the Fire Authority makes to Major Emergency Management.

Section 26 of the Fire Services Act, 1981 & 2003, states:

"Each Fire Authority which maintains a Fire Brigade shall prepare (and, as occasion requires, revise) plans for fire and emergency operations showing the provision made by it in respect of:

- *Organisation*
- *Fire Stations*
- *Appliances*
- *Equipment*
- *Water supplies and extinguishing agents*
- *Training*
- *Operational procedure and such other matters as may be relevant for dealing with operations of an emergency nature under Section 25*

Section 25 of the Fire Services Act, 1981 & 2003, states:

"A Fire Authority **may** *carry out or assist in any operations of an emergency nature, whether or not a risk of fire is involved, and a Fire Authority may accordingly make such provision for the rescue or safeguarding of persons and protection of property as it considered necessary for the purposes of that function."*

The Fire & Emergency Operations Plan also includes reference to operational duties imposed on the Fire Authority by Sections 10(2) and 10(3) of the Fire Services Act, 1981 & 2003.

Section 10(2) of the Fire Services Act, 1981 & 2003,states

> *"a Fire Authority shall*
> *(a) make provision for the prompt extinguishing of fires in buildings and other places of all kinds in it's functional area and for the protection and rescue of persons and property from injury by fire, and*
> *(b) establish and maintain a fire brigade, provide premises and make other provisions as it considers necessary or desirable for such purposes and*
> *(c) make adequate provision for the reception and response to calls for assistance of the fire brigade*

Section 10(3) of the Fire Services Act, 1981 & 2003, states:

> *"A Fire Authority shall, in exercise of its functions under subsection (2), have regard (in addition to all other relevant considerations) to the nature of the fire hazards and the probable incidence and extent of fires in it's functional area, the character of the area and the value of the property liable to be damaged by fires."*

This plan sets out current arrangements within the Fire Authority, but it also sets out strategic plans and targets for the Fire Authority for the next 5 years. This plan shall be reviewed from time to time as deemed appropriate, but in any case it shall be reviewed at least once every 5 years. It should be noted that the above function is a reserved function under Section 26(3) of Fire Services Act 1981 & 2003.

Definitions

Fire Authority as per Fire Services Act 1981 & 2003

"*A Fire Authority means a Fire Authority to which Section 9 of the Fire Services Act 1981& 2003 applies. (Insert name of Fire Authority) is the Fire Authority for all of (Insert the County(ies) that are covered by the Fire Authority).*

Fire Brigade as per Fire Services Act 1981 & 2003

"*A Fire Brigade means an organised body of persons trained and equipped for extinguishing fires occurring in buildings and other places and for rescuing persons and property from such fires and includes the vehicles and equipment with which that body is equipped"*

Extinguishing of a fire as per Fire Services Act 1981 & 2003

"Extinguishing of a fire shall be construed as including the prevention of a fire from spreading"

Senior Fire Officer

"Fire Service personnel at the following grades – Chief Fire Officer, Senior Assistant Chief Fire Officer, Assistant Chief Fire Officer, Senior Executive, Second Officer, Executive Officer, Third Officer, District Officer, Assistant Fire Officer, Graduate, in accordance with the provisions laid out in the Senior Officer Handbook"

Junior Fire Officer

"Fire Service personnel at the following grades – Station Officer and Sub Station Officer"

Retained Fire Fighter

"Officer and Firefighters of fire brigades who are part-time, permanent and non-pensionable employees of (Insert Name of the Fire Authority). They are employed in accordance with the conditions, duties, pay, disciplinary code, etc relating to part-time fire fighters in (Insert Name of the Fire Authority).

Major Emergency as defined by "A framework for Major Emergency Management"

A Major Emergency is any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services (An Garda Siochána, Health Service Executive and (Insert Name of the Fire Authority) and in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, co-ordinated response.

National Directorate for Fire & Emergency Management

"Body established on the 22 June 2009, the mandate of which is to create an effective model of integrated leadership, development support and oversight by central government of local authority's provision of consistently effective, safe and value-for-money fire and emergency services in Ireland. This body also incorporates the work previously carried out by the Fire Services Council. The Directorate operates under the aegis of the Local Government Division of the Department of Environment, Community and Local Government."

Section 2: Executive Summary

Insert an Executive Summary here of each chapter when the content of other Chapters is agreed.

Section 3: Organisation

(Insert Name of the City or County Council here) is the Fire Authority (& Building Control Authority – delete if not appropriate) for the total (County/City) of (Insert Name of City or County) including the Town Councils of (Insert the Name(s) of any Town Councils here within the Fire Authority if appropriate and delete if inappropriate) operating generally under the Fire Services Act, 1981 & Building Control Act 1990.

The Fire Authority in (Insert the Name of the City or County here) Council forms part of the (Insert the Name of the Council Directorate here that the Fire Authority reports into) Directorate under the direction of (Director of Services / Executive Manager – delete as appropriate) for (Insert the Title of the Director of Services here). The (Director of Services / Executive Manager – delete as appropriate) for (Insert the Title of the Director of Services here) and Chief Fire Officer are the designated officers for the executive functions under the Fire Services Act 1981 (and the Building Control Act 1990 – delete if appropriate).

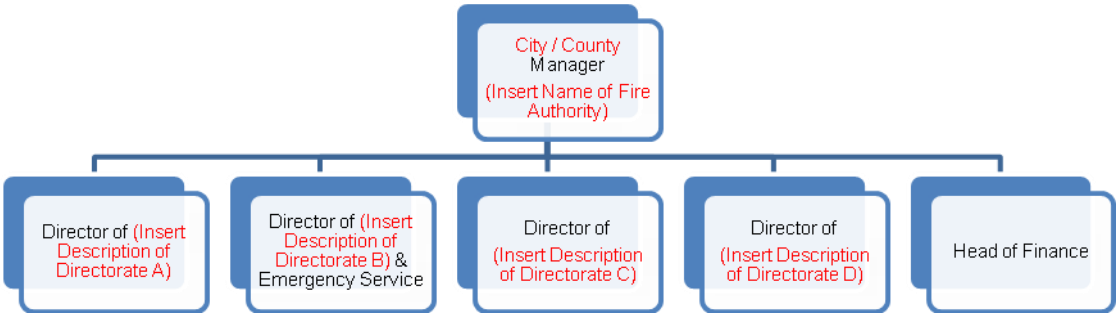


Figure 3:1: Senior Management Organisational Structure of
(Insert Name of Fire Authority)
(Note the above chart is shown as a sample only and can be cut and paste into MS PowerPoint & Updated as required)

The Fire Services are organised under the Chief Fire Officer who is a professional technically qualified officer. The Chief Fire Officer has primary responsibility for the delivery of Fire

Services. He is assisted by the following personnel; (see Figures 3.2 – update as appropriate).

1. **Fire Prevention**:

X No. Senior Assistant Chief Fire Officer(s) / Senior Executive Fire Officer(s)
X No. Assistant Chief Fire Officers(s)
X No. Assistant Fire Officer(s)
(Delete from the above list as appropriate)

The fire prevention officers are generally engaged in inspections of buildings under the Fire Services Act 1981; assessment and provision of reports on Planning; the processing of Fire Safety Certificates and carrying out Licensing Inspections in relation to Dance & Liquor Licence Applications.

2. **Building Control (if appropriate):**

X No. Senior Assistant Chief Fire Officer(s) / Senior Executive Fire Officer(s)
X No. Assistant Chief Fire Officers(s)
X No. Assistant Fire Officer(s)
(Delete from the above list as appropriate)

These positions involve inspections and the monitoring of compliance on new buildings in relation to 1997 Building Regulations in accordance with the Department's circulars issued under Building Control Regulations 1997.

3. **Operational Fire Service**:

X No. Senior Assistant Chief Fire Officer(s) / Senior Executive Fire Officer(s)
X No. 2nd Officer(s)
X No. Assistant Chief Fire Officers(s)
X No. 3rd Officer(s)
X No. Assistant Fire Officer(s)
X No. District Fire Officer(s)
X No. Fulltime Station Officer(s)

X No. Whole-time Station Officer(s)

X No. Retained Station Officers

X No. Fulltime Station Sub-Officers

X No. Retained Station Sub-Officers

X No. Driver Mechanics

X No. Fulltime Fire-fighters

X No. Retained Fire-fighters

(Delete from the above list as appropriate)

4. Administration Personnel

X No. Senior Executive Officer(s)

X No. Administration Officer(s)

X No. Senior Executive Officer(s)

X No. Staff Officer(s)

X No. Assistant Staff Officer(s)

X No. Clerical Officer(s)

(Delete from the above list as appropriate)

5. Maintenance Personnel (Delete if appropriate)

X No. Senior Fitter Mechanic(s)

X No. Fitter Mechanic(s)

6. Other Personnel (Delete if appropriate)

Provide details here of any other personnel employed by the Fire Authority other than those listed above if appropriate

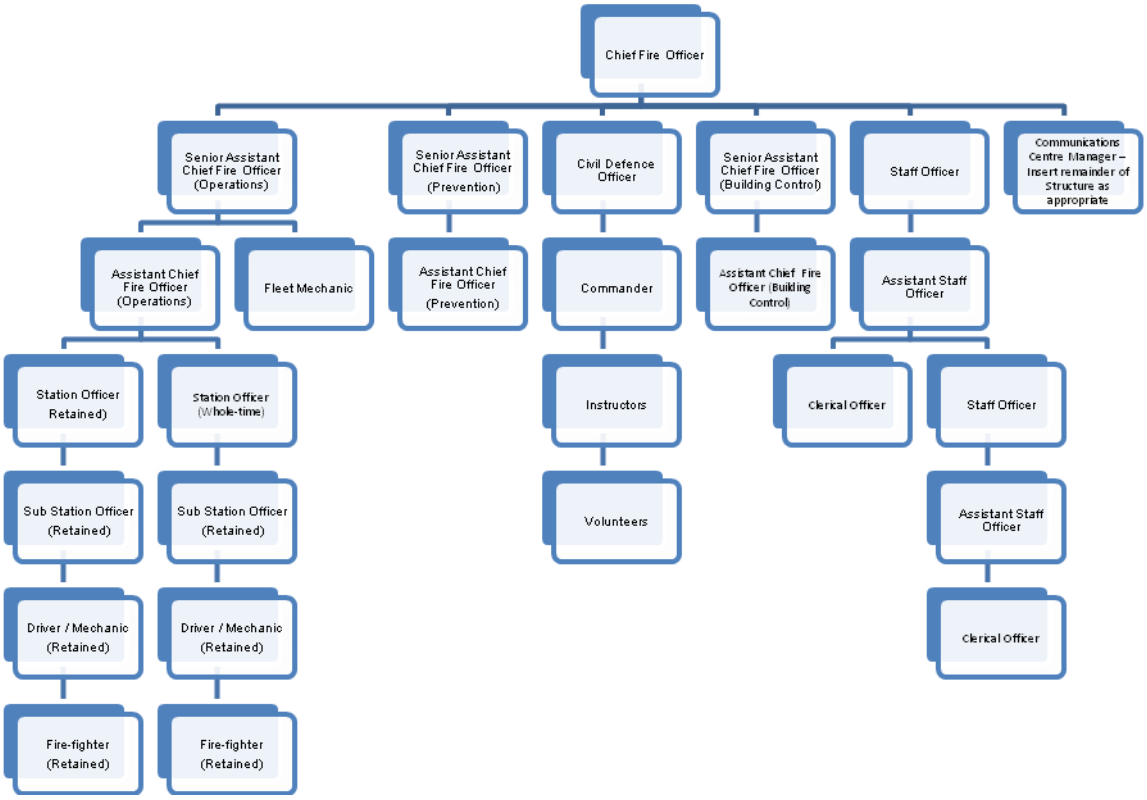


Figure 3:2: Organisational Structure of (Insert Name of Fire Authority)

Fire & Building Control Section

(Note the above chart is shown as a sample only and can be cut and paste into MS PowerPoint & Updated as required)

The Chief Fire Officer, Senior Assistant Chief Fire Officers / Senior Executive Fire Officers, Assistant Chief Fire Officer(s) and the Assistant Fire Officers(s) are technically qualified officers.

