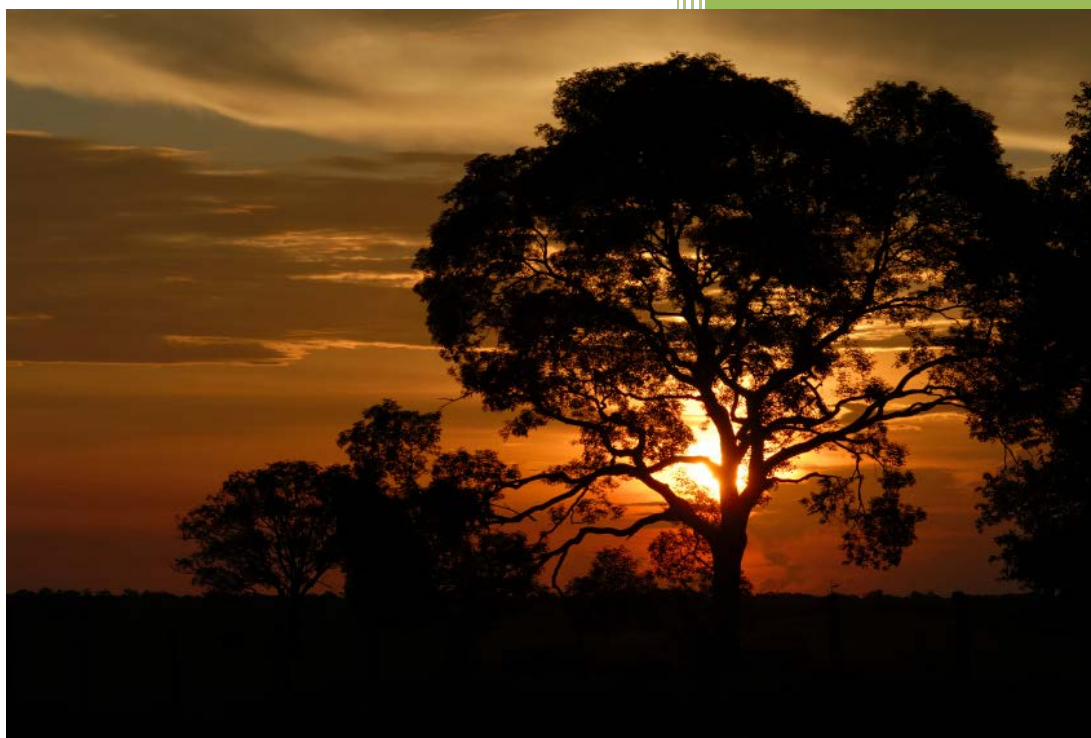


# RURAL FIRE MANAGEMENT MANUAL GATTON CAMPUS



Property & Facilities Division  
The University of Queensland  
2012

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## 1. PURPOSE

To manage the risk from rural fire, University owned properties at Gatton, so as to protect human life, property and environmental assets.

NB This does not cover 'Fire and Emergency Evacuation Plans' for the University buildings.

## 2. STATEMENT

Minimisation of the risk of, and damage from, uncontrolled fires is an intrinsic part of rural land management. As part of this process, specific fuel reduction techniques, including manual or mechanical fuel reduction or hazard reduction burning, are to be applied on identified sites as defined within this fire management manual where a perceived fire risk has been identified by personnel of the University of Queensland or officers of the Queensland Fire and Rescue Services.

In the event of an uncontrolled fire the QFRS is the primary response agency to which the University will provide assistance within its capacity. The University does not maintain a rural fire fighting capacity other than first response.

## 3. AIMS

The specific aims of the Rural Fire Management Manual (FMM) are:

- To preserve life
- To minimise the risk to property caused by uncontrolled fires, including Quarantine maintained facilities.
- To fulfil the University of Queensland's obligations as a landowner under the Fire Services Act (1990);
- To ensure that the management practices adopted do not have a deleterious effect on the environment;
- To have clearly defined procedures for staff from the University of Queensland to follow in the event of bushfires on Corporation owned land;
- To have a clearly defined fuel reduction plan in place to minimise the risk of an uncontrolled fire occurring.

## 4. FIRE MANAGEMENT PLANNING GUIDELINES

This document is the Fire Management Manual (FMM)

The FMM provides information on the following:

- Fuel reduction burning plans which will include date, time, weather conditions considered suitable for conducting a controlled burn, and procedures to be followed in preparation for such a burn.
- Base maps showing location of houses, buildings and other infrastructures that may be susceptible to fire damage.
- Contingency plans for fire suppression activity.
- Firebreak maintenance program.
- Operational procedures, including notification of involved and interested parties.

