



THE FIRE SERVICES CODE OF PRACTICES 1965

As a guide to Urban Fire Authorities in determining the measures suggested as necessary to provide an efficient fire service, the Fire Service Council has adopted as a means of promulgating its decisions to Urban Fire Authorities and other interested organisations the issue of memoranda which will be referred to generally as a Code of Practices. These memoranda are issued as a guide for the assistance of Urban Fire Authorities in planning the organisation that should be aimed at for the purpose of establishing an efficient service in accordance with the fire risk classification of the district. They may also be accepted as a guide to Authorities of the standard of brigade organisation under the respective classifications of districts that may be used by the Fire Service Council should it be necessary for it to issue, pursuant to section 11 of the Fire Services Act 1949, a requisition on an Urban Fire Authority to improve its fire protection service so as to conform with the duty imposed on the Urban Fire Authority under section 32 (1) of that Act, and on the Fire Service Council under section 8 (a) of that Act.

Unless the context otherwise requires, expressions used in this Code shall have the same meaning as in the Fire Services Act 1949 or (where their meaning cannot be ascertained from that Act) in the Fire Services Regulations 1965.

The Fire Services Code of Practices 1954* and the Fire Services Code of Practices 1954, Amendment No. 1†, are hereby revoked.

The parts of this Code are arranged as follows:

- Part I—Classification of Urban Fire Districts.
- Part II—Standards of Fire Cover.
- Part III—Coordination Scheme.
- Part IV—Brigade Establishment.
- Part V—Duty Requirements for Permanent Staff.
- Part VI—Appointment of Executive Officers.
- Part VII—Brigade Accommodation.
- Part VIII—Standardisation of Equipment.
- Part IX—Small Urban Areas.
- Part X—Fire Statistics.
- Part XI—Fire Service Communications.
- Part XII—Piped Water Supplies and Fire Hydrants.
- Part XIII—Volunteer Fire Police.

*S.R. 1954/83
†S.R. 1955/115

PART I—CLASSIFICATION OF URBAN FIRE DISTRICTS

1. The fire risk classification does not strictly determine the fire protection requirements, and larger towns may have more than one classification within the fire district. They may also have individual properties or areas of higher risk than the classification of the area as a whole which should be given special consideration.

2. The classification of fire districts is the factor on which all requirements for the Service are based and is as follows:

(a) *Class A Risk (the highest possible category)*—This applies in the main to those areas of the largest cities in which the property, by reason of its construction, contents, and density, presents a serious risk of a major conflagration, and includes the following types of property:

- (i) Large wharf areas in the major ports and their ranges of warehouses, shipping, and the like:
- (ii) Large oil and petrol installations and their processing plants situated in commercial, industrial, or built-up areas:
- (iii) Highly concentrated commercial and business areas where the construction and contents of the buildings create a serious risk of spread of fire.

(b) *Class B Risk*—This applies to the congested industrial and commercial areas in the cities having large departmental stores, factories, commercial and office property, theatres and cinemas, and similar congested areas, and includes the following particular types of property:

- (i) Concentrations of factories and medium sized warehouses:
- (ii) The main shopping and business areas in the metropolitan cities:
- (iii) Wharf areas (other than those in Class A), oil and petrol depots where there is congestion, also block risk areas including timber and sawmilling yards, or densely grouped buildings where there is likelihood of spread of fire from one building to another.

(c) *Class C Risk*—This is normally applicable to the concentrated built-up areas of the secondary cities and larger towns not falling within Class A or Class B and to any other areas in which there are a number of major industrial risks, and includes the following types of property:

- (i) Extensive shopping centres predominantly of two or more storeys in height without effective fire separation:
- (ii) Smaller industrial centres and factory areas:
- (iii) The older congested timber property in the cities and larger towns.

(d) *Class D Risk*—This is normally applicable to the business and commercial areas of towns of medium size not falling within Class A, Class B, or Class C, and comprises the following types of property:

- (i) Continuous ranges of commercial buildings as in the centres of towns which are the principal marketing centres for rural areas:
- (ii) Shopping areas of the suburban areas of large cities.

(e) *Class E Risk*—This is normally applicable to towns without risks which would place them in a higher category, and includes:

- (i) The business and commercial areas of towns devoid of serious commercial and industrial risks:
- (ii) Detached or semi-detached housing property in suburban areas:
- (iii) All property in rural areas situated within the effective cover distance as indicated in Part II of this Code.

(f) *Class F Risk*—Comprises the business and residential areas of small towns in which a brigade is established and also all risks, including both small urban areas and individual premises, situated in the more remote rural areas but within the effective cover distance of the brigade as indicated in Part II of this Code, and in which some arrangements have been made for first-aid fire fighting operation pending the arrival of the brigade.

PART II—STANDARDS OF FIRE COVER

1. The Fire Service must be organised so as to provide for service to be available twenty-four hours of the day every day of the year. The following table, based on the minimum attendance of appliances that should respond in the first instance on receipt of a fire call, sets out what in the Council's opinion should be the objective of Urban Fire Authorities in providing that service. An exception would be made where the nature of the call indicates more exactly the response required.

The expression "first attendance" means the appliance or appliances which are sent in response to the initial fire call. "Reinforcing appliances" means additional appliances sent to a fire in response to a request from the officer in charge for assistance.

FIRST ATTENDANCE APPLIANCES

Risk Category	First Attendance	Approximate Time for Attendance of Appliances		
		First	Second	Third
A	3	5 minutes	5 minutes	8 minutes
B	2	6 minutes	6 minutes	..
C	2	8 minutes	10 minutes	..
D	1	10 minutes
E	1	15 minutes
F	1	25 minutes

2. As a guide, the effective radius which could be served from one station on the above time attendance basis would be:

Risk Category	Brigade Turnout in	Cover Effective Within
A	1 minute	1 $\frac{1}{3}$ miles
B	1 minute	2 miles
C	1 minute	3 $\frac{1}{2}$ miles
D	3 minutes	3 $\frac{1}{2}$ miles
E	5 minutes	5 miles
F	5 minutes	10 miles

REINFORCING APPLIANCES

3. In addition to providing for the first attendance of one or more appliances as hereinbefore provided, it will be necessary to provide also for the attendance of additional appliances in support, if necessary from adjacent brigades, to be summoned by the officer in charge of the fire in case of need. In the case of the larger centres and any major fire risks the first reinforcing appliance should be able to reach the fire within 10 minutes, and in not more than 15 minutes elsewhere in the areas above the E category.