(Delete either Paragraph A or B below as appropriate, or in some cases it will be a combination of Paragraphs A and B where Fire Authorities have a combination of Retained and Fulltime crews)

A Crews are provided by Retained Fire-fighters reporting to a Retained Station Officer in each Station, (with the exception of (Insert the name of any stations that have a Wholetime Station Officer) who have a Wholetime Station Officer(s) – delete this if appropriate). The Station Officers in turn report to the Senior Assistant Chief Fire Officer

(Operational) – modify this if appropriate). Fire-fighters carry a pager and are expected to report to Fire Station and go mobile to the incident within 5 minutes as is the norm for rural counties in Ireland at present. In addition, a Senior Fire Officer out of (Insert the number of Rostered Senior Fire Officers) is Rostered on call each week to assist in the handling of more serious emergency incidents.

B Crews are provided by Fulltime Fire-fighters reporting to a Fulltime Station Officer in each Station. The Station Officers in turn report (Insert reporting arrangements here). Fire-fighters work a shift pattern on a rotational basis and are based in the Fire Station for the duration of their shift. In addition, a Senior Fire Officer out of (Insert the number of Rostered Senior Fire Officers) is Rostered on call each week to assist in the handling of more serious emergency incidents.

There are (Insert the number of Fire Stations in the Fire Authority) Fire Stations located (Insert the name of the Fire Authority) as follows: -

- Station A (Central Fire Station)
- Station B
- Station C
- Etc.

Station A (Central Fire Station)

Station A is deemed to have an overall area Risk Categorisation of (Insert the Area Risk Categorisation for this Station) in accordance with the Risk Categorisation Table provided in Keeping Communities Safe (KCS) Document (2013).

Accordingly, the full crew compliment for the station, (other than Senior Fire Officers, Administration or Maintenance personnel based at the Central Fire Station) in accordance with the Guidance provided in the KCS Document is (Insert the number of personnel here) personnel as follows;

X No. 2nd Officer(s)
X No. 3rd Officer(s)
X No. District Fire Officer(s)
X No. Fulltime Station Officer(s)
X No. Whole-time Station Officer(s)
X No. Retained Station Officers
X No. Fulltime Station Sub-Officers
X No. Retained Station Sub-Officers
X No. Driver Mechanic(s)
X No. Fulltime Fire-fighters
X No. Retained Fire-fighters
(Delete from the above list as appropriate)

The crewing arrangements for these personnel are as follows;

(Insert a paragraph here stating how the crew in the station are arranged in accordance with Good Practice Notes on Crewing Arrangements, i.e. total crew compliment and number available for call-out).

The following arrangements normally apply to the crewing of appliances mobilised from stations in (Insert Name of Fire Service) in accordance with the guidance provided in the KCS Document;

(Update the following text as appropriate – note the arrangements may not be the same in all stations and may need to be set out below accordingly)

a) There will be a normal crew compliment of 5 personnel to include a designated Incident Commander on the first Alpha appliance mobilised to an incident from this station.
b) All subsequent Alpha appliances mobilised from this station will normally have a minimum crew compliment of 4 personnel including a designated Crew Commander – in the event of appliances mobilising to an incident in accordance with the minimum PDA in Appendix A of the KCS Document and without the minimum crew compliments detailed above, the next resource on the PDA shall also be mobilised, e.g. if the Alpha 1 with a crew of 5 and the Alpha 2 with a crew of 2 mobilise to a Fire Structural Persons Reported, the next resource on the PDA shall also be mobilised.
c) (Insert the names of all Special Appliances based at this Fire Station, e.g. The Emergency Tender and Water Tanker) will normally be mobilised to an incident with a minimum crew compliment of 2 personnel. Arrangements are in place to alert three personnel only in the event of only a special appliance being required from a station.
d) The 4 Wheel Drive Appliance can mobilise with 1 person as required.

(If any change has been made to the crewing compliments or crewing arrangements in this station since the last Fire & Emergency Operations Plan was adopted, or if it is intended to make any change / review these in the next 5 years as a result of the guidance provided in the KCS document, insert a paragraph here detailing the changes that have taken place / proposed changes).

Station A (Insert Name of Fire Station)

Etc.

If Fire Cover is provided to any part of another Fire Authority, set out the arrangements below for this agency basis, a sample text for a paragraph is shown below

Fire cover is provided on an agency basis by (Insert Name of Fire Brigade) Fire Brigade to (describe the areas in neighbouring Fire Authorities where Fire Cover is provided to).

Etc.

If Fire Cover is provided to any part of this Fire Authority by Fire Brigades from another Fire Authority, set out the arrangements below for this agency basis, a sample text for a paragraph is shown below

Fire cover is provided on an agency basis by (Insert Name of Fire Brigade from a neighbouring Fire Authority) Fire Brigade to (describe the areas in this Fire Authority where Fire Cover is provided to). Etc.

(Insert the name of the City or County Council that operates the Regional Communications Centre on an agency basis) provide the statutory obligation as regards call-out of the Fire Service for (Insert the name of the Fire Authority) on an agency basis through the Eastern / Munster / Western Regional Communications Centre attached to Townsend St. / Limerick City / Castlebar Fire Station.

If services are shared between a number of Fire Authorities, or if it is intended to make arrangements within the next 5 years to share services between Fire Authorities, set out below the arrangements for these shared services in accordance with the Fire Services Act and Support Document on the Arrangements for Multi-Authority Fire Services Provision.
.

Insert a paragraph outlining how Regional arrangements such as training, procurement etc. have been / can be strengthened.

Section 4: Fire Stations

(Insert the name of the Fire Authority) operates (Insert the number of Fire Stations in the Fire Authority) Fire Stations in the following locations:

- Station A (Central Fire Station)
- Station B
- Station C
- Etc.

Insert a Map here of the Fire Authority area showing the location of Fire Stations.

All major construction projects, including major refurbishment projects at Fire Stations received Capital Funding from the NDFEM. Ongoing day to day maintenance of Fire Stations is funded from the Fire Authorities own Revenue Budget.

A brief description of all Fire Stations is outlined below.

1. (Insert Name of Central Fire Station) (Insert Call Sign)

(Insert a picture(s) of the Fire Station here)

Station Address:	(Insert the Station Address here)
Fireground Population:	Approx. (Insert Population served (including population in neighbouring Fire Authorities if appropriate) – available from RCC) (Census Insert Date of Census used for Data by RCC)
Fireground Area:	XXKm^2 (including area in neighbouring Fire Authorities if appropriate) (Available from RCC)

Total number of call-outs/annum:	Insert Call-outs for the last 5 years (including call-outs in neighbouring Fire Authorities if appropriate) – X (2008), X (2009), X (2010), X (2011) & X (2012)

The Central Station, (Insert name of town here) was completed in (Insert Year of Completion here). It contains;

- A Retained / Fulltime Fire Station for (Insert Name of Fire Brigade)
- Fire Authority Headquarters
- Training Centre

(Delete as appropriate above)

The building was upgraded in (Insert Year) for the provision of (Insert main reasons for the upgrade here) – Delete this paragraph if not appropriate)

The Retained / Fulltime Station accommodation and facilities consists of;

- A (Insert the number of Bays in the Fire Station) bay appliance room housing X No. standard Water Ladder (WrL) appliance(s), X No. Emergency Tender(s) appliance(s), X No. Aerial Appliance(s), X No. Water Tanker(s), X No. Incident Command Unit(s), X No. Hazardous Materials Unit(s), X No. 4 Wheel Drive Appliance(s), X No. Lighting Trailer(s), X No. uncovered trailer(s) etc.
- Parking Spaces
- Muster Bay
- Locker Room
- Watch Room
- Lecture Room
- Station Officer's Office
- Canteen / Kitchenette
- Breathing Apparatus Servicing Room

- Breathing Apparatus Compressor Room
- Drying Room
- Female Toilet & Shower facilities
- Male Toilet & Shower facilities
- Drill Yard
- Drill Tower
- Storeroom
- Separate (Insert Number of Bays) bay storage building for appliances
- Maintenance Bay(s)
- Separate store for mechanics

(Add / Delete as appropriate above)

There is a separate Training Building Accomodation and Smoke House dedicated to training purposes. This building is utlisied for training by (Insert an overview here of the Fire Authorities / Agencies / Companies utilising the Training Facility). (Insert an overview here of the various types of training courses carried out at the training facility). The Training Building consists of;

- Lecture Room(s)
- Workbench Lecture Room(s)
- Muster Bay
- Female Toilet & Shower facilities
- Male Toilet & Shower facilities
- Instructors Toilet & Shower facilities
- Breathing Apparatus Servicing Room
- Breathing Apparatus Compressor Room
- Instructors Office
- Interview Room
- Canteen
- Store

(Add / Delete as appropriate above)

Delete all of the above section in relation to Training Building Accommodation and Smoke House if not appropriate.

The administration section of the building accommodates the Chief Fire Officer as well as the full time Operational, Fire Prevention, Building Control, Administrative and Maintenance staff (Update as appropriate) and consists of;

- 1 No. Open Plan Office
- X No. Offices
- Female Toilet & Shower facilities
- Male Toilet & Shower facilities
- Store
- Meeting Room
- Canteen / Kitchenette

(Add / Delete as appropriate above)

(Insert a paragraph here if there are any more buildings at the Fire Station location other than those detailed above).

(If it is planned to carry out any works at this station within the next 5 years or if works are already in progress using monies from the Fire Authorities Revenue Budget, insert a paragraph here outlining the scope of works, expected costs, approximate timescales, any works carried out to date).

2. (Insert Name of Fire Station) (Insert Call Sign) Etc.

Copy and Paste the text from 1. Above and update as appropriate for each extra Fire Station.

(If the Fire Authority Headquarters are separate from a Central Fire Station, insert a paragraph here describing the facilities available to include some / all of the following;

- 1 No. Open Plan Office
- X No. Offices

- Female Toilet & Shower facilities
- Male Toilet & Shower facilities
- Store
- Meeting Room
- Canteen / Kitchenette

(Add / Delete as appropriate above))

Section 5: Appliances

(Insert name of Fire Authority here) maintains fire appliances in (Insert the number of Fire Station here) Stations throughout the county.

There are a variety of different types of appliances in operation, i.e. Class B Pumping Fire Appliance (normal fire appliance), Emergency Tenders, Aerial Appliances, Combined Aerial & Pumping Appliances, Water Tankers, Incident Command Units, Hazardous Materials Unit and 4 Wheel Drive Vehicles with off road capabilities.