## 5. FIRE MANAGEMENT MANUAL

### 5.1 General

In establishing a FMM for areas of University of Queensland owned land, primary consideration is given to the protection of human life, stock, property and environmental assets. In addition, consideration is to be given to the protection of areas of fire sensitive vegetation. In broad terms, this means protection from fire for vegetation adjacent to waterways and wetlands, or any area where the introduction of fire may detract from existing values.

Fire breaks, where needed, will be constructed and maintained by the University in a manner that will minimise erosion and sediment run-off. Where possible, firebreaks will be located to incorporate topographic features.

University officers will seek the assistance of Queensland Fire and Rescue Service personnel in planning fire management programs.

Officers of the Metropolitan Fire Brigade and Rural Fires Division and Volunteers of the Queensland Fire and Rescue Service are authorised to enter onto University of Queensland property for the purpose of carrying out their duties as specified under the Queensland Fire and Rescue Service Act (1990).

All controlled/planned burning activity on University of Queensland land will be subject to the conditions provided on a "Permit to Burn" issued by the relevant Fire Warden.

University of Queensland personnel undertakings prescribed burning activities are to fully inform the local community, particularly adjoining residents, of any intention to burn in accordance with the Prescribed Burn Procedure. In addition, the following personnel are to be informed:

- i. FEO NRAVS
- ii. Fire Comms (QFRS)
- iii. Security Manager
- iv. Fire Safety Officer
- v. Powerlink – when burning off near powerlines

The University of Queensland fire representative for its Gatton Campus is the MMG (or in his absence) the Gatton Supervisor Grounds.

### 5.2 The Purpose of Fire Breaks

A firebreak is intended to allow access to fire-fighters and to provide a line for back burning – it should thus be as straight as possible to facilitate back burning. It also gives some protection by increasing the distance between buildings and the adjacent bushland. A firebreak is not a static defence. If left unattended it will not stop a high-intensity fire.

### 5.3 Maintenance of Firebreaks

The GSG will prepare an annual maintenance schedule for the firebreak system. Maintenance will be arranged/facilitated by:

- Slashing/mowing or ploughing dependent on prevailing conditions and situations
- Grading by contract as required
- General maintenance to reduce fuel levels as required.

#### 5.4 Fuel Reduction Plan

The GSG is to prepare a Fuel Reduction Plan (FRP) each year by June to define which areas are to be subject to fuel reduction as fuel buffer zones to augment any firebreaks. Should no fuel reduction burns be required a 'nil' plan is to be submitted detailing why.

Prior to approval of the annual FRP by MMG, a draft copy will be forwarded to FSO for comment. The program is to consider any annual weed control program to optimise benefits obtained through burning and weed control.

### 6. FUEL MANAGEMENT STRATEGY

All prescribed burning must accord with a Fire Management Plan (FMP) for the particular site involved. The FMP will indicate areas to be burned, the timing between burns and supply the name and contact information of the officer who will be responsible for controlling the burn.

Prescribed burning for fuel reduction will be undertaken on a priority basis for the following reasons:

- To reduce fuel loads and the intensity of wildfires;
- To minimise the threat of wildfires;
- To preserve life;
- To protect assets from damage ;
- To reduce the risk of damage by fire to the natural and/or cultural heritage of University of Queensland owned property;
- For approved research activities.

Safety imperatives require that prescribed burns are only to be controlled by trained staff, in addition to staff and volunteers of the Queensland Fire and Rescue Service.

#### 6.1 Options

Acceptable techniques to manage fuel levels include:

- Firebreak maintenance employing land clearing, stick raking and/or slashing;
- Fuel reduction burns; and
- Identification of suitable land for grazing.

Where identified within a FMP, slashing, stick raking or land clearing may be used as alternative fuel reduction burning.

## 6.2 Human Resources and Training

University personnel involved in fire management operations are required to have undertaken basic fire training modules and first aid training. The MMG is responsible for arranging such training.

**N.B.** Only appropriately trained personnel will be authorised to control or participate in prescribed burning activities.

## 6.3 Related Information

The provisions of this document are in accordance with the University's required management actions under the "Fire and Rescue Service Act (1990)" and under the "Work Health and Safety Act (2011)".