Category	First Attendance Appliances	Total Appliances Required	Reinforcing Appliances Required	Approximate Maximum Time Limit for Reinforcing Appliance
A	3	12	9	20 minutes
B	2	6	4	20 minutes
C	2	5	3	20 minutes
D	1	4	3	30 minutes
E	1	3*	2*	30 minutes
F	1	3*	2*	45 minutes

*or as available

SECOND CALL APPLIANCES

4. In all areas provision should be made to some extent against the contingency of two fire calls being received simultaneously or of a second fire call being received while appliances are already in attendance at a fire. In A and B risk areas the provision should consist of one appliance capable of providing an attendance at any point within approximately six minutes. In the C, D, and E risk areas the possibility of a second call is more remote; and, where it is not possible to provide another appliance from an adjoining area in sufficient time, steps should be taken to ensure that some arrangements exist for immediate attendance of men and equipment, if necessary, on an improvised basis, and that the brigade already at the first fire can be informed so that if possible an appliance not immediately required at the fire can be redirected to the second call. This can be done by ensuring that telephone communication is maintained between the scene of the fire and the fire station. Those brigades equipped with radio on their appliances should be in constant communication for this purpose.

PART III—COORDINATION SCHEME

A SCHEME TO PROVIDE FOR MUTUAL ASSISTANCE AND REINFORCEMENT AT SERIOUS FIRES, RURAL FIRE PROTECTION, AND EMERGENCY OPERATION

DEFINITIONS

In this Part of this Code, unless the context otherwise requires,—

“Fire region” means a region constituted as specified in Division 3 of this Part of this Code for which a Regional Officer is responsible for organising and implementing the Regional Scheme:

“Pump for mobilising purposes” means a pump that is a mobile appliance with a crew, being a pump that is capable of producing at least two main jets:

“Regional Fire Officer” means a Chief Fire Officer, or an officer acting in his absence, appointed by the Fire Service Council to organise and implement the Regional Scheme as set out in Division 3 of this Part of this Code:

“Special appliance” means a fire appliance designed for special work; and includes a turntable ladder, pump escape, emergency tender, and the like. The appliance may or may not be fitted with a pump.

The Fire Services Act 1949 requires that the services of brigades shall not be confined to the districts of the Urban Fire Authorities, but shall be made available to provide for protection in adjacent rural areas and for assistance of other brigades for serious fires, war, or other emergency. The Fire Service Council has, therefore, pursuant to section 9 of that Act, established the following coordination Scheme for operation by all Urban Fire Authorities in terms of section 32 (3) of that Act.

Division 1—Mutual Assistance and Reinforcements at Serious Fires

It is uneconomic and unnecessary for provision to be made for the maintenance within the district of sufficient men and appliances for dealing with the most severe outbreak of fire which may occur. The Fire Service Council, therefore, directs that every Urban Fire Authority shall, where practicable, make mutual arrangements with the Urban Fire Authorities of adjacent districts for the reinforcement between the respective brigades at serious fires at least up to the standard set out in clause 3 of Part II of this Code. The Fire Service Council recommends that, since this service is likely to be reciprocal and required only infrequently, no charge should be made between Authorities for reinforcement services.

Where, however, more than one brigade is called upon, the Regional Fire Officer should be advised by way of a non-priority message giving details of the movements made. The Regional Fire Officer will thus be aware of the number of appliances at work and may decide what closing up moves, if any, are necessary.

Division 2—Rural Fire Protection

1. Every Urban Fire Authority shall, subject to the limitations of men, plant, and equipment available, afford fire protection to all property within approximately 5 road-miles of a fire station. The area so protected will be known as the protected area. In certain cases where it is justified by the property at risk and the brigade can be expected to give effective service, the area to be protected may, by agreement between the Urban Fire Authority and the rural local authority controlling the rural area, be extended, in which case the extended area shall be the protected area.

2. Except as provided in clause 3 of this Division, the Fire Service Council approves and recommends under this Scheme that fire protection of property in the protected area be carried out pursuant to an agreement

in terms of section 44 (1) of the Fire Services Act 1949 between the Urban Fire Authority and the territorial local authority controlling the protected area.

3. Where a measure of protection of property is desired in excess of that provided for under this Scheme, or where protection is desired of property not coming within the protected area, the cost of the protection will be the subject of individual agreements between the property owners and the Urban Fire Authority in terms of section 44 (2) of the Fire Services Act 1949. The Fire Service Council has recommended that where such agreements are not made, the registration provisions of section 9 of the Fire Services Act 1949 and of any regulations made under section 84 of that Act shall apply with respect to industrial or commercial property within the protected area, and invites Urban Fire Authorities to make appropriate recommendations to the Fire Service Council in respect of the property.

4. The service to be afforded by brigades under this Scheme shall normally be limited to inspection and advice with respect to protection of rural property, and the attendance at fires of one pumping appliance and crew. It will not relieve the Crown or Rural Fire Authorities of their responsibilities with respect to forest and herbage fires under the Forests Act 1949 or the Forest and Rural Fires Act 1955.

5. Where property in rural areas comes within the protected area of two or more districts, the relevant agreements should be made with concurrence of all Urban Fire Authorities concerned, or (in default of agreement), as determined by the Fire Service Council pursuant to section 9 (2) (e) of the Fire Services Act 1949.

6. If Urban Fire Authorities find it impossible to make satisfactory agreements covering fire protection of property within the protected area, the brigade shall attend fires in or threatening the property at call without delay, and payment for service shall, in that case, be made by the rural local authority as provided in the Fire Services Regulations 1965.

Division 3—Regional Scheme: Mobilising and Operations at Emergency Fires

1. General

The emergency contemplated by the Fire Services Act 1949 is usually the existence or threat of one or more fires arising from enemy attack, earthquake, major explosion, or forest fire which cannot be controlled by the local service, even when reinforced under the arrangements under Division 1 of this Part of this Code.

The standard manning of each appliance responding to an emergency call will be an officer and four men.

The officer in charge of any brigade called on for assistance shall immediately notify the Regional Fire Officer, if he is unable to supply its allotted quota of men, appliances, and equipment, so that alternative provision may be made as required. No volunteer brigade shall, except in time of war, be called on for continuous service exceeding 24 hours, save at the brigade's option. Charges that may be made for attendance at emergency fires shall be those prescribed by the Fire Services Regulations 1965.

Chief Fire Officers shall ensure that the Regional Fire Officer is notified immediately of any emergency arising in their areas. The Regional Fire Officer shall be informed of the nature of the emergency, the number and type of appliances, any special equipment and personnel required, and the place to which reinforcements are to report. Reporting points should be conspicuous, and arrangements should be made for reinforcements to be met and guided.

Except in case of war, when the Chief Fire Service Officer or his nominee will be in command, the local Chief Fire Officer holding responsibility under the Fire Services Act 1949 will be in charge of operations, unless he decides to delegate his responsibilities for the time being to a more experienced Fire Officer.