The following Tables show the Fire Authority vehicles based at each station;

Station A

(The following Table is show for illustrative purposes only, the actual appliances in Station A should be shown here)

Appliance Type:	Class B Pumping Fire Appliance
Appliance Call Sign:	XX11A1
Year of First Registration:	XXXX



Appliance Type:	Class B Pumping Fire Appliance
Appliance Call Sign:	XX11A2
Year of First Registration:	XXXX



Appliance Type:	Emergency Tender
Appliance Call Sign:	XX11B1
Year of First Registration:	XXXX



Appliance Type:	Aerial Appliance
Appliance Call Sign:	XX11E1
Year of First Registration:	XXXX



Appliance Type:	Combi Pump-Aerial	
Appliance Call Sign:	XX11EX	
Year of First Registration:	XXXX	
Appliance Type:	Water Tanker	
Appliance Call Sign:	XX11K1	
Year of First Registration:	XXXX	
Appliance Type:	Incident Command Unit	
Appliance Call Sign:	XX11C1	
Year of First Registration:	XXXX	
Appliance Type:	Hazardous Materials Unit	
Appliance Call Sign:	XX11G1	
Year of First Registration:	XXXX	
Appliance Type:	4 Wheel Drive	
Appliance Call Sign:	XX11J1	
Year of First Registration:	XXXX	

Station B

(Repeat the process shown for Station A above)

Etc.

In terms of life span, the life span of all vehicles would be generally 20 years, in particular with respect to the standard Class B Pumping Fire Appliances this would generally be achieved by using the appliance as first response vehicle for 15 years and as second /third response vehicle for 5 years. A number of spare and training appliances may be older than this.

Following on from the guidance provided in Appendix A of the KCS Document in relation to Pre-Determined Attendance (PDAs) and the guidance provided in relation to the National Perspective on Special Appliance Distribution, and having consulted with neighbouring Fire Authorities, it has been decided that the following appliances will not be replaced when they have reached their end of life;

- (Insert details of Appliance A)
- Etc.

The above criteria would mean that the following appliances will need to be changed over the next 5 years;

- (Insert details of Appliance A)
- Etc.

(Insert Name of Fire Authority) intends seeking Capital Grant Aid Assistance from the NDFEM to replace each of these appliances when they are due for renewal.

All appliances are maintained by the (Brigade Mechanic(s) / External Contractors – Insert Details here). The following rationale is used in relation to Fleet Maintenance of Fire Service Vehicles;

(Insert a paragraph(s) here outlining what rationale is used in relation to the maintenance of Fire Service Vehicles. This(ese) paragraph(s) should make reference to a Good Practice Note and should make specific reference to the following;

- Qualification of Mechanics / Competency of External Contractors
- Whether an Annual Certificate of Roadworthiness Test is carried out
- Frequency of Periodic Inspection of Fleet
- Template for Periodic Inspections
- Servicing Schedule
- Preventative Maintenance
- Tyre Policy

Section 6: Equipment & PPE

6.1 Introduction

Due to the large variety of incident types Fire Services attend, it is necessary to carry a large range of equipment & PPE. Much of the equipment & PPE is used on a regular basis, however some of the equipment is only occasionally used for specific fires or rescues.

6.2 Equipment

A Good Practice Note sets out the standard minimum inventory for a First and Second Turnout Class B Pumping Appliance. This is the recommended minimum inventory to deal with Core Incidents. (Insert Name of Fire Authority) has this equipment on each Class B Pumping Appliance. In addition, the following major pieces of equipment are also carried on Class B appliances;

Alpha 1 (First Turnout) Class B Appliances

-

Alpha 1 (Second Turnout) Class B Appliances

-

(Insert a list here of major pieces of additional equipment carried on Alpha appliances other than those listed in KCS).

The Good Practice Note also sets out the standard minimum inventory for an Emergency Tender Appliance, Aerial Appliances and Water Tankers. (Insert Name of Fire Authority) has this equipment on all of its' Emergency Tender Appliances, Aerial Appliances and Water Tankers – update as appropriate. In addition, the following major pieces of equipment are also carried on these appliances (– update as required)

Emergency Tender

- List Equipment

Aerial Appliance

- List Equipment

Water Tanker

- List Equipment

The ongoing preventative maintenance and standard testing of this equipment is a major role of the Operations Section of the (Insert Name of Fire Authority). All fire appliances are checked (weekly by the Driver Mechanic outside of normal call-out and training hours as part of their Duties. – update as appropriate) These checks are recorded in an Appliance Weekly Check Log Book. In addition, the following equipment is checked on a weekly basis by the crews in the station as part of the Weekly Drill Training Night. (Update this paragraph as appropriate);

- Breathing Apparatus Equipment
- Hydraulic Road Traffic Collision Equipment
- Portable Pumps
- Main Pumps
- Chainsaws
- Consaws
- Etc.

All equipment on Fire Appliances is also standard tested at periodic periods. The normal period is 3 months but some equipment is tested annually. These standard tests of the equipment are carried out by the crews in the Stations when they come in for a day every 3 months to check the equipment. Records of the standard tests for all equipment are available. (update this paragraph as appropriate).

Due to the specialist nature of some of the equipment, it needs to be inspected / maintained by In-house Fitter Mechanics and specialist External Contractors, note this also included

equipment that is fixed in the buildings. The following Table summarises the main equipment that is tested and inspected by In-house Fitter Mechanics and External Contractors, and the frequency of these tests / maintenance (update this paragraph as appropriate).

Equipment	**Frequency of Inspection / Testing**	**Responsible for Inspecting / Testing**
Hydraulic RTC Equipment	Annual	Brigade Mechanic / External Contractor
Main Pumps	Annual	Brigade Mechanic / External Contractor
Portable Pumps	Annual	Brigade Mechanic / External Contractor
Breathing Apparatus Sets	Annual	Brigade Mechanic / External Contractor
Breathing Apparatus Compressors	Annual	Brigade Mechanic / External Contractor
Breathing Apparatus Cylinders	Annual	External Contractor
Air Lifting Equipment	Annual	Brigade Mechanic / External Contractor
Ladders	Annual	Brigade Mechanic / External Contractor
Chainsaws	Annual	Brigade Mechanic / External Contractor
Abrasive Wheels	Annual	Brigade Mechanic / External Contractor
Chemical Protective Suits	Bi-Annual	Brigade Mechanic / External Contractor
Working at Heights Equipment	Annual	Brigade Mechanic / External Contractor
Line Rescue Equipment	Annual	Brigade Mechanic / External Contractor
Diesel Exhaust Extract System	Annual	Brigade Mechanic / External Contractor
Fire Extinguishers	Annual	Brigade Mechanic / External Contractor
Lifejackets	Annual	Brigade Mechanic / External Contractor
Slings	Bi-Annual	Brigade Mechanic / External Contractor
Winches	Bi-Annual	Brigade Mechanic / External Contractor
Cranes	Bi-Annual	Brigade Mechanic / External Contractor

(Update the above Table as appropriate)

It is the intention of (Insert Name of Fire Authority) to continue to maintain the equipment as detailed above on all appliances. The following Table lists the major items of equipment that will reach their end of life within the next 5 years and the estimated cost of replacing this

equipment. It should be noted that this equipment will need to be replaced using Revenue Financial Resources within (Insert Name of Local Authority).

Item	Due to be Replaced	Estimated Cost
Item A	Year	X
Etc.		

6.3 PPE

Due to the hazards associated with many aspects of operational activity, wearing appropriate PPE is one of the main control measures utilised to reduce the risk. The standard PPE issued to all personnel for normal operations (Attendance at Call-Outs and Training) is as follows;

- 2 No. Fire fighting tunics to BS EN 469 (2005)
- 2 No. Fire fighting leggings to BS EN 469
- 1 No. Fire Helmet BS EN 443.
- 2 pairs of Water-proof gloves with thermal lining to BS EN 659,
- 2 No. Anti-Flash hoods (shoulder length) to BS EN 13911,
- 1 Pair of Firefighters' boots to BS EN 15090 (2006)

In addition to the above, the following PPE is also available for specialist operations;

- X No. Chemical Protective Clothing Suits
- X No. Sets of Chainsaw PPE
- X No. Swiftwater Rescue Drysuits
- X No. Flooding Response Drysuits

- X No. Sets of Wildland Fire-fighting Kit
- Etc.

(Update the above list and the stations the PPE is located inn).

A PPE Maintenance Contract is in place to inspect the integrity of the PPE on an annual basis (update as appropriate). (Insert a paragraph outling how the specialist PPE listed above is inspected).

The following Table lists the major items of PPE that will reach their end of life within the next 5 years and the estimated cost of replacing this PPE. It should be noted that this PPE will need to be replaced using Revenue Financial Resources within (Insert Name of Local Authority).

Item	**Due to be Replaced**	**Estimated Cost**
Item A	Year	X
Etc.		

Section 7: Water Supplies

Each standard Class B Pumping appliance carries 1800 Litres of water in an on-board tank. This generally provides a 20 minute supply to one high pressure hose-reel and is likely to be capable of extinguishing room fires, vehicle fires, small out-house fires, rubbish fires, chimney fires or roof space fires etc.

In addition (Insert Name of Fire Authority) has (Insert Number of Water Tankers) Tankers based at the following stations with the following capacities;

Water Tanker Location	Water Tanker Capacity
Station A	X Litres
Etc.	

These Water Tankers assist in rural fires where local water supplies may be deficient and also assist to augment Mains Supplies in urban areas. In recent times, these Water Tankers have also provided invaluable in distributing drinking water supplies during periods of Severe Weather / periods of Water Contamination – delete / update as appropriate).

Where water mains, open source supplies or stored water supplies are available, each Class B Pumping appliance has the capability to pump between 2,000 and 4,000 litres per minute depending on the supply / source.

Each Fire Brigade surveys the condition, accessibility, water flow and marking, of all public fire hydrants in its operational area on a regular basis. Feedback is provided to the Water Services Section of the Council – update this paragraph as appropriate – make reference to Irish Water as appropriate. Each Fire Brigade is familiar with the public piped water supply in each area and is familiar with main open sources in its' Operational Fire Ground.

The Water Services Section of the Council has GIS Maps of the network and Geo-Coded the location of hydrants. It is intended to work with the Water Services Section in the coming

years to carry out a comprehensive survey "to examine the location and adequacy of water supplies for fire fighting purposes" as required by Section 10 (10) of the Fire Services Act 1981. Maps are available in the Class B Pumping Fire Appliances of the Water Network and the location of hydrants. These maps are also available in digital format in appliances fitted with Mobile Data Terminals – update this paragraph as appropriate – make reference to Irish Water as appropriate.

(Insert Name of Fire Authority) also advise on requirements for water supply for commercial and housing developments when dealing with planning referrals.

Under Section 29 of the Fire Services Act 1981, the

> *(1) The functions of a sanitary authority for the provision of a supply of water shall extend to the supply of water for fire-fighting purposes and the provision and maintenance of fire hydrants at such places as the fire authority requires.*
>
> *(2) Where a fire authority represents to a sanitary authority that reasonable provision has not been made for a supply of water for fire-fighting purposes, the sanitary authority shall consult with the fire authority as to the measures required and shall take such measures as may be agreed.*

With respect to commercial developments the following requirements apply:

Adequate water supply shall be provided for fire fighting purposes in accordance with the requirements of the Fire Authority and ***BS5306: Part 1: 1988 - "Fire Extinguishing Installations and Equipment on Premises Hydrant Systems, Hose Reels and Foam Inlets"***.

Buildings or compartments of buildings having a ground floor area exceeding 1,000m^2 shall have provided within land in the same occupation as the building, fire hydrants at a distance of not less than 6m or not more than 46m from the building. Hydrants shall be provided within 30m of a vehicle access roadway if required. Hydrants shall be provided on the Scale of 1 hydrant to every 1000m^2 of ground floor area.

With respect to housing developments the following requirements apply:

Overall Site Development shall comply with Department of the Environment & Local Government "Recommendations for Site Development Works for Housing Areas 1998" as regards the following;

- Section 4 Water Supply for firefighting / fire hydrants.
- Layout of roads and turning circles for Fire Appliance shall comply with Section 2 of above recommendations.

