



Introduction

This document describes the duties to respond and powers of the NZ Fire Service when attending significant events or managing large crowds.

An increasing number of large crowd outdoor and indoor events are being staged within the Auckland Region. Traditionally, Fire Service involvement has been through Fire Safety Officer attendance on the day of the event, performing mandatory tasks such as ensuring means of escape are not obstructed and fire fighting equipment is adequate.

The Police and St Johns Ambulance, as kindred emergency response organisations, commit to these events significantly through the establishment of specialised teams who have the responsibility to coordinate large events with all stakeholders, often utilising the Coordinated Incident Management System (CIMS) on the day of the event. This approach provides consistency through effective planning and interagency cooperation.

Definition

A large crowd or significant event is determined by the type of venue and the ability of the venue to support the event. The size of the crowd and/or the nature of the event may have the potential to compromise the fire safety precautions designed or proposed for the venue. Therefore, intervention by the Fire Service or other agencies may be required.

An event can be considered "significant" if it has, for example a combination or otherwise any of the following:

- Large crowds in buildings or structures to the point of possible overcrowding, temporary or otherwise
- Fire Alarms isolated within those buildings or structures
- Events that have large media interest, local or international
- Known or perceived threats against the event
- Road Closures caused by the event
- Events that can be significant due to extremities beyond general pre-planning expectation
- Deemed to be such by the Area Manager.

Purpose

To provide a consistent approach and clarity to the Fire Service role when managing large crowd or significant events.

Fire Service Responsibility

The New Zealand Fire Service will not provide approval to staff or for crews and their appliances to attend any public event unless there is a specific need to do so.

Events that have not been approved as requiring Fire Service action will not have Fire Service representation nor can staff use their position within the Fire Service to influence any undertaking at these events.

The Fire Service will not assume any responsibility or provide approval for any matters outside of its statutory authority. Any such matters will be directed to the appropriate governing authority for their consideration and approval.

The Fire Service will not support the reduction in any fire safety precaution contained in a facility specifically designed to provide early warning or protection in an emergency. However, the Fire Service accepts that due to other influences, decisions can be made by other governing authorities that may compromise the Fire Service position. In these instances the Fire Service will review the situation and implement the appropriate action.

The Fire Service role in attending an event considered a Significant Event or Large Crowd Event will generally be in a liaison role with the event organiser and other emergency services.

Fire Service Involvement

It is important the Fire Service adopts the appropriate response and commits the required resources to significant or large crowd events. Notifications of events can come to our attention via multiple methods. The level of our involvement needs to be determined and directed to a suitable Area Manager for action. Appendix A illustrates the process and identifies the appropriate Fire Service Department to liaise with the relevant stakeholders.

Fire Area Responsibility

Significant or Large Crowd events, where other emergency response organisations are represented, may require Fire Service involvement. The New Zealand Police, event organisers, and other stakeholders often conduct preplanning meetings where resources and responsibilities are determined. When requested, it is important to have Fire Service representation at these meetings to provide clarity with the Fire Service role and responsibility. The Assistant Area Management with the Special Operations brief may be the first point of contact given the key relationships that exist between that role and corresponding roles within other agencies. Irrespective of how the request for service occurs, the Area Manager of that Fire Area where the event is planned has jurisdiction and may elect to be represented by the AAM (Special Operations) and/or his own Executive.

**Fire Risk
Management
Department**

The Fire Area concerned will provide leadership and the appropriate resources for any events of this nature and determine any adjustment to responses. In doing so they will call upon the Fire Risk Management Department for advice on fire risk management practices and resource requirements. Fire Risk Management Officers can assist the Executive with preplanning meetings, fire safety survey's of premises, and attendance at the time of the event.