Where reinforcements are required, those appliances which are able to reach the fire first must be dispatched. It would be indefensible to retain appliances in reserve in case of a second call when those appliances are already urgently required at an existing emergency. In terms of section 32 (3) of the Fire Services Act 1949, every Urban Fire Authority shall conform with and carry out its allotted part in the scheme of reinforcement between brigades and of rural, war, and emergency fire protection for the time being in force under section 9 of that Act.

All materials necessary for setting up the mobilising arrangements will be supplied by the Fire Service Council. These comprise, in every Regional Control Room:

- (a) Availability map—A map of the region, with sockets to hold coloured plugs indicating the availability of appliances of various types at all brigades in the region.
- (b) Disposition board—A board with sockets to hold plugs taken from the availability map, representing appliances not available. These can be either out of commission for some reason, or attending an occurrence. There will be spaces for explanatory details to be chalked in.
- (c) Mobilising cards—A card for each town or important risk in the region, with information likely to be of value to the Regional Officer.
- (d) Fire brigade cards—A card for each brigade in the region (including registered industrial brigades), with information such as details of appliances, personnel, equipment, telephone numbers, and the like.
- (e) Mobilising instructions—There will be permanently and prominently displayed in every fire station (not sub-stations) the procedure for obtaining reinforcements, with necessary details such as telephone numbers.

Transmission of messages should be in accordance with the procedure set out in Part XI of this Code, which relates to Fire Service Communications.

2. Operation of Mobilising Scheme

In relation to the operation of this Mobilising Scheme,—

(a) Mobilising is the name given to the aspect of Fire Service work concerned with the assembly of resources to meet emergency conditions including the necessary closing-in moves, and this Mobilising Scheme is essential to give effect to the regional organisation for dealing with emergency fires as required by the Fire Services Act 1949.

(b) New Zealand is divided into 16 regions, each with a Regional Control and a Secondary Control, and the Chief Fire Officers of the Districts comprising these Regional and Secondary Controls are appointed respectively Regional Fire Officers and Secondary Regional Fire Officers.

(c) For the purposes of this Mobilising Scheme there shall be the following regions constituted of the areas served by brigades as shown:

Region No. 1—Whangarei

Whangarei—Regional Control

Dargaville—Secondary Control

Hikurangi	Kawakawa	Maungaturoto	Ruawai
Kaero	Kerikeri	Ngunguru	Russell
Kaikohe	Kohukohu	Rawene	Waipu
Kaitaia			

Region No. 2—Auckland

Auckland—Regional Control

North Shore—Secondary Control

Beachlands	Howick	Pukekohe	Waiuku
Glen Eden	Manurewa	Silverdale	Warkworth
Helensville	Papakura	Titirangi	Wellsford
Henderson	Papatoetoe	Tuakau	Western Waiheke
Herald Island			

Region No. 3—Hamilton

Hamilton—Regional Control

Te Awamutu—Secondary Control

Benneydale	Matamata	Putaruru	Thames
Cambridge	Morrinsville	Raglan	Tirau
Coromandel	Ngaruawahia	Taumarunui	Tokoroa
Huntly	Ohura	Te Aroha	Waihi
Katikati	Otorohanga	Te Kauwhata	Whangamata
Kawhia	Paeroa	Te Kuiti	Whitianga
Manunui	Pio Pio		

Region No. 4—Rotorua

Rotorua—Regional Control

Tauranga—Secondary Control

Kawerau	Murupara	Taupo	Tokaanu
Matata	Opotiki	Te Puke	Whakatane

Region No. 5—Gisborne

Gisborne—Regional Control

Wairoa—Secondary Control

Nuhaka	Ruatoria	Te Karaka	Tolaga Bay
Patutahi	Te Araroa		

Region No. 6—New Plymouth

New Plymouth—Regional Control

Hawera—Secondary Control

Eltham	Manaia	Patea	Waitara
Inglewood	Okato	Stratford	Waitotara
Kaponga	Opunake	Urenui	Waverley

Region No. 7—Palmerston North

Palmerston North—Regional Control

Wanganui—Secondary Control

Bulls	Halcombe	National Park	Rangiwahia
Cheltenham	Hunterville	Ohakune	Ratana
Dannevirke	Kimbolton	Otaki	Rongotea
Feilding	Levin	Pahiatua	Shannon
Foxton	Mangaweka	Pongaroa	Taihape
Foxton Beach	Marton	Raetihi	Woodville

Region No. 8—Napier

Napier—Regional Control

Hastings—Secondary Control

Norsewood	Porangahau	Waipawa	Waipukurau
Ormondville	Takapau		

Region No. 9—Wellington

Wellington—Regional Control

Hutt Valley and Bays—Secondary Control

Eastbourne	Petone	Porirua	Waikanae
Packakariki	Plimmerton	Upper Hutt	Wainuiomata
Paraparaumu			

Region No. 10—Masterton

Masterton—Regional Control

Carterton—Secondary Control

Eketahuna	Featherston	Greytown	Martinborough
-----------	-------------	----------	---------------

Region No. 11—Nelson

Nelson—Regional Control

Blenheim—Secondary Control

Collingwood	Murchison	Richmond	Takaka
Havelock	Picton	Seddon	Wakefield
Motueka			

Region No. 12—Greymouth

Greymouth—Regional Control

Westport—Secondary Control

Brunner	Hokitika	Ngahere	Runanga
Denniston	Karamea	Reefton	Waimangaroa
Granity	Kumara	Ross	

Region No. 13—Christchurch

Christchurch—Regional Control

Rangiora—Secondary Control

Akaroa	Cust	Kaikoura	Rakaia
Amberley	Darfield	Leeston	Southbridge
Ashburton	Hanmer	Lincoln	Waiaru
Cheviot	Hawarden	Methven	Waikari
Culverden	Kaiapoi	Oxford	Waipara

Region No. 14—Timaru

Timaru—Regional Control

Temuka—Secondary Control

Fairlie	Pleasant Point	St. Andrews	Waimate
Geraldine			

Region No. 15—Dunedin

Dunedin—Regional Control

Mosgiel—Secondary Control

Alexandra	Kurow	Naseby	Portobello
Balclutha	Lawrence	Oamaru	Ranfurlly
Clyde	Luggate	Omakau	Roxburgh
Cromwell	Middlemarch	Owaka	Wanaka
Kaitangata	Milton	Palmerston	Waikouaiti

Region No. 16—Invercargill

Invercargill—Regional Control

Gore—Secondary Control

Arrowtown	Mataura	Otautau	Tokanui
Balfour	Mossburn	Queenstown	Tuatapere
Bluff	Nightcaps	Riversdale	Waikaia
Clinton	Ohai	Riverton	Waikaka
Edendale	Orawia	Tapanui	Winton
Heriot	Orepuki	Te Anau	Wyndham
Lumsden			

Should an emergency occur or a serious fire develop and require heavy reinforcements over and above those provided by any local arrangements, a priority message should be sent immediately to the Regional Officer asking for reinforcements. All messages should be in standard terms. (Refer Part XI—Fire Service Communications.)