Section 8: Training

8.1 Introduction

Fire Authorities are obliged under both the Fire Services Act 1981 & 2003 and the Safety, Health and Welfare at Work Act 2005 to ensure that their Fire fighters and Officers are adequately trained and competent to deal with tasks and varying roles they may encounter in the performance of their duties.

The KCS Document defines Core Roles for Fire Services and roles that are discretionary. All personnel responding to Fire Service Incidents require a minimum level of training to meet core requirements. Many personnel will also require additional training for specialist or supervisory roles. A number of Fire Service personnel will also complete Instructor courses in order that they in turn can instruct and direct delivery of training sessions/ courses. Personnel also require appropriate refresher training in all of the above throughout their careers, generally delivered either through on-station training or through specific refresher courses. Further details on how this training is delivered and course durations is outlined in the KCS – Support Document – Training Policy.

Training has traditionally been delivered at varying levels (e.g. local station, fire authority, region, national and international) and through a variety of arrangements.

8.2 On-Station Training

Regular On-Station Training is seen as the key to ensuring equipment is regularly checked and skills are continually kept up to date. Work is currently underway by the NDFEM in developing new guidelines on on-station training which sets out the minimum number of annual recommended on-station training hours (update this if the work has been complete). In the interim, it is the policy of (Insert Name of Fire Authority) to provide (Insert Number of Hours) hours On-Station in each station annually.

(Insert Name of Fire Authority) currently follows the guidance provided by the Department of the Environment in relation to the delivery of On-Station Training. It is intended to follow the revised guidance in relation to On-Station Training when the guidance has been published.

8.3 Core Training

The following is a list of Core Training Courses that all personnel in (Insert Name of Fire Authority) are recommended to attend and the Timescales that are provided as guidance for completion of each course;

Course Title	Timescale for Completion
2 Week Recruit Induction including Manual / Casualty Handling, Critical Incident Stress Management (CISM) & Working at Heights	Before Attending any call-out
2 Week Breathing Apparatus Wearers Initial	Within 12 months of joining the Fire Service
2 ½ Days Compartment Fire Behaviour Training	Within 12 months of joining the Fire Service
1 Day Fire-fighter Introduction to National Incident Command System	Within 12 months of joining the Fire Service
1 Day Local Authority Induction (to include Child Protection, Dignity at Work, Grievance & Disciplinary Procedures etc.)	Within 12 months of joining the Fire Service
2 hour Breathing Apparatus Cylinder Filling	Within 2 years of Joining The Fire Service
1 Day Water Awareness	Within 2 years of Joining The Fire Service
4 Day Road Traffic Collision	Within 5 years of Joining The Fire Service
2 Day Pump Operator	Within 5 years of Joining The Fire Service
1 Day Hazardous Materials Awareness	Within 5 years of Joining The

	Fire Service
3 Day Hazardous Materials Wearer (for any stations equipped with Chemical Protective Suits)	Within 5 years of Joining The Fire Service
2 Day Emergency Fire Appliance Driving;	Within 5 years of Joining The Fire Service

The number of personnel per station that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses is detailed in Appendix A.

The following is a list of Refresher Courses that are recommended to be carried out by all Personnel and the frequency associated with each;

Course Title	**Frequency of Refresher Required**
Breathing Apparatus Refresher Course	Every 2 Years
Manual / Casualty Handling	Every 2 Years
CISM Refresher	Every 3 Years
Compartment Fire Behaviour	Every 3 Years
Road Traffic Collision	Every 3 Years
Pump Operator Refresher	Every 3 Years
Water Awareness	Every 3 Years
Hazardous Materials	Every 3 Years
Fire-fighter Skills	Every 5 Years
Emergency Fire Appliance Driving Course	Every 5 Years
Breathing Apparatus Cylinder Filling	Every 5 Years

The number of personnel per station that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses is detailed in Appendix A.

8.4 Junior Officer Training

Junior Officers (Sub-Station and Station Officers – update as appropriate) in (Insert Name of Fire Authority) play a key role in both managing personnel within their Brigade and taking charge at incidents. Junior Officers are generally the first, and often only, Local Authority representatives taking charge of Emergency Situations, which can escalate into large scale Major Emergency Incidents. Accordingly, in addition to the core competencies required by Fire-fighters outlined above, Junior Officers need a broad range of training to ensure they have skills and competencies in areas such as Supervisory Management, ability to take charge of incidents and Health & Safety to full-fill this role.

The following is a list of Core Training Courses that all Junior Officers in (Insert Name of Fire Authority) are recommended to attend and the Timescales that are provided as guidance for completion of each course;

Course Title	**Timescale for Completion**
NDFEM 2 Week Sub-Station Officer Course	Within 12 months of being appointed to the Rank
NDFEM 2 Week Station Officer Course	Within 12 months of appointment to the Rank of Station Officer or 3 years of Appointment to the Rank of Sub-Station Officer
5 Day Line Managers Course	Within 12 months of appointment to the Rank of Sub-Station Officer
3 Day IOSH approved Health & Safety Course for Line Managers	Within 12 months of appointment to the Rank of Sub-Station Officer

The number of personnel per station that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses is detailed in Appendix A.

It is also recommended that where possible, Junior Officers should attend the annual 1 Day Seminars that are arranged by the NDFEM to deal with topical and relevant issues and Junior Officers should also attend appropriate Refresher Courses of the above, in addition to

Refresher Training for Core Competencies outlined in Part 2. It is the policy of (Insert Name of Fire Authority) that Junior Officers should attend the NDFEM 1 Day Junior Officer Seminars arranged by the NDFEM and appropriate Junior Officer Refresher Courses – update as appropriate.

8.4 Senior Fire Officer Training

Senior Officers in the Fire Service play a key role in Fire Safety, Day to Day Management of Brigades including operational issues, Supervisory Management, Rostered Senior Fire Officers, Health & Safety Management and taking charge at incidents. They may also perform a key role in the event of a Major Emergency occurring. Although Senior Officers are generally involved at a strategic level in the Management of Incidents, it is important that they have an understanding of the tasks performed by Fire-fighters at an incident. Accordingly, there is a range of training required by Senior Officers to ensure that they have the Core Competencies to full-fill that role.

The following is a list of Core Training Courses that all Senior Officers in (Insert Name of Fire Authority) are recommended to attend and the Timescales that are provided as guidance for completion of each course;

Course Title	**Timescale for Completion**
2 Week Recruit Induction including Manual / Casualty Handling, Critical Incident Stress Management (CISM) & Working at Heights	Within 12 months of appointment as a Senior Officer
2 Week Breathing Apparatus Wearers Initial	Within 2 years of appointment as a Senior Officer
2 ½ Days Compartment Fire Behaviour Training	Within 3 years of appointment as a Senior Officer
1 Day Local Authority Induction (to include Child Protection, Dignity at Work, Grievance & Disciplinary Procedures etc.)	Within 12 months of appointment as a Senior Officer
5 Day Line Managers Course	Ideally within 12 months of appointment as a Senior Officer

3 Day IOSH approved Health & Safety Course for Line Managers	Ideally within 12 months of appointment as a Senior Officer
NDFEM 1 Week Fire Safety Engineering (New Entrants) Course	As places become available on courses

It is recommended in KCS that Senior Officers working in the areas of Fire Safety Engineering and Building Control should attend, where possible, the annual 1 Week NDFEM Fire Safety Engineering (New Entrants) Course. In addition, all Senior Fire Officers who are expected to carry out functions in relation to Technical Fire Safety should undergo training in the following areas:-

- Fire Safety Legislation
- Building Control Legislation
- Design Strategies
- Fire Risk Assessment
- Passive Fire Protection
- Active Fire Protection Systems
- Fire Safety Engineering
- Fire Safety Management

In addition, it is recommended in KCS that all Senior Fire Officers should have the following training courses completed prior to being appointed to a Rostered Senior Fire Officer Rota (a Rota whereby a Senior Fire Officer is rostered on call each week to assist in the handling of more serious emergency incidents);

- Recruit Induction including Manual / Casualty Handling, CISM, Working at Heights;
- Breathing Apparatus Wearers Initial;
- Compartment Fire Behaviour Training
- NDFEM 2 Week Senior Command Course and National Incident Command System
- Local Authority Induction Training (to include Child Protection, Dignity at Work, Grievance & Disciplinary Procedures etc.)
- Personnel should be familiar with all SOGs operating within their Brigade
- Water Awareness

- Major Emergency Management Familiarisation
- MEM Local Authority Controller of Operations
- MEM On-site Co-ordination

Senior Fire Officers appointed to a Rostered Senior Fire Officer Rota should attend a 2 Week Senior Command (Development Courses) and 2 Day Media Courses organised by the NDFEM at the earliest opportunity

The KCS Support Document – Training Policy suggests that Fire Authorities may consider sending Senior Fire Officers on some / all of the following;

- Road Traffic Collision;
- Pump Operator;
- Hazardous Materials Awareness;
- Hazardous Materials Wearer (for any Fire Authorities equipped with Chemical Protective Suits);
- Emergency Fire Appliance Driving;
- 3 Day Legal Skills Training Course
- 2 Week Senior Command (Development Courses)
- 2 Day Media Courses are organised by the NDFEM as the need arises

It is the policy of (Insert Name of Fire Authority) to (Insert here the policy within the Fire Authority in relation to sending Senior Fire Officers on the above Discretionary Courses).

The number of personnel per station that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses is detailed in Appendix A.

It is also recommended in KCS that Rostered Senior Fire Officers should attend, where possible, the annual 1 Day Senior Officer Seminars. It is the policy of (Insert Name of Fire Authority) that Senior Fire Officers should attend the NDFEM 1 Day Senior Officer Seminars arranged by the NDFEM and appropriate Refresher Courses – update as appropriate.

Senior Fire Officers should attend Refresher Training in each of the above courses as appropriate.

8.5 Specialist Training Courses

The training outlined in Sections 8.2 to 8.4 above are core training courses that personnel from various ranks are recommended to attend – i.e. they will allow personnel to become proficient and competent in the skills required to participate in Core services (see Section 11). In addition to these Core Services, (Insert Name of Local Authority) has also decided that (Insert Name of Fire Authority) should attend Discretionary Services as outlined in Section 11 or operate additional specialist equipment. Attendance at these Discretionary Services and operation of this additional equipment will require some personnel in those Fire Stations to attend the following Specialist Training Courses;

(Add to or Delete from the following list as appropriate)

- Abrasive Wheels
- Aerial Appliances
- Compressed Air Foam System (CAFS) Pump
- Chainsaw
- Crane (Hiab / Palfinger or other)
- Confined Space
- Forklift Operator
- Hazardous Materials Operator
- Line Rescue
- Safe Pass
- Ship & Ports
- Swift Water Rescue Technician
- Tactical Ventilation
- Tunnel Fire-fighting
- Wildland Fire-fighting
- Winch Operator
- Miscellaneous Specific Risk Training (e.g. Airports / Railways etc.)

The number of personnel per station that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses is detailed in Appendix A.

8.6 Instructor Training Courses

It is seen from the above that there is a large variety of different disciplines that Fire Servcie personnel require training in. In order to deliver this training, it is necessary for (Insert Name of Fire Authority) to train instructors in various disciplines. (Insert Name of Fire Authority) has a number of instructors trained in each of the following disciplines as follows;

(Add to the following list as appropriate)

Instructor Course	Number of Instructors
Fire Service Instructor	
Breathing Apparatus Instructor	
Compartment Fire Behaviour Instructor	
Hazardous Materials Instructor	
Pump Instructor	
Road Traffic Collision Instructor	
Ship & Ports Instructor	
National Incident Command System Instructor	

8.7 Maintenance Courses

Due to the nature of activities dealt with by Fire Services, in particular a variety of life safety critical aspects of Fire Service Operations, it is imperative that all fire service equipment is maintained to the highest standards in accordance with the Manufacturers / Suppliers recommendations. Maintenance is carried out in (Insert Name of Fire Authority) at a variety of levels.

