

**CHRIS HANI DISTRICT MUNICIPALITY
FIRE AND EMERGENCY SERVICES
STANDARD OPERATING PLAN**



CHRIS HANI
DISTRICT MUNICIPALITY
SUSTAINING GROWTH
THROUGH OUR PEOPLE

**STANDING ORDERS, RULES, AND
REGULATIONS**

2021-2025

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CHRIS HANI DISTRICT MUNICIPALITY FIRE AND EMERGENCY SERVICES STANDARD OPERATING PLAN

1. Introduction.

- 1.1 This plan outline Chris Hani District Municipality Fire and Emergency Standard Operational Plan/Guide. This plan is meant to provide guidance when dealing with fire department-specific issues and situations, and to ensure department activities are consistent, effective, efficient and safe.
- 1.2 Fire Service is a vital public service. It is part of the fabric of all our communities. The service it provides its essential on preventing fires starting in the first place and in responding quickly and effectively to those incidents which it has to deal with. Increasingly, it is now developing a wider role. That role involves tackling new threats which we are now facing, including terrorism, and threats such as flooding and other natural/manmade disasters.
- 1.3 Firefighting is a service that needs high level of discipline with proper planning every day. It utilises expensive equipment that need to be taken care of and be thoroughly checked and cleaned after utilisation. That makes it easy to discover and replace the worn-out, damaged and/or missing items.
- 1.4 Fire service is a community driven service to enhance public safety and sustain development; legislation is the cornerstone that provides the support and direction in which we operate.
- 1.5 Ultimately the Constitution of South Africa directs that we must strive to promote a safe and healthy environment and provide services in a sustainable manner.

2. Mission Statement

- 2.1 To serve our community by providing professional emergency response service, effective prevention of fires and adequate education programs that will minimize loss of life, damage to property, environmental degradation as a result of fires and other related occurrences. To provide 24 hours uninterrupted service to communities at risk of fires and other emergency situations

3. Strategic Objective

- 3.1 To implement a Fire Services Plan that will address operational matters across the district.
- 3.2 For effective and better coordination and implementation of effective fire service.
- 3.3 Implementation of Municipal Structures Act 117 of 1998 Sec 84 (1)(j) read with Fire Brigade Services Act 99 of 1987
 - ✓ Prevention of damage/harm to life, property and environment.
 - ✓ To strive for effective fire prevention, mitigation and emergency response, reducing of our community to incidents throughout the district.
 - ✓ Mitigation of economic and other losses as a result of fire incidents.
 - ✓ Prevention of injury, ill health, or death of people in or around an incident and as a result of the hazards posed by the incident.

4. Legislative Framework.

- Constitution of the Republic of South Africa
- National Building Regulations and Building Standards Act, 1977 (Act No 103 of 1977);
- National Environmental Management Act, 1998 (Act No. 107 of 1998);
- Municipal Structures Act, 1998 (Act No. 117 of 1998);
- National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998);
- Municipal Systems Act, 2000 (Act No. 32 of 2000);
- Disaster Management Act, 2002 (Act No. 57 of 2002);
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

5. Constitution of South Africa, 1996 in Section 155 (a) confers on provincial government the responsibility to provide for monitoring and support of local government in the province. It further confers on national and provincial government the legislative and executive authority to see to the effective performance of municipalities of their functions listed in schedule 4 of the Constitution by regulating the exercise by municipalities of their executive authority so assigned by Section 156(1). Firefighting services in terms of Schedule 4, Part B of the South African Constitution is the responsibility of local government.

6. Fire Brigade Services Act, 1987 (FBSA) sets out to “provide for the establishment, maintenance, employment, co-ordination and standardization of fire brigade services; and for matters connected therewith”. The broad role of a fire service is set in the FBSA through the definition it assigns to a service being, “a fire brigade service intended to be employed for-:

- a) preventing the outbreak or spread of a fire;
- b) fighting or extinguishing a fire;
- c) the protection of life or property against a fire or other threatening danger;
- d) the rescue of life or property from a fire or other danger;
- e) subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
- f) the performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).”