The sequence of events in providing reinforcements would normally be as follows:

The local brigade would respond to the initial call, and the officer in charge would indicate what reinforcements are required. He would immediately cause a priority message to be sent to the Regional Control Room. The Regional Fire Officer would arrange for the necessary appliances to be dispatched at once, and if he considers it necessary, send an officer to the scene for liaison purposes, make any necessary closing-in moves to provide cover for areas denuded of appliances, and notify the Chief Fire Service Officer.

It is important that Regional Fire Officers should be kept aware of the availability of appliances. If an appliance is likely to be off the run for several days for overhaul or major repair, a non-priority message should be sent to the Regional Fire Officer notifying the fact and similar advice should be sent when it again becomes available.

STANDARD MESSAGES

Standard messages fall into three categories as follows:

- (a) Assistance message—An assistance message is a message asking for additional appliances, equipment, and personnel. It must contain the following information:

The number and type of appliances or any special equipment required; any other relevant information.

- (b) Informative message—An informative message is a message giving details of an occurrence and the progress of operations.

- (c) Stop message—A stop message is a message indicating that the occurrence is under control and that no more help is required, except for any necessary reliefs. It is important to send such a message as soon as practicable, as until this is received the Regional Control may be making arrangements for closing-in moves.

COORDINATION WITH INDUSTRIAL FIRE BRIGADES AND WITH RURAL FIRE SERVICES ESTABLISHED UNDER THE FOREST AND RURAL FIRES ACT 1955

The Fire Service Council will, on the application of or by agreement with the employer of any Industrial Fire Brigade whose organisation and equipment it deems satisfactory for that purpose, authorise the inclusion of the brigade under and for all or any of the purposes of the Co-ordination Scheme and in every such case the employer will function as if he were an Urban Fire Authority and the brigade as if it were a volunteer fire brigade operating pursuant to an agreement with an Urban Fire Authority under section 42 of the Fire Services Act 1949.

The Chief Fire Service Officer or an officer authorised by him will discuss with every Chief Fire Officer, or the officer in charge of every registered industrial brigade, whose fire station is located within 10 miles from a State forest or a rural fire district, the probable requirements of the forest or district in the event of the occurrence of an emergency fire as defined in the Fire Services Regulations 1965.

PART IV—BRIGADE ESTABLISHMENT

The total establishment of officers and men will be fixed from time to time by the Fire Service Council.

As a guide, the strength of each brigade should be based on a turnout of an officer and four men (permanent, auxiliary, or volunteer, as the case may be) for each appliance, other than special appliances. In brigades with multiple stations the manpower turnout from two or more outstations may be regarded as one crew for the purpose of providing appliance attendance in terms of the Standards of Fire Cover set out in Part II of this Code, and adjustment of the turnout from individual stations may be necessary to meet such local conditions. The volunteer brigade system provides satisfactory protection for the lower category districts.

In brigades in the A and B risk category, four executive officers, and in C risk category, three executive officers, will normally be necessary. The number of Senior Station Officers and Station Officers will depend upon circumstances as may be approved by the Fire Service Council, as for example the number of outstations; the number and disposition of special appliances; and the extent of specialist duty requirements.

Officers—The numbers required would be in accordance with the following table:

Risk Category	Chief Officer	Deputy Chief Officer	Third Officer	Fourth Officer	Senior Station Officer	Station Officer
A	1	1	1	1	1	As necessary to man appliances or for special duties
B	1	1	1	1	1	
C	1	1	1	..	1	

The attention of Urban Fire Authorities is drawn to the value of residential auxiliary firemen, who, being accommodated with quarters on station premises, are a valuable source of trained manpower. Their turnout strength must be calculated, however, in relation to their availability.

As a guide to Urban Fire Authorities with volunteer brigades, the following table sets out the numbers of officers and men normally required to maintain a minimum turnout in five minutes of a crew of five:

—	Chief Officer	Deputy Chief Officer	Station Officer	Sub-Officer	Fire-men	Messengers	Total
One appliance station ..	1	1	..	1	10	1	14
Two appliance station ..	1	1	1	1	14	2	20
Three appliance station ..	1	1	1	2	18	2	25

GRADING OF OFFICER POSITIONS

Pursuant to section 8 (h) of the Fire Services Act 1949, the Council sets out hereunder its grading of officer positions in the brigades employing permanent officers:

GRADING OF OFFICER POSTS IN PERMANENT BRIGADES

Fire Authority	Chief Fire Officer Grade	Deputy Chief Fire Officer Grade	Fire Authority	Chief Fire Officer Grade	Deputy Chief Fire Officer Grade
Auckland	A1	B3	Timaru	C3	D3
Wellington	A3	C1	Hastings	C3	D3
Christchurch	A3	C1	Gisborne	C4	D4
Dunedin	A4	C2	Nelson	C4	D4
Lower Hutt	B4	C4	Tauranga	C4	..
North Shore	C1	D1	Rotorua	C4	D4
Palmerston North	C1	D1	Porirua	D1	..
Hamilton	C1	D1	Petone	D1	..
Invercargill	C1	D1	Whangarei	D1	D4
Wanganui	C2	D2	Masterton	D2	D4
New Plymouth	C3	D3	Upper Hutt	D2	D4
Napier	C3	D3	Hawera	D3	D4

PART V—DUTY REQUIREMENTS FOR PERMANENT STAFF

The following are the basic obligations of all permanently employed staff during duty periods:

- (a) To attend during duty periods all calls and other requisite work as required; to carry out brigade drills and watchroom duties; to remain on call within the station precincts for the remainder of each duty period; to perform salvage, watching duties, and special services:
- (b) To respond to fire calls while on leave under any arrangements applying at the particular station.

CHIEF FIRE OFFICER

The Chief Fire Officer is responsible for the general administration and operation of the brigade and all other duties in accordance with the Fire Services Act 1949.

DEPUTY CHIEF FIRE OFFICER

The Deputy Chief Fire Officer is required to assist in the general administration of the brigade, and his availability should be arranged so that he is on call in the absence of the Chief Fire Officer.

THIRD AND FOURTH OFFICERS

In those brigades where Third and Fourth Officers are employed, they shall carry out administrative duties in the absence of or for the purpose of assisting a Chief Fire Officer or Deputy Chief Fire Officer.