(Insert a paragraph here outlining how Maintenance is carried out – include Driver Mechanic checks, Weekly Checks, Standard Testing of Equipment, In-house Maintenance personnel,

External Contractors etc. Also, include a statement regarding the qualifications of Fitt Mechanics etc. Refer to Good Practice Note from KCS regarding Fleet Maintenance)

All personnel carrying out Maintenance have the appropriate training and competency in these areas. The following is a list of specialist Maintenance Courses that have been carried out by personnel in (Insert Name of Fire Authority);

Specialist Maintenance Course	**Number of Personnel that have completed the course**
Breathing Apparatus Maintenance	
Pump Maintenance	
RTC Hydraulic Maintenance	
Etc.	

8.9 Refresher Training Courses

When personnel have been trained in the various disciplines outlined above, it is necessary to carry out periodic Refresher Training. Guidance on the frequency of periodic training is provided in KCS. The number of personnel per station that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses is detailed in Appendix A.

8.10 Training Prioritisation

It is recognised in KCS that, although ideally all personnel should be trained in the shortest possible time-frame in all of the relevant courses listed, it is not possible to deliver all training required in a short time frame due to budgetary and operational constraints. It is seen from the above that there are a considerable number of personnel outstanding in core, discretionary and refresher training.

KCS provides guidance on the prioritisation of training courses based on budgetary and operational constraints. Based on this guidance, (Insert Name of Fire Authority) will prioritise the following Training Courses in the next 5 Years;

Insert a Paragraph here outlining the priorities with regard to training for the next 5 years taking into consideration the guidance provided in KCS.

Section 9: Health & Safety

Health and Safety underpins all aspects of Fire Service response. (Insert Name of Fire Authority) has a Safety Statement in place for the Fire Authority – (Insert latest revision date of the Safety Statement here). This Safety Statement has been produced in accordance with guidance provided by the NDFEM for Fire Authorities.

(Insert Name of Fire Authority) has adopted the Standard Operating Guidance produced by the NDFEM and localised it as required. Risk Assessments are in place as part of the roll-out of Standard Operating Guidance for all incident types. Work is currently underway to rollout Risk Assessments for all equipment utilised by the Fire Service – update as appropriate. In addition, Risk Assessments are in place for both Fixed & Temporary Workplaces – update as appropriate. Other guidance as outlined in KCS is also utilised by this Fire Authority.

Health & Safety Representatives have been elected in all Fire Stations. The following is the current list of Health & Safety Representatives;

Station A (HQ)	Person A
Station B (HQ)	Person B
Etc.	

Table 9.1 List of Health & Safety Representatives

Health & Safety Representatives have been trained in the delivery of their role. They carry out a (Insert Frequency) audit of Health & Safety within their own stations, and identify issues as they arise. Many issues can be resolved locally at stations level, but issues that cannot be resolved are brought to the attention of the Senior Fire Officer with responsibility for Operations – update as required.

A Local Authority Health and Safety Advisor assists the Fire Service in the delivery of its' Health & Safety obligations. The advisor meets with Fire Service Management on a (Insert Frequency) basis to review Health & Safety issues within the Fire Service.

All Health & Safety Representatives meet with Fire Service Management and the Local Authority Health and Safety Advisor on a (Insert Frequency) basis.

(Insert Name of Fire Authority) is also complying with the requirements of (Insert Name of Local Authority) Safety Management System. (Insert a statement here outlining what, if any, intentions the Fire Service has to seek OHSAS 18001 accreditation),

(Insert Name of Fire Authority) uses the National Incident Command System to manage Safety on the Incident ground and on Training Courses. It provides for managing risk using a Dynamic Risk Assessment Process.

Due to the nature of activities carried out by Fire Services, (Insert Name of Fire Authority) is very conscious of continually striving to make the workplace as safe as possible. The continual improvement in all aspects of Fire Service enhances Health and Safety for Fire Service employees. The ongoing developments are reflected throughout this document and are reflected in the following areas (not this is not an exclusive list);

- Organisation and Structure
- Crewing Arrangements
- Fire Station Infrastructure
- Fire Appliance Fleet
- Equipment and PPE
- Water Supplies
- Training
- Communications
- Operational Procedures
- Operational Standards
- Fire Safety
- Preparation for Major Emergencies

Section 10: Communications

10.1 Response to Calls

Section 10(2)(c) of the Fire Services Act, 1981, requires the Fire Authority to make adequate provision for the reception of and response to calls for the assistance of the Fire Brigade. In order to fulfil this function (Insert Name of Fire Authority) has entered into agreement with (Dublin / Limerick City Council / Mayo County Council), under Section 85 of the Local Government Act, 2001 for the provision of a mobilisation facility for fire services in (Insert Fire Authority City or County Name). This facility is known as the (Eastern / Munster / Western) Regional Communications Centre and is located at (Townsend St. / Limerick City / Castlebar) Fire Station.

Prior to the introduction of the Regional Communications Centre, calls were routed directly by telecom (to the station / to the Station Officers' house – delete as appropriate). The Regional Communications Centre was created to improve the overall speed of response and efficiency of the Call-Out System for the Fire Authorities in the (Eastern / Munster / Western) Region and became operational in (Insert Date). (Insert Name of Fire Authority) joined the Regional Communications Centre in (Insert Date).

The (Eastern / Munster / Western) Regional Communications Centre presently mobilises (Insert Number) Retained Stations and (Insert Number) full time stations. The system is financed by the participating local authorities through a process known as the average of averages formula where the level of contribution is determined by the total average of the population, number of fire calls and rateable evaluation for each authority. (The Munster Regional Communications Centre was awarded the ISO 9001 Certification on 3rd February 2006 – Delete this sentence if in the Eastern or Western Region).

The service is provided on an agency basis by (Dublin / Limerick City Council / Mayo County Council) and is managed by a committee including representatives from NDFEM and County & City Managers from each of the participating authorities. The participating authorities are;

- Local Authority A
- Etc.

The Management Committee is supported by the Executive Committee/Technical Liaison Group (TLG) that consists of Chief Fire Officers from the participating authorities, the Communications Centre Manager a representative from NDFEM and a member of the Management Committee (Chairman) – update this paragraph as appropriate.

All requests for the attendance of the Fire Brigade are directed via the 999/112 Emergency Call Answering System (ECAS) to the Regional Communications Centre ('Control'). 'Control' uses a computerised system (involving an address database, a log of all available appliances and a pre-determined attendance for each address) to determine the appropriate response and agreed weight of initial response. The appropriate Fire Appliances hence Fire Stations are then alerted by 'Control'. (Retained Fire Service personnel are notified of call-outs by means of personal alerters / Full-time personnel are alerted to call-outs by means of a siren in their station – delete as appropriate). A printed message with the call details is sent to the Station.

It is important to note that while 'Control' offers a mobilisation service, it has no command function. Command is always exercised by the Officer in Charge as defined by the Fire Services Act, 1981.

10.2 Communications Equipment

(Insert Name of Fire Authority) utilises a broad range of communications equipment in order to deliver and effective and efficient service (see figure 10.1). The equipment utilised and the location of such equipment is detailed below.

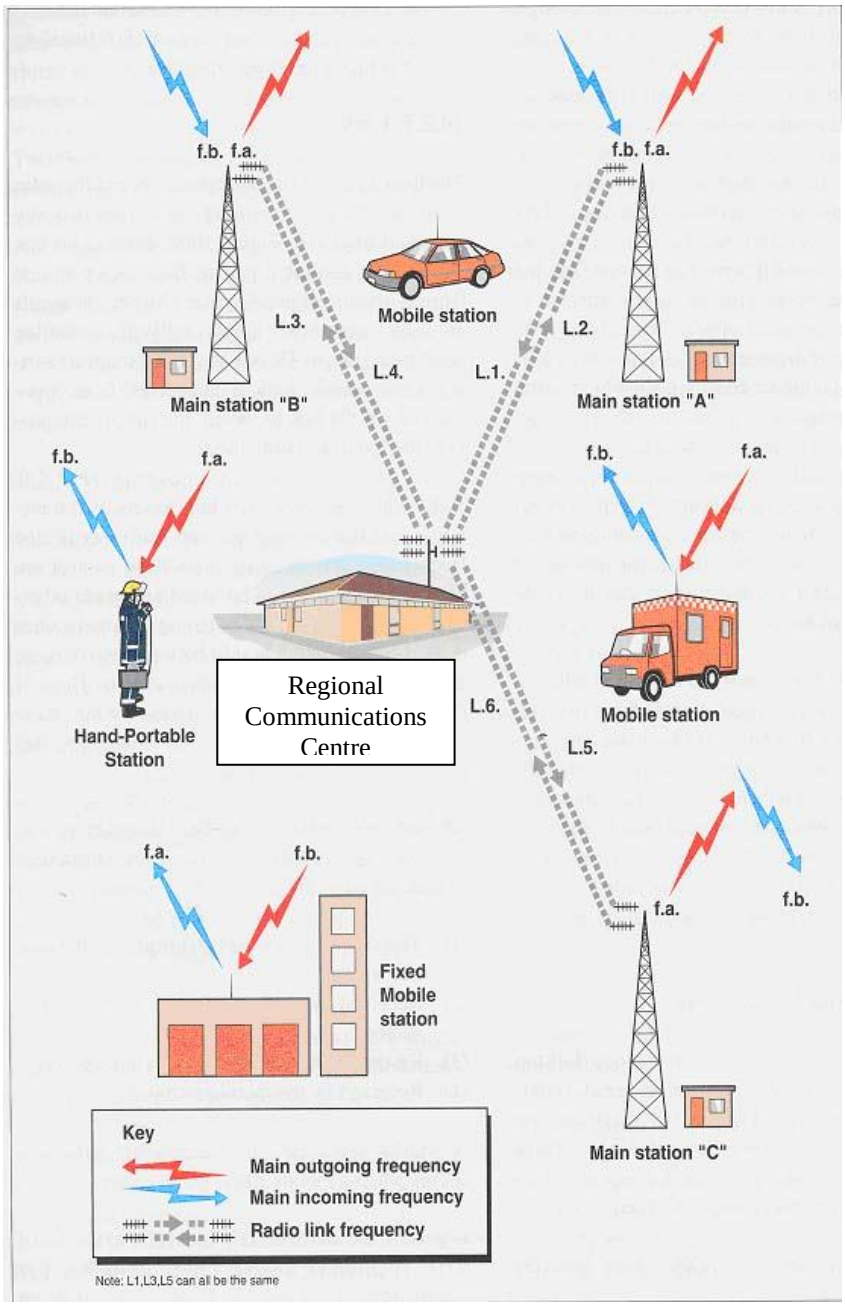


Figure 10.1: Communications Links and Equipment

10.2.1 Equipment located in Fire Stations

- Base VHF Radio

  This is a mains operated radio in the Station. This radio is can be used to communicate with both the appliances on the road as well as 'Control'.

- GD-92 Receiver

  This radio receives notification of an incident from 'Control' and its function is to convert the signalling and relay this to the MG4 transmitter. The first Fire Fighter to arrive at the Station will press the *acknowledge* button on this box to confirm to 'Control' that the message has been received in the station.

- MG4 Transmitter

  The MG4 transmitter will set off the Fire Fighter's alerters on receipt of communication from the 'Control' radio in the event of an incident.

- UHF/VHF Repeaters

  There are UHF/VHF repeaters in (Insert the names of any stations with UHF / VHF Repeaters). Their function is to boost the strength of the signal to enable Officers to talk directly to 'Control' when attending an incident.