Reference should be made to:

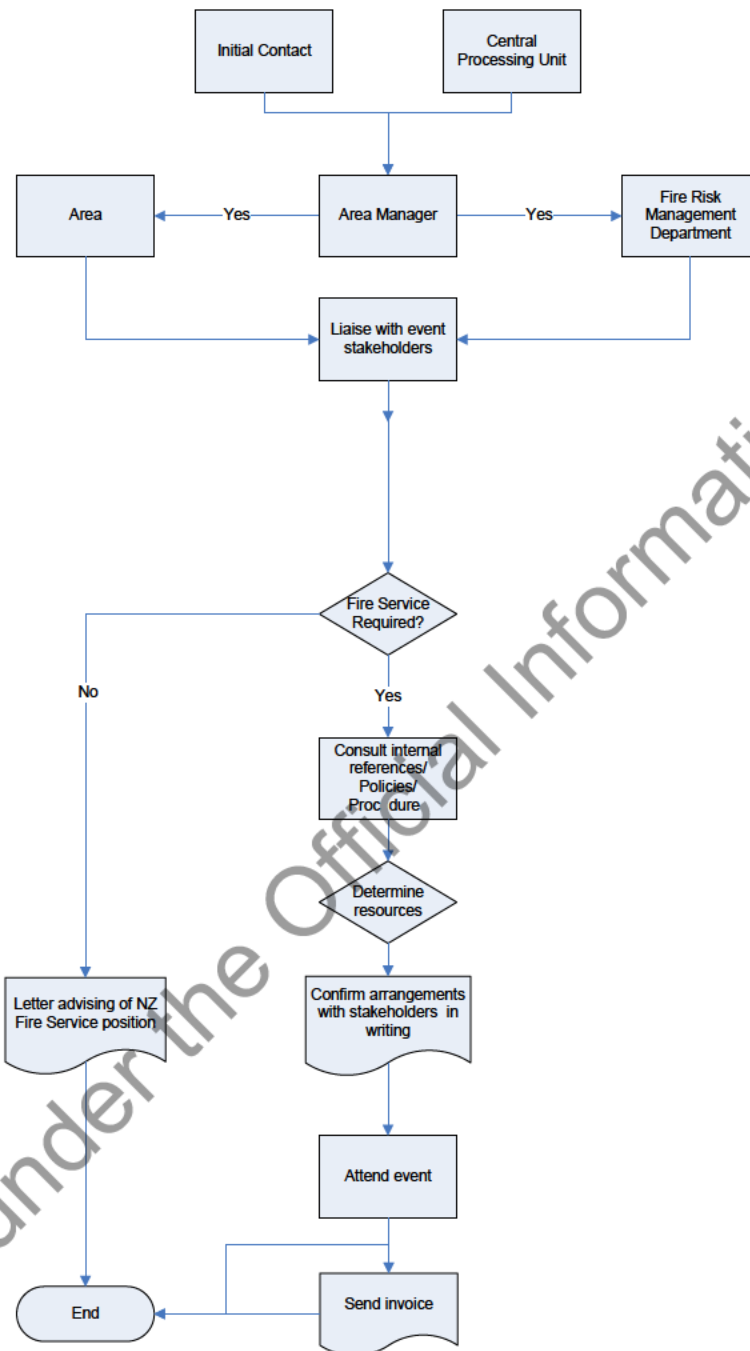
- The Fire Safety and Evacuation of Buildings Regulations 2006
- Fire Safety Attendance – Large Crowd Venues Procedure
- 409 Building Fire Safety Survey Process
- Building Act 2004
- Pyrotechnic Display Procedure
- Dangerous Building Process
- Consult Operational Plan and Risk Plan
- Consult Evacuation Procedure or Scheme

**Charging for
Services**

Where appropriate, charges can be made to recoup costs from the event organiser. The potential for incurred cost retrieval is to be confirmed in writing to the event organiser prior to the event.

Reference should be made to the NZFS Policy POLFA 7.1 Revenue Recognition.

Appendix A





Appendix B

New Zealand Fire Service

Region 1

Event Management Plan

OPERATION (enter name of ops)

(enter name of event)

For (enter Fire Area)

DOCUMENT CONTROL		
Document Author	Document Reviewer	Area Manager Sign Off
Distribution (Enter where document will be distributed ie. appliances, ICU, Executive Officers)	Security Classification NZFS-IN-CONFIDENCE	Issue Date

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1. Purpose

This plan has been formulated to detail the arrangements for the deployment of NZ Fire Service resources for (enter event) at (enter venue)

2. Activation and Authorisation

The Special Events Manager and the Area Manager are responsible for implementation and review of this plan.