Third and Fourth Officers should be attached to headquarters station to enable them to be employed on administrative and executive duties in addition to their operational responsibilities.

SENIOR STATION OFFICER

In the larger brigades this rank is generally applicable to larger stations where more than one Station Officer is employed, or at head-quarter stations to denote the special nature of an officer's duties.

STATION OFFICER

The Station Officer would normally have direct charge of the day-to-day work of the station. He should ride on a first-attendance appliance to all calls, arrange and supervise the manning of the watchroom, order the necessary response of appliances to calls as received, supervise the routine work of the personnel, and be directly responsible to his senior officers for the maintenance and cleanliness of all appliances at his station.

PART VI—APPOINTMENT OF EXECUTIVE OFFICERS

1. *Permanent*

In pursuance of section 8 (i) of the Fire Services Act 1949, the Fire Service Council has adopted the following procedure in respect of the appointment of permanent executive officers:

- (a) Before calling applications for the position, the Urban Fire Authority should formally notify the Fire Service Council of the existence of a vacancy, of any special terms or conditions of appointment it proposes to lay down, and of the date by which the application should be received. Note that the Council will, if requested, assist in the preparation of the terms of appointment:
- (b) The Fire Service Council will circulate to all brigades, other than those in secondary districts, notice of the vacancy and of any special conditions of appointment. The Urban Fire Authority should, at the same time, notify the vacancy by advertisement in metropolitan newspapers circulating in the provincial districts:
- (c) The Urban Fire Authority will, after the date set for closing of applications, prepare a short list consisting where possible of not less than three of the candidates:
- (d) The Urban Fire Authority will, before making any appointment, submit to the Fire Service Council all applications received, marking those that are on the short list:
- (e) The Fire Service Council will at that stage consider all applications and indicate to the Urban Fire Authority the names of applicants on the short list which it is prepared to approve for appointment, and the names of any additional applicants not on the short list, which in its opinion should be included on the list:
- (f) The Urban Fire Authority will then arrange medical examinations and interview the applicants which the Fire Service Council has indicated it is prepared to approve for appointment. It will then be necessary to seek formal approval of the Fire Service Council for the appointment:
- (g) In order to assist the Urban Fire Authority in making the appointment, the Fire Service Council will, if requested, make the services of the Chief Fire Service Officer available for attendance at the interviews of candidates which the Council has indicated it is prepared to approve for appointment.

2. Volunteers

As far as volunteer executive officers are concerned, the Urban Fire Authority is required to appoint, by resolution, its Chief Fire Officer and Deputy Chief Fire Officer, but it is usual in terms of the service agreement with the volunteer brigade to consult the brigade before making these appointments. The responsibility for the appointments is, however, with the Urban Fire Authority and not with the brigade itself.

PART VII—BRIGADE ACCOMMODATION

When considering plans for fire stations and the number of appliances, requirements should be based on Part II of this Code.

In the larger secondary centres, where the growth of the town is tending to separate the commercial centre by any considerable distance from the housing area in which the volunteer firemen live, consideration

should be given to the provision of dwelling accommodation on the station property for married volunteer firemen. In most of the stations providing for volunteer brigades in districts of Class E or above, consideration should be given to the provision of accommodation on the station for a limited number of single volunteer firemen. Reasonable facilities for recreation should be provided on all stations. A descriptive memorandum and typeplans of fire stations suitable for each class of district are available from the Fire Service Council on request. When new stations are under consideration, proposals should not be advanced beyond the sketch plan stage before submission to the Fire Service Council.

PART VIII—STANDARDISATION OF EQUIPMENT

The Fire Service Council is required under section 8 (f) of the Fire Services Act 1949 to standardise Fire Service plant and equipment; and the following specifications have been adopted by the Council and are available upon application:

Specification Code Numbers

FSC	1	Unlined delivery hose.
„	2	Rubber lined or rubber impregnated hose.
„	3	35 ft extension ladder.
„	4	Hook ladder.
„	5	Firemen's helmets.
„	6A	Self propelled 500 GPM pump fire appliance.
„	6B	Self propelled 500 GPM pump fire appliance.
„	7	Dual purpose appliance with 750 GPM pump.
„	8	Wheeled escape.
„	9	Hose reel tubing.
„	11A	Rural fire appliance 500 GPM Pump.
„	11B	Rural fire appliance 500 GPM Pump.
„	12	Turntable ladder (mechanical).
„	12A	Turntable ladder (hydraulic).
„	14	Service uniforms, equipment, and rank badges.
„	18	Standard hose drying towers—Types A, B, and C.
„	19	Breathing apparatus.
„	20	Suction hose.
„	21	Electric lamp for use with breathing apparatus.
„	23	Salvage sheets (N.Z.S.S. 1812).
„	28	Light rural fire appliance with four wheel drive.
„	29	VHF radio telephone equipment (in conjunction with Post Office Specification I. 95).
„	30	Portable fire pump and accessories (minimum requirements for fire party).

PART IX—SMALL URBAN AREAS

1. Under section 8 (m) of the Fire Services Act 1949, the Fire Service Council is required to develop the Fire Service, particularly in the smaller urban areas. To this end the Fire Service Regulations 1965 and Part III of this Code together provide for:

- (a) A protected area to a distance of 5 road-miles from existing fire stations and up to 10 miles where service can be rendered; and
- (b) Registration facilities for protection of any isolated properties.

NOTE—This is an alternative to provision under section 44 (2) of the Fire Services Act 1949 for agreements with individual owners of property outside the fire district.

2. Under section 44A of the Fire Services Act 1949 provision is made for the establishment and maintenance of brigade auxiliary units. This would cover small urban districts situated sufficiently near to an existing fire brigade for the auxiliary unit to be attached to that brigade for the purpose of operational assistance and training, with administrative control by an established Urban Fire Authority.

PART X—FIRE STATISTICS

Under paragraphs (c) and (d) of section 8 of the Fire Services Act 1949, the Fire Service Council is required to collate information on the activities of fire brigades in relation to fire and other operations attended, not only for statistical purposes, but also to enable it to initiate research into Fire Service methods, equipment, and organisation, and is also required to publish reports, information, and advice on Fire Service matters. To do this it requires amongst other things, statistical information in regard to fires and other occurrences attended, the methods used for extinguishment, the materials involved, loss of life, and casualties. A fire report form designed to assist the Fire Service Council in the compilation of fire statistics is now available and brigades are required to complete this form in respect of each call received and to forward it immediately to the Fire Service Council.

Instructions for the compilation of fire report forms are set out in Technical Bulletin No. 1/1 (revised) and should be followed closely. It should be noted that fire report forms are confidential documents for use by Fire Authorities and the Fire Service Council only and should be treated accordingly.