It also conforms with University of Queensland's policy relating to the responsibility of the University for environmental preservation on University owned property and work sites.

## 7. RESPONSIBILITY AND APPROVAL

The MMG is responsible for developing the FMP for each area of land to which this manual applies. In any case, where a fire risk has been notified by QFRS, MMG is to commence preparation of a FMP in liaison with QFRS within five working days.

MMG shall use personnel trained and experience in natural area fuel/fire management and/or environmental science in preparing FMP.

All FMPs will require the QFRS's endorsement via the fire permit system.

Lockyer Valley Regional council are to be consulted in the preparation of FMP.

The GSG is responsible for pre-fire season staff preparedness training as detailed in Appendix E.

The GSG is responsible for the maintenance of all equipment, as detailed in Appendix B, so that it is available for immediate deployment during the fire season or other periods of high fire risk when not already engaged in other tasks.

## 8. PRESCRIBED BURN PROCEDURE

### 8.1 Pre-Burn

An FMP will be prepared for the site proposed for burning by the GSG for approval by MMG

The time of ignition will accord with the conditions of the "Permit to Burn" issued by QFRS.

Fire weather conditions are to be assessed on the day of burn by the University's officer controlling the burn. Fire weather forecasts are to be obtained from the Bureau of Meteorology.

**Note: IF THE FIRE DANGER RATING IS UNACCEPTABLY HIGH or IF WINDS ARE IN AN UNDESIREABLE DIRECTION or OF AN UNMANAGEABLE STRENGTH, THE PRESCRIBED BURN IS TO BE ABANDONED UNTIL CONDITIONS PROVE MORE FAVOURABLE.**

Prescribed burning is only to be undertaken with an adequate number of trained personnel and equipment in attendance.

All conditions on the 'Permit to Burn' issued by the Fire Warden must be adhered to.

All firebreaks will be checked and repaired as necessary prior to ignition.

The prescribed burn area must be physically checked thirty minutes prior to ignition to ensure that no persons, animals or assets are within the area.

Where smoke may cause a traffic hazard, officers of the Queensland Police Service or other authorised personnel, eg State Emergency Service, are to implement traffic control measures as required to avoid traffic hazards. All fire suppression equipment required for the operation will be checked to ensure that it is fully operational and fit for purpose.

## 8.2 Pre-burn Check List

FMP approval is obtained from the MMG.

Permit to burn is to be obtained from the QFRS by either MMG.

Burn site is to be inspected immediately prior to burn by the University's officer responsible for conducting the burn.

The fire weather forecast is to be obtained from the Bureau of Meteorology.

The University's officer shall ensure that fire suppression equipment and adequate numbers of trained personnel are available.

Notification must be given to the following persons prior to burning, with respect to the following time periods:

- The FEO NRAVS, MMG, MS and FSO by telephone, not later than 30 minutes prior to ignition;
- The concurrence of the relevant School involved in using the area must be sought at least 24 hours before ignition;
- In reasonable time, prior to burn, a permit must be obtained from the Queensland Fire and Rescue Service, Protection Section; the conditions of which must be adhered to;
- In reasonable time, prior to burn, neighbours in the immediate area must be notified by letter drop in accordance with legislation (verbal notification is not acceptable)

- Not later than thirty minutes prior to ignition, Queensland Fire and Rescue Services and Police must be informed by telephone.

A pro-forma pre-burn checklist is attached as Appendix 'C'.

### 8.3 Post-Burn

The burn area is to be checked for and cleared of, potential hazards (eg fallen trees and branches etc).

The fire must be extinguished to the satisfaction of the University officer controlling the burning activities before personnel are withdraw from the burn area and stood down.

The QFRS and Police are to be notified once the fire has been extinguished.

A scale map of the area actually burned and written report will be completed and forwarded to MMG within 24 hours.

A pro-forma post-burn checklist is attached as Appendix 'D'.

A de-brief is to be conducted not latter than 2 days following the burn.

### 8.4 Further Assistance

Advice on hazard assessment and fire management planning can be obtained from:

Rural Fire Division  
Queensland Fire and Rescue Service  
GPO Box 1425  
BRISBANE QLD 4001  
Ph: 07 3227 5760 Fax: 07 3220 0086

**IN THE CASE OF AN EMERGENCY PHONE UQ SECURITY 3365 3333**

## 9. EMERGENCY PROCEDURE

All bushfires, other than controlled burns, on University lands shall be fought under the direction of the relevant local Fire Brigade Officer of the Rural Fire Brigade.