The plan will be activated and enforced from (enter date and time) to (enter date and time)

3. Concept of Operations

The (enter event) will necessitate:

- Operation of the (enter name of - EOC or ICP)
- Provisions for inter-agency liaison
- Pre-deployment strategies to ensure access
- Deployment of special resources and operational resource into the event area if required
- General staffing of fire stations
- Special arrangements for the Communication Centre, Hazmat Unit and USAR if required
- Special arrangements for Regions including the provision of on-call Executive Officers
- Administration and logistics support for operations
- The provision of public information during the period of the plan.

4. Incident Control Point

Senior officers will staff the (enter EOC or ICP) during the period fromhrs / / tohrs / / or as specified by the Incident Controller

The NZFS Incident Management Team consist of:

Name	Designation

The NZFS Liaison Officer is located at (enter EOC or ICP) and is responsible for:

- Fire Service Operations
- Inter Agency Liaison
- Communication with Operational Officers and Communication centre
- Fire Risk Management

5. NZFS Response Risk Assessment

Consequences	Description
Catastrophic	
Major	
Moderate	
Minor	
Insignificant	

Likelihood	Description
Almost certain	
Likely	
Possible	
Unlikely	
Rare	

- Highlight the appropriate Likelihood and Consequences above and a description of how this conclusion was reached

Consequence /Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	High	High	Very High	Very High
Possible	Low	Medium	High	Very High	Very High
Unlikely	Low	Low	Medium	High	Very High
Rare	Low	Low	Medium	High	High

- Highlight the appropriate box above that measures the risk

List of Risks and treatment options

Risk	Treatment	Responsibility

6. Contingency Planning

Measures and arrangements that will be implemented in the event of a major incident occurring at the time of the (enter event).

Refer Tactical Plan or Operational Plan for (enter venue)

7. Pre-deployment Strategies

7.1 Details of additional resources at Fire Stations

Additional Resource	Station

7.2 Details of additional resources pre-deployed to other locations

Additional Resource	State Location

8. Inter-agency Liaison

The NZFS will provide the following inter-agency Liaison Officers:

Liaison Officer	Location

In the event of the activation of Local and/or District Emergency Management Plans, liaison will be established between the NZFS Liaison Officers assigned to the EOC.

9. Staffing General

Fire Stations

All permanently staffed fire stations in (enter Fire Area) will be crewed according to their normal MSM.

Additional staff have been rostered on to crew the following appliances -

➤ (enter appliances and number of extra staff or N/A if non applicable)

ICU/Hazardous Materials Unit

The ICU/Hazmat Unit will be crewed in accordance with their normal roster with the following specific resources being deployed -

➤ (enter any further ICU/Hazmat Unit requirements or N/A for non applicable)

USAR

The USAR Section will ensure that the necessary on-call arrangements are in place to deploy the following specific resources:

➤ (enter any specific USAR arrangements required or N/A for non applicable)

10. Fire Area detailed arrangements

All fire stations within the Area will be staffed and available as normal. They will remain within their designated response areas unless directed otherwise by the Communications Centre or Area Management.

Key Stations requiring cover for the duration of this plan -

➤
➤
➤

11. Administration and Logistics Support

Communications	
Logistics	
Operational Risk Plan	
Evacuation Scheme	
1st Alarm attendance	
Table top exercise	
Attendance	
EOC/ICP location	
Stages	
Gates	

(Written above are examples, change to suite event)

12. Public Information

The Area Manager is responsible for providing accurate information to the media and the public regarding incidents that impact the (enter event).

All NZFS comment regarding our operations must be in accordance with Fire Service Media Policy and therefore is to be coordinated by the Liaison Officer.

13. Telephone Contact List

Name	Position	Number

(include all those that will have a role to play during the event)

14. Maps

Released under the Official Information Act 1982