PART XI—FIRE SERVICE COMMUNICATIONS

THE TRANSMISSION OF FIRE CALLS

1. (1) Efficiency—The procedure for calling out the fire brigade is the link between the brigade and the public it serves; and, to be efficient, methods of calling the brigade must meet the following requirements:

- (a) Complete reliability:
- (b) Constant availability:
- (c) Simplicity in operation:
- (d) Well known and understood by the public.

(2) Methods of calling: These are—

- (a) Running Call: In this case the caller goes to the fire station. It is essential, therefore, to provide some means of calling the brigade, clearly indicated and prominently placed on the front of the building:
- (b) Private Fire Alarm: The call emanates from a transmitter on private premises. It can be operated automatically or manually and should be connected to the general-alarm system. A means of identifying the origin of the call is necessary. The brigade should accept no responsibility for the efficiency of apparatus in private premises, but where the occupier wishes to test the installation, the brigade should cooperate to the extent of indicating whether or not the test is satisfactory. Note should be taken of the advisability of completing an agreement excluding liability:
- (c) Street Fire Alarm: Here the call emanates from a transmitter in a public place. These transmitters are normally provided by the Fire Authority and maintained by the brigade, who are thus responsible for their efficiency. A means of identifying the origin of the call is necessary, and provision must be made for immediately indicating any defect in the system:
- (d) Private fire telephone—In this case the telephone is in private premises and is connected by means of a private wire direct to the place where calls for the brigade are normally received. The brigade should accept no responsibility for this apparatus, but should cooperate in testing as in paragraph (b) of this subclause:
- (e) Exchange telephone—This is the method in general use. The caller gives the location of the fire to the individual who receives calls for the brigade.

(3) Standardisation on exchange telephone system—The method of calling the brigade by telephone is being standardised on the “111” system. Meantime the following systems are in operation:

- (a) By telephone under the “111” system (dialling “111” and asking for “Fire”) giving address of fire:
- (b) By telephoning through the automatic exchange (dialling Fire Call-out Number) giving address of fire:
- (c) By telephoning the operator in manual exchanges and asking for “Fire” – giving address of fire.

(4) Publicity—The method of operating any fire alarm should be clearly indicated.

In the case of automatic exchange telephones, the Post Office will indicate on telephone dials the method of transmitting an emergency call as the new standard arrangements are gradually brought into operation. In telephone directories one of the standard methods for transmitting a fire call will appear at the commencement of each exchange section, but where a standard method is not yet in operation the local fire number will be inserted. In the alphabetical section under the insertion “Fire Brigade” there would also appear the procedure for transmitting a fire call and, separately and clearly identified, the telephone number for administrative calls.

Suitable printed instructions should be displayed in public call stations where the approval of the Post Office can be obtained.

(5) Wires—Circuits used in connection with methods of calling the brigade should be rented from the Post Office. In no case should overhead wires be provided by the brigade, as this entails difficulties in maintenance and repairs.

RECEPTION OF CALLS

2. (1) Receiving apparatus for fire alarms—The Post Office offers for hire a pair of wires capable of carrying signals for telephone purposes.

It is pointed out that these will conduct dialling impulses over long distances. If the hirer uses the wires with other apparatus he must ensure that the apparatus is designed to operate on the signal characteristics permitted by Post Office cables.

In this connection, apparatus should be capable of operating at not more than 48–50 volts on circuits of up to 20,000 ohms, and with a line current not exceeding 60mA, in any circuit.

(2) Fire telephones (permanently manned stations)—The telephone by which the brigade receives fire calls must not be used for any other purpose.

(3) Stations with permanently manned watchrooms—Changes in duty personnel should be properly recorded in the station log book. All necessary facilities should be provided to enable the watchroom duty man to receive the details of a call.

(4) Volunteer stations—Where the station is not permanently manned, special arrangements must be made for the reception of fire calls for 24 hours of every day. In cases where the telephone exchange is closed down for certain periods during the day or night, it is essential to give the widest publicity to the alternative arrangements made to cover these periods.

(5) Calling out volunteer firemen—The signal used to call out volunteers should be distinctive in tone and an electric siren of suitable size is recommended for this purpose.

In certain circumstances the Post Office will provide a service whereby the fire call is accepted by the Exchange Operator, who sounds the brigade call-out siren and passes address of incident to the fire brigade by direct telephone.

(6) Remote control of siren and call bells—In some districts greater efficiency would ensue if fire calls were received at some central point, such as a nearby permanent brigade, and the local station turned out by a remote-control system. The Post Office will make the necessary equipment available on application through the Fire Service Council.

OPERATION

3. (1) Telephones—A special priority code is available for toll calls in connection with serious fires where major emergency conditions exist. The code word has already been notified in F.S.C. Circular U.F.A. 41. It is stressed that the use of this special priority code should definitely be restricted to key personnel.

All personnel should be fully conversant with the correct procedure in telephone operation determined by the Post Office. A standard analogy with aids to clarity is set out below.

(2) Radio—It is essential that steps be taken to establish and maintain discipline in the transmission of radio messages. Instructions for radio operators have been issued separately.

MAINTENANCE AND TESTING

4. It is essential that all apparatus and circuits for the reception of calls and turning out the brigade are afforded the highest standard of maintenance.

Regular and frequent tests of every unit should be carried out, and a record of tests, their results, and any action taken, should be carefully maintained. Proper arrangements for maintenance should be established, and any defect should be reported at once. Should it not be possible to remedy any defect immediately, steps should be taken to provide alternative facilities, with temporary notices for public information wherever necessary.

AIDS TOWARDS CLEARNESS OF SPEECH ON THE TELEPHONE—PHONETIC ALPHABET

The following alphabet, which is based on an alphabet developed by the International Civil Aviation Organisation, is considered, by elocutionists and linguists, to provide 26 words which, if pronounced correctly, are least likely to give rise to error, irrespective of the nationality of the speaker. It has been adopted by the Armed Forces, and is, therefore, considered to be the most suitable alphabet for use by the New Zealand Fire Service when sending messages by telephone or radio-telephone.