7. Section 84(1) (j) of the Municipal Structures Act, the District has a mandatory function to serve its entire area of jurisdiction with the following functions:

- (i) Planning, co-ordination and regulation of Fire Services.
- (ii) Specialised Fire Fighting Services such as mountain, Veld and chemical fire services.
- (iii) Co-ordination of the standardisation of infrastructure, vehicles, equipment and procedures; and
- (iv) Training of fire officers.

8.National Veld and Forest Fires Act, 1998 which seeks to prevent and combat veld, forest and mountain fires throughout the Republic also impact on the work of fire services as it confers responsibilities of Chief Fire Officers for leading Fire Protection Associations which are formed by landowners for purposes of predicting, preventing, managing, and extinguishing veld fires.

9.Disaster Management Act, 2002 which provides for an integrated and co-ordinated disaster management policy that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery also impact significantly on the work of fire services. Fire services as a line function plays a key role in disaster management especially during response phase as it is a first response agency. It also plays a critical role in prevention/ risk reduction of fires through its fire prevention and safety programs.

10.National Building Regulations and Building Standards Act, 1977 which provides for the promotion of uniformity in the law relating to the erection of buildings in the areas of jurisdiction of local authorities and the prescription of building standards also impact on fire services activities especially fire safety.

11.National Environmental Management Act, 107 of 1998, section 30 deals with the control of emergency incidents and define an incident as an unexpected sudden occurrence including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment whether immediate or delayed.

12. Fire Service operation.

12.1 The Operations unit is responsible for fire suppression, and it performs rescue services. It is the backbone of Fire and Emergency Services. The key objective of the unit is to ensure that Fire and Emergency Service is always prepared and able to provide a 24 hour uninterrupted fire and emergency response to all communities as required by SANS 10090 of 2018.

- ✓ It's functions include fire suppression,
- ✓ rescue missions,
- ✓ handling of hazardous materials,
- ✓ urban search and rescue, etc.

It is a critical response arm of disaster management in an event of disasters.

13. Conduct in Official Capacity:

13.1 Staff members will always, be polite, considerate, and patient when dealing with any member of the public or any member of organ of state:

- ✓ No discriminatory remark will be made against any member of public, fellow colleague, or member of organ of state.
- ✓ No political or religious remarks will be permitted when dressed in uniform.

13.2.1 Fire Fighters should always have a healthy human relationship, good teamwork capabilities and show a high level of discipline.

- ✓ Staff members must respect their superiors and show good communication skills.
- ✓ Staff members will not be allowed to lean against walls, vehicles, or any object especially when communicating with any other person.
- ✓ Sub-ordinates will address Officers to their Rank, "Sir/Madam" followed by the respective surname of that Officer.
- ✓ Subordinates will at all times come to attention and salute such superior, when communicating with their superior(s) and when wearing a cap.

14. Daily Duty Routine:

Monday To Friday Standby Staff

07H - 08H30	PARADE
07h40 – 08h30	Vehicle Check and Inventories + Equipment Clean Up
08h30 – 09h15	Station Cleaning
09h15 – 10h00	Equipment inspection and tea break.
10h00 – 12h45	Drills, Training, Exercises, Clean Up and Replace Equip.
13h00 – 13h30	Lunch Break
13h15 – 15h30	Inspection/Equipment/Testing/Lectures
15h30 – 16h00	Clean/Replenish Equipment, Fuel, Secure Assets

The activities will be assessed and changed on weekly basis depend on effectiveness and outcomes of the programme. The assigned personnel will rotate on weekly basis

15. USE OF MUNICIPAL PROPERTY

- a. All vehicles and equipment that are the property of the municipality may not be utilized for private use or private person under no circumstance.
- b. The use of facilities for unofficial purposes must be authorized by the person in charge and director of the directorate prior to usage thereof. No equipment may be given on loan to any member of public unless it forms part of an emergency where the immediate fire fighters are not available to render such services.
- c. Such loan of equipment, as stated in sub-section 15 (a) must be authorized by the person in charge and the Director of the Directorate through the necessary record keeping and ensuring the safe return of all equipment on loan.