- Fax Machine

  The fax machine is used primarily for administration purposes but will also be used in the event that chemical data is requested from 'Control' in the event of an incident. 'Control' will fax the relevant chemical data to the Station and this will then be relayed by radio to the appliance.

- Mobile Data

  The (Insert details of appliances fitted with Mobile Data Terminals) are fitted with Mobile Data Terminals. These terminals are effectively touch screen computer screens fitted in the cabs of the Fire Appliances that have been pre-loaded with information such as GPS Maps, Hazardous Materials Data, Data in relation to various premises and cars etc. Information can also be transmitted to these Data Terminals directly from 'Control'.

- Telephone

  The telephone is used for administration purposes as well as for communication with those who have mobile phones at incident e.g. Senior Fire Officers.

10.2.2 Equipment located in Appliances

10.2.1.1 Class B Pumping Appliances

- VHF Mobile Radio

  These radios are used to relay messages through the repeaters on the Regional Communications Systems radio network back to 'Control.

- VHF/UHF Repeater

  This repeater is used to relay communication from the fireground to the appliances to repeater for extended communication distance.

- Mobile Phone

  The mobile phone is used to compliment the radio system in areas of poor coverage and also in the relaying of sensitive communication.

- Hand-Held UHF

  These mobile radios are used by the Fire Fighters for fireground communication.

10.2.1.2 Emergency T Appliances

- UHF/UHF Repeater

  As well as the communications equipment detailed for WrL appliances, the Et appliance will have a UHF/UHF repeater. This repeater can be used for extended fireground communications between the Fire Fighters during the course of the incident.

10.2.1.3 Other Appliances

- VHF Mobile Radio

  These radios are used to relay messages through the Regional Communications Systems Radio Network.

- Hand-held UHF

  These mobile radios are used by the Fire Fighters for fireground communication.

10.2.3 Equipment used by Fire Fighters

- Alerters

  The alerter is carried by all Fire Fighters and is the means by which the Fire Fighter is informed of an incident. The MG4 transmitter relays the message from the 'Control' radio to the alerter. The alerters are programmed to recognise only the signal from the MG4 transmitter in their home Station.

10.2.4 Equipment used by Senior Officers

- Mobile Phones

  All Senior Fire Officers carry mobile phones. These can be used for communication with the appliances as well as with the Stations.

- Landline Telephones

  All Senior Fire Officers have land line telephones in their homes. These can be used for communication with the appliances as well as with the Stations.

Section 11: Operational Procedures

11.1 Fire Authority Operations

Traditionally Fire Services were formed to attend at incidents involving fires. However, the role of Fire Services has expanded considerably over the years. Section 25 of the Fire Services Act, 1981 & 2003 empowers Fire Authorities to attend emergency incidents other than those involving fires. Section 25 of the Fire Services Act, 1981, states:

"A Fire Authority may carry out or assist in any operations of an emergency nature, whether or not a risk of fire is involved, and a Fire Authority may accordingly make such provision for the rescue or safeguarding of persons and protection of property as it considered necessary for the purposes of that function."

KCS provides guidance on the incident types that all Fire Authorities should attend and (Insert Name of Fire Authority) conforms to this guidance by attending the following incident types;

- Aircraft (Emergency Standby / Incident)
- Automatic Fire Alarm
- Boat Fire – Moored
- Boat Incident with Persons Reported – Moored
- Bog / Gorse / Forestry Fire
- Building Collapsed – Persons Reported
- Caravan Fire
- Chimney Fire
- Electrical Incident (Wires Down / Electrocution)
- Explosion
- Fire Dwelling House / Apartment (includes reports of smoke from buildings and warm walls)
- Fire Industrial / Institutional / Harbour / Tunnel & Underground Structure / Explosive Store / Prison & Secure Accommodation / Multi-Residential Building / High-Rise Building / Underground Car Park / Multi-Storey Car Park / Public Assembly Building /

Vacant Building / Sandwich Panel Building / Basements (including reports of smoke from buildings and warm walls)

- Flooding – Life at Risk and warning role
- An Garda Síochána Request for Attendance
- Gas (Smell / Leak)
- Haybarn & Farm Fire
- Hazardous Material Incident, including Acetylene
- Lock In – Life at Risk
- Lock Out – Life at Risk
- Outdoor Fire (Bonfire / Fence / Hedge / Grass / Tree / Gorse / Forestry / Rubbish / Skip / Tiphead / Oil / Petrol)
- Radiation Hazard
- Railway Incident
- Rescue General – Persons Reported
- Road Traffic Accident – persons reported (other than Road Cleanup)
- Sewer / Trench Collapse - Person Trapped
- Ship Fire – Docked
- Ship Fire at Sea – Coastguard requests to DFB Marine Emergency Response
- Vehicle Fire (Motorcycle / Car / Truck / Bus / Coach / Dangerous Goods Vehicle)

Note, some of the above responses may not be applicable (e.g. Ship Fires) or may only be provided by certain Fire Brigades, where this is the case this should be highlighted.

In addition KCS lists discretionary incident types that individual Local Authorities are required to make a local decision on whether or not to attend these incident types. (Insert Name of Local Authority) has considered this list, taken into account response capabilities of other sections of the Local Authority and other agencies, along with reviewing historical data, Risk Based Approach to Emergency Cover Data and particular specific local hazards and has decided that (Insert Name of Fire Authority) shall respond to the following incident types;

- Body Recovery (other than from Water)
- Building Collapsed – No Persons Reported
- Confined Space Rescues (Sewers / Silos)
- Mine and Cave Rescue (requests to assist)

- Flooding - No Life at Risk (eg pumping out)
- Lift – Person(s) trapped
- Rescue from heights
- Oil Spillage
- Pollution and Environmental Incidents
- River Rescue (in association with IRCG)
- Request for the provision of water to buildings
- Road Hazard (Cleanup after RTA, Tress Down, Oil or Other Substance, Flooding on road, Dangerous Building at the side of the road etc.)

(Delete from the above list as appropriate) – Note, some of the above responses may only be provided by certain Fire Brigades, where this is the case this should be highlighted.

(Insert Name of Fire Authority) has decided that it is not appropriate for Fire Service Resources to be normally deployed to the incident types listed below. These include situations where there are other more appropriate services to which any calls in these categories should be directed. Further, the deployment of fire services to such calls would render them unavailable, or could delay them, in responding to their core public safety roles. The situations listed below are considered inappropriate therefore for fire services response, subject to requests from An Garda Síochána to assist in specific ways. This list takes account of organizations which are likely to be involved in these types of incidents (shown in brackets as follows NAS – National Ambulance Service; IRCG – Irish Coast Guard; AGS – An Garda Síochána; EOD – Explosives Ordnance Division; MCR Mountain and Cave Rescue; RSPCA – Royal Society for Prevention of Cruelty to Animals);

- Ambulance Assist (HSE NAS) (Discussions are underway with the HSE with a view to clarifying situations and arrangements where fire services might be mobilised in an 'ambulance assist' role)
- Boat – Not Moored (IRCG)
- Body Recovery from Water (IRGG / AGS)
- Bomb Alert (AGS)
- Burglar Alarm (AGS)
- Cave Rescue (AGS)
- Civil Disturbance (AGS)

- Incidents involving Explosives / Suspect Devices or Cylinders – unless requested by An Garda Síochána to attend on standby in the event of a fire (AGS/ EOD)
- Lock In – No Life at Risk
- Lock Out – No Life at Risk
- Medical Emergencies (other than Dublin Fire Service which provides an emergency ambulance service. (HSE NAS) (Discussions are underway with the HSE on possible fire service support for their statutory functions)
- Missing Person, unless requested by the An Garda Síochánai to attend for specific role –(AGS/ Civil Defence)
- Mountain Rescue, unless requested by An Garda Síochána to attend in support (AGS/ MCR Voluntary Sector)
- Rescue of Animals (RSPCA)
- Ship – Not Moored (IRCG)

(Delete from the above list as appropriate)

Operational Procedures on how to deal with the above Core & Discretionary incident types is provided by the NDFEM in various Procedural and Guidance Documents. A number of these documents require local consideration and adoption. The following is a list of documents used by (Insert Name of Fire Authority) to provide procedures and guidance on dealing with these incidents;

- Firefighter Handbook – Fire Services Council (2001)
- Junior Officer Handbook – Fire Services Council (2001)
- Senior Officer Handbook – Fire Services Council (2001)
- National Incident Command System – DoEHLG (2007)
- Fire Service Ancillary Safety Statement Template - DoEHLG (2007)
- The Use of Breathing Apparatus in the Fire Service – DoEHLG (2007)
- Road Traffic Accident Handbook (2009)
- Guidance on the Provision and Assessment of BA Training (2010)
- Guidance for Compartment Fire Behaviour Training (2010)
- Guidance on Emergency Traffic Management (ETM) by the Fire Service at Road-based Incidents (2011)

- Standard Operating Guidance (SOGs) (2010 – 2013) *
- Common Specification for Fire Appliances (2011)
- List of Brigade Instructions (2013)

In addition, Pre-incident Planning is carried out by (Insert Name of Fire Authority) on premises / facilities that are deemed to be a specific risk. Pre-incident Plans are prepared in advance of an incident and contain an overview of the facility and tabulated information about the risk summarising the critical aspects of a building from a Fire Service response. Pre-incident Plans are currently available for (Insert Number of available plans) premises / facilities in (Insert Name of City / County), including the following high profile premises / facilities;

- Premises A
- Premises B
- Etc.

(Note, if no Pre-Incident Plans are available this should also be stated).

The following rationale shall be used to decide which premises / facilities Pre-incident plans shall be chosen for Pre-incident planning in the next 5 years – (Insert Rationale here). It is intended to develop (Insert Number here) more Pre-incident plans per annum, giving a total of (Insert Number) by the end of 2017.

Section 12: Operational Standards

KCS provides detailed guidance in relation to Operational Standards. The guidance has been provided taking cognisant of the Safety, Health and Welfare at Work Act 2005. The following process has been adopted by (Insert Name of Fire Service(s)) in determining the Standards of Fire Cover that are to be applied in (Insert Name of County(ies));

12.1 Area Categorisations

1. Each station ground in the County / City has been analysed in accordance with the Guidance provided in KCS to determine what the Area Risk Categorisation is for that area. In some cases, Stations Grounds are mixed across more than one Risk Categorisation Caetgory, however, an overall Risk Categorsation has been determined for each Station Ground. – delete this sentence if inappropriate.
2. The required speed and weight of attack for each area has been identified
3. Staffing arrangements are in place in accordance with the KCS guidance to deliver the required weight and speed of attack for the particular Risk Categorisation.

The following Table is a Summary of the overall Risk Grading Categorisation of each Station Ground;

Station Area	**Risk Grading Categorisation**
Station A (HQ)	C1 (Medium)
Station B	C2 (Medium)
Station C	D1 (Low)
Etc.	Etc.

Note, the above Table is only populated as an example and should be similarly populated for all stations with the Fire Service(s). Where Stations Areas fall into two separate Risk Grading Categorisations this should be highlighted in the above Table.

The following Table summarises the Weight of Attack (Appliances and Crew) and the Staffing Arrangements that are in place in these stations in order to comply with KCS;

Station Area	No. Of Class B Pumping Appliances	No. Of Personnel Available to Mobilise to Incidents	Staffing Arrangements
Station A (HQ)	2	11	Retained Crew with a Roster System in Place - 7 Alerted for First Turnout, 4 for 2nd Turnout and 4 Rostered Off each Week
Station B	2	9	Crew Compliment of 12 managed at Station level by the Station Officer to guarantee a Minimum availability of 9 personnel to mobilise
Station C	1	6	Crew Compliment of 9 managed at Station level by the Station Officer to guarantee a Minimum availability of 5 personnel to mobilise on the first appliance
Etc.			