(1) *Alphabet*

Letter	Phonetic Equivalent	Pronunciation	Letter	Phonetic Equivalent	Pronunciation
A	ALFA	<u>AL</u> FAH	N	NOVEMBER	NO <u>VEM</u> BER
B	BRAVO	<u>BRAH</u> VOH	O	OSCAR	<u>OSS</u> CAH
C	CHARLIE	<u>CHAR</u> LEE	P	PAPA	PAH <u>PAH</u>
D	DELTA	<u>DELL</u> TAH	Q	QUEBEC	KEH <u>BECK</u>
E	ECHO	<u>ECK</u> OH	R	ROMEO	<u>ROH</u> ME OH
F	FOXTROT	<u>FOKS</u> TROT	S	SIERRA	SEE <u>AIR</u> RAH
G	GOLF	GOLF	T	TANGO	<u>TANG</u> GOH
H	HOTEL	HOH <u>TELL</u>	U	UNIFORM	<u>YOU</u> NEE FORM
I	INDIA	<u>IN</u> DEE AH	V	VICTOR	<u>VIK</u> TAH
J	JULIETT	<u>JEW</u> LEE <u>ETT</u>	W	WHISKEY	<u>WISS</u> KEY
K	KILO	<u>KEY</u> LOH	X	X-RAY	<u>ECKS</u> RAY
L	LIMA	<u>LEE</u> MAH	Y	YANKEE	<u>YANG</u> KEY
M	MIKE	MIKE	Z	ZULU	<u>ZOO</u> LOO

NOTE—"Roger", meaning "I have received your last transmission satisfactorily", is a "proword" (a procedural word in radio telephony), and will be retained until further notice. "Romeo" is not to be used to replace "Roger" as a proword.

(2) Numerals

Number	Pronunciation	Number	Pronunciation
0	ZERO	5	FI-YIV
1	WUN	6	SIX
2	TOO	7	SEVEN
3	THUH-REE	8	ATE
4	FO-WER	9	NINER

In telephoning numbers, give the figures in pairs counted from the last figure, with a pause between each pair. Use the word "double" only when the double occurs before or after a dividing pause, thus:

Pass 11 as double WUN.

Pass 1, 11 as WUN, double WUN.

Pass 11, 11 as double WUN, double WUN.

Pass 1, 23, 45 as WUN, TOO THUH-REE, FO-WER FI-YIV.

Pass 2, 22, 22 as TOO, double TOO, double TOO.

Pass 2, 88, 82 as TOO, double ATE, ATE TOO.

PART XII—PIPED WATER SUPPLIES AND FIRE HYDRANTS

1. Having regard to the provisions contained in sections 257 and 258 of the Municipal Corporations Act 1954, sections 285 and 286 of the Counties Act 1957, and the Water Supply Protection Regulation 1961*, relating to the fixing of fire hydrants, the following information is set out for the guidance of Fire Authorities, and their officers, in order that fire fighting needs can be more effectively assured. It will be noted that requirements are expressed in terms of rate of discharge. The factors upon which the volume discharged must depend, e.g., the effective diameter and length of mains, contour of the land, and water pressure, are so many and so variable that it would be fallacious to single out any one of these and purport to dispose of the problem by reference to that factor alone. It is taken that local authorities in general principle will not, as a matter of long-term policy, install water mains of less than 4 in. in diameter in urban areas, although in short streets, not exceeding say 450 feet in length, and where a hydrant is available at each end for fire fighting, a smaller main may be sufficient for domestic supply only. It is the duty of the Fire Officer, when called upon to give advice, to use his technical knowledge to combine efficiency with economy. The guidance and assistance of the Fire Service Council can be sought if necessary.

QUANTITIES LIKELY TO BE REQUIRED

2. The following table of quantities of water likely to be required for fire fighting, in different types of urban areas, refers not to the flow from one hydrant, but to the total quantity that can be brought to bear upon a single point from all the hydrants which it would be

*S.R. 1961/86

practicable to use in the vicinity. It is considered reasonable to make use of all hydrants within and up to a distance of 300 yards in the case of a serious fire necessitating the attendance of several pumps.

Rates of flow listed in the table are for fire fighting purposes, but are not necessarily additional to quantities required for domestic purposes. The Fire Authority should be satisfied, under normal conditions, if the quantities are available from the previously mentioned range of hydrants at the minimum running pressure stated in clause 5 of this Part of this Code.

The Chief Fire Officer may make arrangements for mains water to be diverted into any part of the reticulation, as far as possible, so that in the case of a serious fire local supplies can be augmented if necessary. (See section 37 (f) of Fire Services Act 1949.) The degree to which this can be achieved will depend on the valving arrangements, the geographical layout, etc., and in consequence the amount of water to be provided for domestic requirements in addition to the figures in the table will largely depend on the design of the system. The necessity for providing any additional quantities is a matter for consideration by the local authority.

The figures in the table indicate flows required for fire fighting after steps have been taken by the fire brigade to concentrate supplies at the fireground. It is considered unnecessary to make normal provision in the reticulation for the supply of both domestic and fire fighting requirements in the unusual event of a serious fire. It would be reasonable to curtail domestic requirements for an hour or two in such circumstances, which might occur only once in 10 years.

3. The said table shall be as follows :

Water Supply Classification	Fire Risk Classification	Gallons per Minute
1	A and B	2,500
2	C	1,250
3	D and E	600
4	E and F	300

FIRE RISK CLASSIFICATION

4. Fire areas are classified by the Fire Service Council for Fire Service organisation purposes, and in addition different parts of towns can also be classified in accordance with Part I of this Code. These classifications can be made available by Fire Authorities to local authorities for design purposes, but the importance of early consultation with local Chief Fire Officers is stressed.

In rural areas where advice is sought, special problems are involved. It may not be practicable in such areas to provide sufficient water by way of mains supply to cope with such fire risks as may be present, and even where a mains supply has been provided it will more generally be found that recourse must be had to natural or static supplies such as ponds, streams, storage tanks, etc.

RUNNING PRESSURE

5. It will be appreciated that the static pressure at a hydrant is less significant to the Fire Officer than the running pressure, which is the residual pressure in the main when the hydrant is fully open, and therefore regard must be given to this important feature.

As the water pressure can be boosted by connecting the fire pump direct to a stand-pipe fitted to the hydrant, it would be unreasonable to require a high pressure throughout the entire system merely to afford a satisfactory running pressure at the highest hydrants. It is, therefore, considered that if a minimum running pressure of 15 lb per square inch is stipulated in the main at the hydrant tee (where hydrants are installed in compliance with New Zealand Standard Specification 1152), the majority of the hydrants will be found to have a pressure in excess of this. Naturally, special provision should be considered where the proposed water system is to be laid entirely in a level area.

DESIGN OF FIRE HYDRANTS

6. It will frequently be found that the water supply proposed for the domestic needs of the locality will be sufficient for normal fire fighting requirements, if both the situation and design of the hydrants will permit the fire brigade to obtain the water from the distribution system. Attention is drawn to New Zealand Standard Specification 1152 on underground fire hydrants, which standardises the streamline screw-down valve. Attention is also drawn to regulation 14 of Part III of the Water Supply Protection Regulations 1961* which prohibits the installation of any further ball-type hydrants.