16. Information required to ensure Response to Emergency Incidents

16.1 The following is the information and procedure which must be followed for various categories of incidents. The fire services operates on a system of pre-determined turnouts, which automatically determines the number of appliances required at any given risk.

16.1.1 FIRE:

- ✓ **WHAT** is burning – (House, Outbuilding, Factory, Vehicle etc)
- ✓ **WHERE** is the fire – (Exact location including suburb and directions)
- ✓ **WATER** – (Rural fires involving farmlands, etc. where is the nearest water source)

16.1.2 **CALLER DETAILS** – Obtain **Name** and **Telephone Number**.

16.1.3 HAZMAT

- ✓ **NATURE** of incident – fire or spillage.
- ✓ **WHAT** is involved – road tanker, storage facility or drums.
- ✓ **WHERE** – address or exact location and directions.
- ✓ **ADDITIONAL INFORMATION** – persons injured or trapped, details of substance involved – Hazchem Code.
- ✓ **CALLER DETAILS** – Obtain **Name** and **Telephone Number**.

16.1.4 RESCUE

- ✓ **WHAT TYPE** of rescue – **MVA**, water-based rescue, building, steep slope.
- ✓ **WHERE** – Address of exact location and directions.
- ✓ **PATIENTS** – How many people are involved.
- ✓ **CALLER DETAILS** – Obtain **Name** and **Telephone Number**.

16.1.5 SPECIAL SERVICES:

- ✓ **NATURE** of incident – fire or spillage.
- ✓ **WHAT** is involved – road tanker, storage facility or drums.
- ✓ **WHERE** – address or exact location and directions.
- ✓ **ADDITIONAL INFORMATION** – persons injured or trapped, details of substance involved – Hazchem Code.

- ✓ **CALLER DETAILS** – Obtain **Name** and **Telephone Number**.

17. Apparatus and Equipment

- 17.1 The municipality must have a clear inspection and maintenance plan of all apparatus and equipment owned or operated municipal fire services. It ensures that all response vehicles are maintained in a constant state of readiness. We should implement a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.
- 17.2 All vehicles should at all times be fully operational and ready for deployment. Fully operational and ready for deployment means that the vehicles water tank will always be full of water, the vehicle will at all times be full of fuel and all equipment on vehicle will be present and in a working condition. Vehicles that return from an incident will immediately be refuelled and refilled with water. Any equipment that may need attention will immediately be attended to. Please note: this procedure is applicable to all vehicles and equipment and not only fire fighting vehicles. All kilometres travelled will immediately after each trip be recorded in full on the kilometres travelled log sheet. All fuel issued to a vehicle will be recorded on the fuel log of the particular vehicle. These logs will at all times accompany the vehicle and will only be removed at the end of each month.

18. Respiratory Protection

- 18.1 it is the responsibility of the municipality to develop procedures and protocols designed to prevent firefighter's overexposure to atmospheric contaminants and oxygen deficient atmospheres, which are potentially harmful to health and safety.

19. Protective Clothing

- 19.1 It is the responsibility of the municipality to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment should be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the municipality should meet or exceed the requirements of NFPA 1971-Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting and department specifications in effect at the time of purchase. Everyone is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and municipal policy or guidelines.
- 19.2 Protective clothing should not be modified in any manner without written approval by the municipality and approved by the unit manager or manufacturers considerations. Only personal protective clothing or equipment issued by controlling authority is authorized for use on any emergency operation. Handheld items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

- 19.3 Personnel should not remove their protective clothing until such time that their officer in charge or Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant it, officer in charge may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer in charge.

20. Driving Requirements

- 20.1 National Road Act and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither national or local laws nor these guidelines are intended to absolve an emergency vehicle driver the responsibility of due regard for the safety of other road users.
- 20.2 Fire apparatus may only be operated by individuals meeting all of the following requirements:
- ✓ Members of Chris Hani District Fire Services or Local Municipal Fire Services.
 - ✓ Members who have a valid driver's license according to a class of vehicle.
 - ✓ All duty drivers should be appointed every morning/shift.
 - ✓ Trainee drivers may operate apparatus when under the supervision of a qualified driver or senior member of the service.
 - ✓ Members who have satisfied their probationary period.
 - ✓ Approved trip authorities by the supervisor (before or after call) during time of emergencies.