Note, the above Table is only populated as an example and should be similarly populated for all stations with the Fire Service(s).

Further details are provided in Chapters 3 (Organisation) and 5 (Fire Appliances) regarding the above Table.

12.2 Pre-Determined Attendances

Chapter 11 of this document (Operational procedures) identified the incidents that (Insert Name of Fire Service(s)) will normally respond to. Appendix A of KCS identifies the normal Pre-Determined Attendance for each of these incidents (number and type of Fire Appliances that will respond). The Eastern / Munster / Western Regional Communications Centre will

mobilise Fire Appliances for (Insert Name of Fire Service(s)) in accordance with these Pre-Determined Attendances.

Station boundaries have been reviewed in accordance with the data available from the Risk Based Approach Project and in conjunction with analysis from the Eastern / Munster / Western Regional Communications Centre to ensure that the Fire Appliances that can attend an incident in the shortest period of time are mobilised.

12.3 Mobilising Times

KCS provides guidance regarding expected and target times for the first fire appliance to mobilise to an incident. It is expected that the average time for the first fire appliance to mobilise from any Fire Station should be less than (1.5 minutes for full-time and 6 minutes for retained – update as appropriate), however the target is (1 minute for full-time and 5 minutes for retained – update as appropriate). The following Table shows that current average time to mobilise from each Fire Station in the Fire Authority as follows;

Station	Current Average Time to Mobilise (Mins)
Station A (HQ)	X mins Y secs
Station B	Etc.
Etc.	

12.4 Travel Times

KCS provides guidance on target travel times for the first and subsequent Class B pumping Appliances to arrive at Primary and Secondary incidents. Data shall be analysed for the next three years to determine if (Insert Name of Fire Service(s)) conforms with this guidance. Insert a statement here outlining whether or not this guidance will be considered. This data is collated on behalf of the Fire Authority by the (Eastern / Munster / Western) Regional Communications Centre. The expected Travel times for each station should be analysed and

compared to guidance provided in KCS. KCS provides a 75% confidence level, i.e. 75% of the call-outs within a Fire Brigade should meet the criteria.

In addition, guidance is also provided in relation to the travel times for special appliances, specifically Aerial and Emergency Tender Appliances.

The following Tables summarise current Travel Times for (Insert last year of data available) each Brigade Individually;

Station (Insert Name of Station A – HQ)

Overall Station Risk Categorisation (Insert Overall Station Risk Categorsiation)

Standard Fire Appliance (Class B) Response Capability	KCS Guidance (for 75% of Call-outs)	Actual (for 75% of Call-outs)
2 Appliances	8 minutes	X Minutes
3 Appliances	10 minutes	Y Minutes
4 Appliances	15 minutes	Z Minutes

Aerial Fire Appliance Response Capability	KCS Guidance	Actual
1 Appliance	15 minutes	X Minutes
2 Appliances	30 minutes	Y Minutes

Emergency Tender Fire Appliance Response Capability	KCS Guidance	Actual
1 Appliance	15 minutes	X Minutes
2 Appliances	30 minutes	Y Minutes

Water Tanker Appliance Response Capability	KCS Guidance	Actual
1 Appliance	75 minutes	X Minutes

Note, the above Tables are populated for a Very High Risk Category and need to be amended depending on the station risk categorisation.

The above Tables should be copied down for each station ground.
Insert a paragraph here outlining any concerns / issues highlighted in the above analysis including scope for changing Fire Cover Arrangements.

12.5 Large Scale Incidents.

Guidance in provided in KCS regarding a response to Large Scale Incidents (these are incidents other than Major Emergencies which require large resources or a proliferation of smaller incidents). Depending on the designated Risk Categorisation of an area / station ground, Fire Authorities are required to consider their ability to respond to a Large Scale Incident in accordance with the guidance provided. (Insert Name of Fire Authority) has considered this guidance together with (Insert Name of appropriate other Fire Authorities) – Insert paragraph outlining how (Insert Name of Fire Authority) conforms to the guidance provided in KCS regarding Large Scale Incidents.

Note, other standards such as Crewing Levels, Safety Standards etc. are referred to in separate chapters of this document.

Section 13: Fire Safety - Fire Prevention & Building Control

As previously outlined in Section 1 above, although the legislation only requires this plan to deal with arrangements made with regard to Fire and Emergency operations, this plan will also take into consideration the substantial volume of Fire Safety and Fire Prevention work carried out by the Fire Service Section.

(Insert Name of Fire Authority) Fire Prevention Staff advise on current fire safety standards required for proposed and existing developments.

13.1 Statutory Functions

The following are discretionary functions under Fire Services Act 1981;

- Providing advice to (Insert Name of Planning Authorities – include Urban Councils if appropriate) Planning Authorities under Section 13 of the Fire Services Act, 1981. The number of commercial & multiple housing applications dealt with by the Fire Department under Planning Acts for the past 5 years was as follows;

Year	Number of Planning Referrals Received	Number of Planning Referrals Dealt with
2008	X	Y
2009	X	Y
2010	X	Y
2011	X	Y
2012	X	Y

Table 13.1 Number of Planning Referrals Received and Dealt with

- Providing advice on Fire Safety and inspection of existing public premises under Section 18 of the Fire Services Act, 1981, and associated Regulations.

- Carrying out inspections of licensed premises under Section 24 of Fire Services Act, 1981, and associated Licensing Acts. The number of Licence Applications dealt with by (Insert Name of Fire Authority) in the past 5 years is as follows – these include renewal of public licences, dance licences, transfer of publican licences, Club, Gaming/Lottery, Ad Interim, Occasional, Hotel and Restaurant licences – update as necessary;

Year	Number of Licence Applications Received	Number of Licence Applications Dealt with
2008	X	Y
2009	X	Y
2010	X	Y
2011	X	Y
2012	X	Y

Table 13.2 Number of Licence Applications Received and Dealt with

- Reviewing domestic housing development proposals and inspection of current developments for compliance with Building Regulations – delete if the Fire Authority is not also the Building Control Authority.
- Inspection of petroleum installations, retail and bulk, under Dangerous Substances Act, 1979, and associated Regulations.

Year	Number of Licence Applications Received	Number of Licence Applications Dealt with
2008	X	Y
2009	X	Y
2010	X	Y
2011	X	Y
2012	X	Y

Table 13.3 Number of Dangerous Substance Licence Applications Received and Dealt with

Fire Officers also carry out inspections of Places of Public Assembly and other high-risk premises in the County.

(Insert Name of Building Control Authority) Building Control Staff advise on current Building Regulations including fire safety standards required for proposed developments. The statistics for Fire Safety Certificates for the past 5 years are as follows;

Year	Fire Safety Certificates	Deemed Invalid	Further Information	Granted	Refused
2008	X	X	X	X	X
2009	X	X	X	X	X
2010	X	X	X	X	X
2011	X	X	X	X	X
2012	X	X	X	X	X

Table 13.4 Fire Safety Certificates Statistics

The Department of the Environment, Community & Local Government has set a target of 15% random monitoring of new works with regards implementation of the Building Regulations. The following Table shows compliance with this requirement for the past 5 years.

Year	% Random Monitoring Achieved	No. Of Inspections	No. Of Buildings Inspected
2008	X	X	X
2009	X	X	X
2010	X	X	X
2011	X	X	X
2012	X	X	X

Table 13.5 Building Control Inspection Statistics

The number of formal requests in cases for information under Section 11(3)(C) of Building Control Act and the number of warning notices issued in the past 5 years was as follows;

Year	Formal Requests for Information	No. Of Warning Notices Issued
2008	**X**	**X**
2009	**X**	**X**
2010	**X**	**X**
2011	**X**	**X**
2012	**X**	**X**

Table 13.6 Building Control Inspection Statistics

(Delete all of the above information in relation to Building Control if the Fire Authority is not also the Building Control Authority).

(Insert a Statement here outling the Fire Authorities intentions with regard to compliance with the Legislation and Regulations outlined above for the next 5 years).

13.2 Safety Roles

In accordance with KCS, the primary role of (Insert Name of Fire Authority) in relation to Fire Safety is to Reduce the number of Fire Incidents occurring in this functional area, Limit Damage and Prevent escalation and extinguish fires where fires occur. KCS provided guidance in relation to Objectives and targets for Fire Safety. Table 13.7 outlines these objectives and targets that apply at National level, and how (Insert Name of Fire Authority) is currently performing in relation to these.

National Objective / Target	National Target	(Insert Name of Fire Authority) Current Performance
3 Year Fire Fatality Rate	Reduce from 8.4 / Million population to from 6 / Million population by 2017	X
Smoke Detectors in Homes	Work towards 100% of domestic dwellings fitted with working smoke alarms	X
Domestic Dwelling Fire Rate	Reduce from 100 Fires / 100,000 Population to 80 Fires / 100,000 Population by 2017	X
Chimney Fire Rate	Reduce to 75 Fires / 100,000 Population by 2015	X
Overall Fire Rate	Reduce from 800 Incidents / 100,000 to 600 Incidents / 100,000 Population by 2017	X
Overall Incident Rate	Reduce from 1,280 Incidents / 100,000 to 1,280 Incidents / 100,000 Population by 2017	X

Table 13.7 Safety Objectives, National Targets and Current Performance

Two additional targets have been set as follows;

- 22% Reduction in Tertiary Fires over 5 Years
- 30% Decrease in Chimney Fires over 3 Years

The following Table highlights the required improvement in relation to these targets with (Insert Name of Fire Authority);

Item	Current Number of Fires within (Insert Name of Fire Authority) by 20XX	Target Number of Fires within (Insert Name of Fire Authority) by 20XX
22% Reduction in Tertiary Fires over 5 Years		
30% Decrease in Chimney Fires over 3 Years		

Insert a paragraph here outlining how (Insert Name of Fire Authority) will review its' Fire Prevention activities to meet these objectives and targets by the dates as set out.

KCS anticipates that that there will be variations (sometimes significant) across station areas in relation to national and fire service average incident rates for common incident categories. The objective is to reduce excessive deviations from norms for individual fire stations. The upper limit multipliers should be a target of 1.5 times the fire service average, but averages for station areas within fire services should generally be between 0.75 and 1.25 of service averages.

13.3 Community Fire Safety (CFS)

Apart from the Fire Safety objectives and targets outlined above, a number of specific Community Fire Safety (CFS) Initiatives have been outlined in KCS.

The main initiative and most cost effective method of reducing fire deaths is to have working smoke alarms fitted to domestic dwellings. KCS advises that there should be a minimum of 90% of domestic dwellings fitted with working smoke alarms by 2015. (Insert Name of Fire Authority) is working with the Community Section of (Insert Name of Local Authority) to assist it in achieving this target. Ideally, there should be two smoke alarms fitted to all single storey dwellings and four fitted to two-storey dwellings. Where opportunites exist, operational crews will check for working smoke alarms in neighbourhoods after attending incidents. Ongoing public messaging campaigns will be maintained to encourage members of the public to test their smoke alarms once a week to ensure that they are working.

(Insert Name of Fire Authority) also delivers the NDFEM Schools Programme. It is targeted at all 9 year old children. The arrangements for delivering this Programme vary between Fire Station Ground Areas but in general the programme is delivered to all children in County / City (Insert Name of City or County) between the ages of 8 and 10 – update this paragraph as required

Section 14: Major Emergency Management

As previously outlined in Section 1 above, although the legislation only requires this plan to deal with arrangements made with regard to Fire and Emergency operations, this plan will also take into consideration the substantial volume of work carried out by the Fire Service Section in relation to Major Emergency Management.