The Fire Control Officer will decide when and if additional help from outside services is required, however that officer will keep the QFRS and Police advised of the current situation and when changes occur.



## 9.1 Fire Control Officer

### MMG

The Fire Control Officer is responsible for the following activities:

- i. Direction of staff and equipment used in fire fighting in the absence of the QFRS;
- ii. Notification and advice to University of Queensland management, Queensland Fire and Rescue Services , Police and other outside services as required; and
- iii. Classification of type of fire.

## 9.2 Fire Control Centre

### SECURITY

## 9.3 Communications (See Appendix 'A')

## 9.4 Resources

### 9.4.1 Personnel

#### Fire Control Officer

The following University of Queensland employees are trained in the fighting of bush fires and are authorised to act in the absence of the Fire Control Officer:

- SECURITY OFFICERS;
- Nominated Trained Staff.

### 9.4.2 Equipment

Ref Appendix 'B'

## 9.5 Emergency Contact List

### Queensland Fire and Rescue Services

Communications Centre: 1800 017 029  
Rural Division District Officer: (07) 3202 1444

### Security

Gatton 5460 1534; or  
0411 040 336  
St Lucia 3365 3333

<b>IN THE CASE OF AN EMERGENCY PHONE UQ SECURITY 3365 3333 FOR ALL SERVICES</b>
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## UQ P&F Acronyms

MMG Maintenance Manager Gatton  
FSO Fire Safety Officer  
GSG Gatton Supervisor Grounds

FIGURE 1 AREA MAP



SCALE: 1mm=16m on A3  
PLOTTED ON 16 / 01 / 2013

FIGURE 2 AREA MAP



## APPENDIX A

### EMERGENCY KEY PERSONNEL AND INFORMATION

Emergency contact details for key personnel are recorded on the Security After Hours Emergency Contact Database, which is maintained by UQ Security. Please contact UQ Security on 07 3365 1234 for further details.

## APPENDIX B

### PROPERTY & FACILITIES THE UNIVERSITY OF QUEENSLAND – GATTON EQUIPMENT LIST (EMERGENCY EQUIPMENT)

#### Major Equipment:

- 6 tonne tip Truck
- Backhoe
- Bob Cat
- Slasher
- Water Trailer

#### Other Equipment:

- Knapsack spray
- Rake/hoe tools
- Shovels
- Axes
- Brush hooks
- Chainsaws

#### Radios:

- Hand-held radios available

**APPENDIX C**

**PRE-BURN CHECKLIST**

ACTION	TIME	DATE	CONTACT NAME	INITIALS
FMP approval				
Obtain MRD approval, in writing, if roads are involved				
Permit to Light				
Site Inspection				
Equipment Checked				
Neighbours Notified (Letter), min 1 week				
Met. Bureau Fire Forecast				
Advise Q R F S				
Advise Police (If roads are affected)				
Advise appropriate Head of School where it involves lands used by that school, min 24 hrs				
Check Firebreaks				
Clear Site of non-essential personnel				
Close Area by Signage,				
Smoke Hazard Signs				
Advise Asset Services Manager (only in emergency)				
Advise MMG				
Advise FEO NRAVS				
Advise Security St Lucia				
Advise Powerlink (if near transmission lines)				

**TO BE COMPLETED BY FIRE CONTROL OFFICER**

**APPENDIX D**

**POST-BURN CHECKLIST**

ACTION	TIME	DATE	CONTACT NAME	INITIALS
Time of Ignition				
Time Extinguished				
QFRS Advised				
MMG Advised				
FEO NRAVS Advised				
Security St Lucia Advised				
Site Checked and Hazards Removed				
Personnel Stood Down				
Comments:				
Map of area showing locations and area burnt				

**TO BE COMPLETED BY FIRE CONTROL OFFICER**

**APPENDIX E**

**THE UNIVERSITY OF QUEENSLAND – GATTON CAMPUS**

**PRE-FIRE SEASON PREPARATION**

ACTION	RESPONSIBLE OFFICER	DEADLINE	DATE COMPLETE	INITIALS
Check and Test all equipment listed in App B	GSG	August		
Inspect Campus with MMG	MMG			
Prepare Fuel Reduction Plan	GSG	June		
Review Plan with MMG, OPO1 & QF&RA	OPO1			
Review Staff Training	MMG	May		
Slash/Plough Firebreaks	GSG	July		
Clean building gutters	GSB			

COMMENTS:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_