21. Training

- 21.1 Training is the most important element for a safe, professional, and effective fire services. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.
- 21.2 The physical fitness program should be established for all Firefighters to maintain a level of fitness in order to safely perform their assigned functions and to reduce the probability and severity of occupational injuries and illness.
- 21.3 This program should be mandatory for all Firefighters who are normally assigned to emergency response activities.
- 21.4 Any training of fire fighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.

22. Training schedule – operations

22.1 Types of Training

- ✓ Personal Protective Clothing
- ✓ Self-Contained Breathing Apparatus
- ✓ Fire Extinguishers
- ✓ High Angle Rescue 1

- ✓ High Angle Rescue 2
- ✓ Confined Space
- ✓ Structural Collapse
- ✓ Swift Water Rescue
- ✓ Search and Rescue
- ✓ Hazmat: Technical Decontaminations
- ✓ Fire Hoses Drills
- ✓ Water Supply Drills
- ✓ Fire Fighting Ladder Drills
- ✓ Fire Sprinklers
- ✓ Fire Hydrants Drills
- ✓ Outside Exercises
- ✓ Standard Tests
- ✓ First Aid/Medical

23. Training reports should be submitted on a monthly.

24. Training may vary according to the discretion/ based on training needs of local municipality.

25. Control Centre/ Control Room

25.1 All Local Municipalities must establish Call Centres/ Control Room.

25.2 Chris Hani District Call Centre will be used as a backup in the event emergency.

25.3 All call registers will be collected on monthly basis.

26. Comprehensive fire services trauma counselling, coaching and mentorship program

26.1 This seeks to enhance capacity in an event of a traumatic scene and provide mitigation measures for dealing with traumatic events.

26.1.1 Trauma counselling is a short-term intervention which will be initiated in an event where a fire services official or a person has suffered a traumatic incident.

26.1.2 In an event where fire fighters attend to a fire incident a trauma debriefing session must be arranged with relevant wellness units at the municipal and district level on weekly basis.

26.1.3 The trauma counselling program will support fire fighters or any person in identifying and coming to terms with the feelings and emotions which may be felt during and after a traumatic experience.

26.1.4 Psychological sessions must be organised for a fire fighter or affected person when need arises on monthly basis.

26.1.5 Fire personnel should attend trauma coaching and mentorship programs internally & externally.

27. Fire Services Agreements with local municipalities within the district and neighbouring district municipalities

27.1 All agreements pertaining to fire services entered with any institution must be endorsed by the Accounting Officer.

27.2 The agreements must adhere to the legal prescripts of CHDM and must follow the contractual processes which will not compromise Council.

- 27.3 CHDM must facilitate the process of establishing inter agreements and cross border agreements. The inter agreements shall comprise an agreement between the district and its local municipalities on fire service operations. Cross border agreements will entail an agreement between CHDM and neighbouring districts on fire service operations, local municipalities may be required enter into those cross-border agreements.
- 27.4 District and local municipalities may initiate fire related agreements with government entities, private sector, NGO's, and existing associations.

28. Establishment of fire services governance structures

- 28.1 The District Municipality must establish District Fire Coordination Forum (DFCF).
- 28.2 This forum will ensure good governance and cooperation between fire services stakeholders in the district. The forum must have terms of reference which will guide preceding and seating of the forum. The district fire coordinator must be a member of the provincial fire coordination forum.
- 28.3 Local Municipalities must establish Local Fire Coordination Forums.
- 28.4 These forums will ensure good governance and cooperation between fire services stakeholders at a local level. The forum must have terms of reference which will guide preceding and seating of the forums. The chairperson of local fire coordination forum and fire officers must be members of the district fire coordination forum.
- 28.5 Local Municipalities must facilitate the establishment and functioning of existing or new Fire Protection Associations. The chairpersons and fire protection officers must be members of the local fire coordination forum within their area of jurisdiction.