14.1 Definition

A Major Emergency is defined as any event which, usually with little or no warning, causes or threatens death or injury, serious disruption of essential services or damage to property, the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs, and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, co-ordinated response.

14.2 Background to Major Emergency Planning

The National Framework for Major Emergency Management (2006) replaced the Framework for Co-Ordinated Response to Major Emergency, which underpinned Major Emergency preparedness and response capability since 1984. The 2006 Framework was prepared under the aegis of the Inter-Departmental Committee on Major Emergencies and was approved by Government decision. It enables the three principal emergency response agencies, An Garda Síochána, the Health Service Executive and the Local Authority to prepare and make a co-ordinated response to Major Emergencies including fires, transport accidents, hazardous substances and severe weather.

In 2006 the government approved a two-year Major Emergency Development Programme 2006-2008 (MEDP) to allow for the structured migration from existing arrangements to an enhanced level of preparedness via the new emergency management process. The production of a new Major Emergency Plan was overseen by (Insert Local Authority Name) Major Emergency Development Committee - with representation from all sections within the Local

Authority, marking the culmination of an extensive process of development. In (Insert Date) a new Major Emergency Plan was released consistent with 'A Framework for Emergency Management' (2006) as issued by the Department of the Environment Heritage and Local Government and in accordance with the guidance provided by the Department in relation to Major Emergency Management. This Plan was subsequently reviewed and updated in (Insert Date).

The purpose of the Major Emergency Plan is to put in place arrangements that will enable (Insert Local Authority Name) to effectively manage a Major Emergency in co-operation with other Principal Response Agencies, An Garda Síochána and the Health Service Executive. The document sets out mechanisms for co-ordination of the Principal Response Agencies at all levels of Major Emergency Management - on site, at local level and at regional level. In addition it defines a common language and terminology to facilitate inter-agency working. It also provides for linking to national level emergency management. Major Emergency Management continues to be a key challenge and a priority issue for (Insert Local Authority Name).

(Insert Image here of the front cover of Local Authority MEM Plan)

14.3 Inter-Agency Arrangements

Any one of the principal response agencies may declare a major emergency and the mobilisation procedures of the Major Emergency Plans of the three relevant agencies will be activated immediately they are notified of the declaration. The Major Emergency Plan of each agency sets out that agency's response, as well as its contribution to the combined response of all agencies.

The other Principal Response Agencies responsible for Emergency Services in this area are:-

- Health Service Executive – (Insert Region)
- (Insert appropriate Garda Division) Garda Division
- (Insert appropriate Garda Division if more than one Division) Garda Division

14.4 (Insert Fire Authority Name) Response to a Major Emergency in (Insert Name of City / County)

In the event of a major emergency, the primary role of (Insert Name of Local Authority) County Council is to ensure life safety by providing a top class emergency service in the form of the Fire service and Civil Defence. In general, the Fire Service will be the first section of the Local Authority to respond to any Major Emergency.

(Insert Name of Local Authority) main roles in the event of a Major Emergency occurring in (Insert Name of City / County) are as follows;

- Immediate Response
- Extinguishing Fires
- Rescue
- Dealing with Flooding Incidents
- Spillages
- Storm / Severe Weather Response
- Provision of Water Tankers
- Provision of an On-Site Controller of Operations / On-Site Co-Ordinator
- Provision of On-Site Co-Ordination Facilities
- Faciliating and Participating in the Crisis Management Team

(Add / Delete to the above list as appropriate)

The Fire Service will prepare itself for large scale and inter-agency operations through participation in appropriate exercises. The Fire Service will also work with Civil Defence as appropriate in the event of a Major Emergency occurring. (Insert a statement here on progress in relation to the integration of the Local Authority's Civil Defence section into the Fire / Local Authority MEM roles). The fire service will also work with local community and voluntary groups as appropriate in the event of a Major Emergency occurring. (Insert a statement here on progress in relation to the integration of local community and voluntary groups into the Fire / Local Authority MEM roles).

14.5 (Insert Name of Local Authority) Council's Major Emergency Management Committee

Following the two year development phase and the production of a New Major Emergency Plan in (Insert Date), the role of the Major Emergency Development Committee was changed to a Management Committee with responsibility for the ongoing overview of Major Emergency Management within the Local Authority. The group has membership from all sections of (Insert Name of Local Authority) including the Fire Service and secretariat to the group is provided by the Fire Services – update this as appropriate. The group reviews the Major Emergency Plan and associated Sectional plans as appropriate, arranges site visits and arranges and participates in Major Emergency Exercises. The group meet on a (Insert Frequency) basis.

14.6 Co-Ordination Roles and Facilities

The designated on-site Co-Ordinator of Operations for (Insert Name of Local Authority) is (Insert Role / Grade of Individual). A number of alternates are also identified in the Major Emergency Plan. The On-Site Co-Ordinator is alerted in the event if an incident by the (Eastern / Munster / Western) Regional Communications Centre. Depending on the nature of the incident, (Insert Name of Local Authority) may assume the role of Lead Agency (the agency with overall responsibility for Co-Ordinating a response to the incident) and the On-Site Co-Ordinator may assume the role of the On-Site Controller of Operations. (Insert a statement here giving an overview of what On-Site Facilities are available for On-Site Co-Ordination, e.g. Incident Command Unit / Shelter etc.)

(Insert Name of Local Authority) shall participate in the Local Co-Ordination Group. (Insert Name and Grade of Individual – in general this will be the City / County Manager) or alternate shall represent (Insert Name of Local Authority) on the Local Co-Ordination Group. (Insert a statement here giving an overview of what Facilities are available for Local Co-Ordination within the Fire Authority.)

Both the On-Site and Local Co-Ordination groups shall be assisted by the Crisis Management Team. This team shall meet as required (Insert Venue) in the event of a Major Emergency and shall provide technical and administration support to both the On-Site and Local Co-Ordination groups. Members of the Fire Service will also participate in this group – update as

appropriate. (Insert a statement here giving an overview of what Facilities are available for the Crisis Management Team within the Fire Authority.)

Further details regarding the above are provided in the Major Emergency Plan for (Insert Name of Local Authority).

14.7 Major Emergency Management in the (Insert the MEM Region) Region & National Groups

(Insert Name of Local Authority) County Council is part of the (Insert MEM Region) Region for Major Emergency Planning. The Principle Response Agencies responsible for Emergency Services in the (Insert MEM Region) region are as follows;

Local Authorities

- Insert Name of Local Authority A
- Insert Name of Local Authority B
- Etc.

Health Services Executive

- Insert Name of HSE Region A
- Insert Name of HSE Region B
- Etc.

An Garda Síochána

- Insert Name of AGD Division A
- Insert Name of AGD Division B
- Etc.

There is both a Steering Group and a Working Group for Major Emergency Management in the (Insert MEM Region) Region. (Insert Name of Local Authority) County Council is represented on the (Insert MEM Region) Regional Steering Group by (Insert Name(s) of Person) and is represented on the Regional Working Group by (Insert Name(s) of Person).

These Regional Groups in turn report into the National Working Groups. The National Working Groups have membership from the three Principle Response Agencies and the NDFEM. The (Insert MEM Region) Region is represented on the National Working Group

by (Insert Name(s) of Person) and is represented on the National Steering Group by (Insert Name(s) of Person).

REFERENCES

1. NDFEM (2013) ***Keeping Communities Safe –A Framework for Fire Safety in Ireland*** – 6 February 2013

2. NDFEM (2013) ***Keeping Communities Safe –Support Document – Fire Service Training*** – (Insert Release Date)

3.

Appendix A

Training Details Summary

Station A

Course Title	Personnel Completed	Personnel Outstanding
Recruit Induction		
Breathing Apparatus Wearers Initial		
Compartment Fire Behaviour Training		
1 Day Fire-fighter National Incident Command System		
Local Authority Induction		
Breathing Apparatus Cylinder Filling		
Water Awareness		
Road Traffic Collision		
Pump Operator		
Hazardous Materials Awareness		
Hazardous Materials Wearer (if applicable)		
Emergency Fire Appliance Driving		
Driver Mechanic		
Health & Safety Representative		

Table A.1 – The number of personnel in (Insert Name of Station) that have carried out each of the above courses and the number of personnel that are currently outstanding to carry out these courses

Station B

Etc.

Station A

Course Title	Personnel Completed	Personnel Outstanding
CFR Refresher		
Breathing Apparatus Refresher Course		
Manual / Casualty Handling Refresher		
CISM Refresher		
Compartment Fire Behaviour Refresher		
Road Traffic Collision Refresher		
Pump Operator Refresher		
Water Awareness Refresher		
Hazardous Materials Refresher		
Fire-fighter Skills Refresher		
Emergency Fire Appliance Driving Refresher Course		
Breathing Apparatus Cylinder Filling Refresher		

Table A.2 – The number of personnel in (Insert Name of Fire Station) that have carried out each of the above refresher courses, and the number of personnel that are currently outstanding to carry out these courses

Station B

Etc.

Station A

Course Title	Personnel Completed	Personnel Outstanding
Sub-Station Officer Course		
Station Officer Course		
Line Managers Course		
Health & Safety Course for Line Managers		

Table A.3 – The number of Junior Officers in (Insert Name of Fire Station) that have carried out each of the above Officer courses, and the number of Junior Officers that are currently outstanding to carry out these courses

Station B

Etc.

Senior Officer Training

Course Title	Personnel Completed	Personnel Outstanding
Recruit Induction		
Breathing Apparatus Wearers Initial		
Compartment Fire Behaviour Training		
Local Authority Induction		
Line Managers Course		
Health & Safety Course for Line Managers		
Fire Safety Engineering (New Entrants) Course		
Senior Command Course		
SOGs Familiarity Training		
Water Awareness		
Major Emergency Management Familiarisation		
Major Emergency On-Site Controller of Operations		
Senior Command (Development Courses)		
Media Training		
Road Traffic Collision		
Pump Operator		
Hazardous Materials Awareness		
Emergency Fire Appliance Driving		
Legal Skills		

Table A.4 – The number of Senior Officers that have carried out each of the above Officer courses, and the number of Senior Officers that are currently outstanding to carry out these courses

Abrasive Wheels	**Personnel Completed**	**Personnel Outstanding**
Station A		
Station B		
Etc.		
Senior Officers		

Table A.5 – The number of personnel that have attended a (Insert Name of Course here) and the number of personnel that that are currently outstanding to carry out this course per station

(Copy the above Table for Each Discretionary Course from the above list that the Fire Authority decides to participate in)

Course Title	Frequency	Personnel Outstanding
Breathing Apparatus Refresher Course	Every 2 Years	
Manual / Casualty Handling Refresher	Every 2 Years	
CISM Refresher	Every 3 Years	
Compartment Fire Behaviour Refresher Training	Every 3 Years	
Road Traffic Collision Refresher Course	Every 3 Years	
Pump Operator Refresher Course	Every 3 Years	
Water Awareness Refresher Course	Every 3 Years	
Hazardous Materials Awareness Refresher Course	Every 3 Years	
Hazardous Materials Wearers Refresher Course	Every 3 Years	
Fire-fighter Skills Refresher	Every 5 Years	
Emergency Fire Appliance Driving Course	Every 5 Years	
Breathing Apparatus Cylinder Filling Refresher Course	Every 5 Years	
Include Refresher Training for Specialist Courses outlined in 8.5 above and Junior / Senior Officer Refresher Courses	Frequency	

Table A.X – The number of personnel that have attended various Refresher Courses and the number of personnel that that are currently outstanding to carry out these courses