29. Provision of Water supply for Fire Services Operations.

29.1 Fire Hydrants

- 29.1.1 District municipality fire services and water services must develop a fire hydrant construction and maintenance plan in consultation with local municipal fire services.
- 29.1.2 Regular inspection must be conducted and comprehensive reports on those that need repairs and replacements must be forwarded to district water service department.

29.2 Water Tanker

- 29.2.1 District municipal fire service water tankers must be placed at strategic municipalities to serve as backup for water supply.

30. Development of local municipal operational plans

- 30.1 All local municipalities must develop fire operation plans which will be align with the district operational plan.

31. Municipal fire risk assessment

- 31.1 The District Municipality must conduct fire risk assessment as required by SANS 10090 on community fire safety. This process must be conducted every five years.

The fire risk assessment should be done according to the following requirements:

Category A: Central business districts and extensive commercial and industrial areas normally found in cities and large towns (areas where the risk to life and property due to fire occurrence and spread is likely to be high).

Category B: Limited central business districts, smaller commercial or industrial areas normally associated with small towns and decentralized areas of cities and large towns (areas where the risk to life and property due to fire occurrence and spread is likely to be moderate).

Category C: Residential areas of conventional construction.

Category D: Rural risk areas of limited buildings and remote from urban areas.

Category E: Special risk areas. Individual risk areas requiring a pre-determined attendance over and above the predominant risk category in an area. Includes large shopping/entertainment centres, informal settlements, harbours, hospitals, prisons, large airport buildings, and petrochemical plants.

Categories Of Fire Services:

Category A risk requires or mandates the establishment and operations of a **professional fire services**; (permanent fire staff 24/7 available)

Category B risk requires or mandates at least the establishment and operations of a **semi-professional fire services**; (permanent fire staff, staff maybe on standby)

Category C risk requires or mandates the establishment and operations of a **retained fire services**; (fire staff members paid a stipend on standby.)

Category D risks requires or mandates the establishment and operations of a **volunteer fire services**. (Fire staff voluntary offer their services).

32. Appliances Required and Staff per vehicle:

Table 1-weight of response at fires:

1	2	3	4
Risk Category	Minimum Number of pumping units	Minimum Manning level per appliance	Minimum pumping capacity of each unit (l/min)
A	2	5	3 850
B	2	4	3 850
C	1	4	2 250
D	1	4	2 250
E	As determined by individual risk assessment		

33. Speed of Response:

Table 2-Attendance times at fires:

1	2	3	4
Risk Category	Maximum call receipt & turnout time	Maximum appliance travel time	Maximum attendance time
A	3	5	8
B	3	7	10
C	3	10	13
D	3	20	23
E	Within requirement of appropriate risk category		

34. Fire Hydrants Spacing, Marking & Maintenance

Table 3 Hydrants flow and spacing:

	2	3
Risk Category	Minimum hydrant flow /min	Max. distance between hydrants (m)
A	2 000	85
B	2 000	120
C	2 000	200
D1 (Houses > 30m apart)	1200	300
D2 (Houses 10,1 – 30 m apart)	1200	200
D3 (Houses 3-10 m apart)	1400	200
D4 (Houses < 3 m apart)	1000	200

35. Fire Prevention Section:

35.1 The district fire services are responsible for the following core activities adequately:

- ✓ Building plan and fire rational design review.
- ✓ Suitable systems should be in place for the evaluation of building plans and to ensure that compliance with the National Building Regulations and the SANS 10400, T1 and T2 sections
- ✓ Regulation of flammable and hazardous activities/instillations.
- ✓ Conduct Fire Safety inspections at public premises.
- ✓ Fire Awareness programs; and
- ✓ Inspection and maintenance of Fire Hydrants.

36. Reviewal of the district fire operational plan

36.1 The plan will be implemented for a period of five years and may be reviewed annually if deemed necessary.

Effective Date

Effective date of this Plan shall be the 01 July 2022

Council Resolution Number:

Signed by Municipal Manager: G. Masheje
Initial & Surname Signature Date

Signed by Speaker of the Council: J. Lengeni
Initial & Surname Signature Date