SITING OF HYDRANTS

7. In the siting of hydrants the positions are to be approved by the Urban Fire Authority.

Fire Authorities and their officers, in making recommendations as to the spacing of valve hydrants, should have regard to the greater efficiency of screw-down types and to the fact that, as compared to the ball hydrant, a fire pump can be more efficiently coupled direct to a stand-pipe fitted to the hydrant.

The Fire Service Council recommends for general guidance that valve hydrants should normally be installed at 150-yard intervals. This interval could be extended in areas where the Town Plan restricts building. Important fire risks would justify hydrants being installed at closer intervals than 150 yards. It has been found that this procedure results in a worth-while reduction in cost.

THE INSTALLATION OF HYDRANTS

8. Hydrants should be installed, and stand-pipes supplied, in accordance with New Zealand Standard Specifications 1296 and 1152.

Details, including dimensions, of hydrant keys and stand-pipes are included in New Zealand Standard Specification 1296.

Hydrants must be readily accessible for fire appliances and should generally be positioned at street intersections. To reduce the possibility of the free use of the hydrant being hindered by parked vehicles, radiated heat, or collapse of the building on fire, they should, where possible if there is only one main in the street, be installed not less than 20 ft from any building.

EXAMINATION OF NEW WATER SUPPLY SCHEMES

9. Having regard to the duty of the Urban Fire Authority to advise the local authority as to the sufficiency or otherwise of the water supply for the district for fire fighting purposes, and also to the need for consultation on the siting of valve-type hydrants, it is essential that effective liaison should exist between local officers to ensure collaboration on new water supply schemes at all stages of planning.

Features to be considered include the following:

- (a) Storage capacity—Not only should the flows recommended in the table be maintained for a sufficient time for fire fighting purposes, but there should also be storage capacity to supply normal domestic requirements in the event of a major breakdown in the main pumping plant, still leaving a margin for fire fighting requirements until such time as repairs can be completed. It should be possible to maintain the flows in the table set out in Clause 3 of this Part of this Code, for a period of six hours in Class 1, four hours in Class 2, three hours in Class 3, and two hours in Class 4. In this connection, rate of replenishment of stored water should be taken into consideration. More would be required where special circumstances exist, such as a risk of prolonged shut down in the external system supplying the reservoir:
- (b) Dead ends—It will be apparent that a better flow will be obtained from a hydrant if it can be supplied with water from two directions, and dead ends should, therefore, as far as is practicable, be avoided by linking them up with some other nearby part of the reticulation. For very small schemes, consideration should be given to the ring main principle:
- (c) Size of mains—The water engineer will generally calculate the size of mains on the basis of domestic supply requirements, and while it is appreciated that the Fire Officer will wish to obtain the best water supplies possible, it must be borne in mind that much can be done, as set out in clause 10 of this Part of this Code, to make the most of distribution pipe capacities without necessarily requiring the laying of larger pipes:
- (d) Information to the local authority—When making recommendations in connection with new water schemes, it is important to state the exact requirements, and to indicate clearly the correct position for hydrants. It is unlikely that the local authority will have a prior knowledge of the problems which commonly face the fire brigade, and the considerations in clauses 7 and 8 of this Part of this Code, could be negated by placing hydrants a few yards out of position.

FIRE BRIGADE RECORDS OF WATER SUPPLIES

10. A careful study of the water-distribution system, situation of hydrants, and sizes and hydraulic gradients of mains will, in conjunction with effective training, lead to the most advantageous positioning of pumps. This factor, together with the method of connecting the pump to the hydrant, using suction hose or feeder lines, will determine whether or not the full supply of water in the mains is made available to the brigade. In this connection the attention of Fire Brigade Officers is drawn to Technical Bulletin No. 3.

It is, therefore, necessary, for operational efficiency, to maintain at every fire station complete and up-to-date records of all the water supplies available for fire fighting in the area protected by the station. A large-scale map showing all the relevant details should be prominently displayed for the information of all personnel. In addition, a card index should be kept for the purpose of recording essential information in respect of each hydrant. The importance of keeping accurate water records cannot be over emphasised, and to assist brigades the Fire Service Council has introduced a standard record card, form No. F.S.C. 1, which is available free upon application.

INSPECTION AND MAINTENANCE OF HYDRANTS

11. This is a responsibility of the local authority (Municipal Corporations Act 1954, section 257, and Counties Act 1956, section 285) and should be left with them. Damaged hydrants, if notified by the public or if discovered at a fire or familiarisation visit, must be reported immediately to the local authority. Brigade officers should also ensure that liaison exists with the water engineers to ensure that the brigade is immediately informed of any change in water-supply conditions, e.g., shortage of storage, reduction in pressures, cut off of sections, new reticulations.

PART XIII—VOLUNTEER FIRE POLICE

Section 34 of the Fire Services Act 1949 provides for the establishment of volunteer fire police, subject to the consent of the senior officer of the Police Force in the district. After his consent has been obtained by the Urban Fire Authority, each person nominated for membership is required to be enrolled and sworn in before a Justice of the Peace, and when so enrolled shall, when acting as a fire policeman, be vested with the authority and responsibility of a constable.

It should also be noted that members are enrolled for 1 year only and it is therefore necessary for them to be approved by the Senior Police Officer, enrolled, and sworn in annually.

Those Fire Authorities establishing fire police for the first time should take steps to ensure that the individuals to be enrolled possess the necessary integrity and social standing consistent with the authority of a constable, and have been approved by the senior officer of the Police Force in the district.

It is most important that the duties to be carried out by fire police are clearly defined and understood, so that at the scene of fires the individual exercises a calm judgment and steadfastness of purpose

necessary when dealing with the public. Duties of fire police would include assisting in the control of traffic and spectators, salvage work, protecting salvaged property, and securing premises after entry by the brigade. They should also be trained in medical first-aid and fire service communications. Care should be taken to ensure that fire police are employed only on duties for which they are covered by insurance.

It is not expected, nor is it desirable, that fire police should be uniformed, except in the larger metropolitan brigades. A simple form of arm band marked with the letters V.F.P. to be worn on the left arm appears sufficient. The arm band should be 6 in. in depth and made of yellow material with the letters V.F.P. in red, 4 in. in height. Such arm bands should be the property of the Fire Authority and be returned to the Fire Authority on the completion of the individual's service.

Urban Fire Authorities are requested to inform the Fire Service Council of the commencement of any such fire police corps, and at least annually the Fire Service Council will require to know the number of members enrolled. The following numbers are a guide to establishment:

One appliance station	4 volunteer fire police.
Two appliances station	6 volunteer fire police.
Three appliances station	8 volunteer fire police.
Four appliances station	10 volunteer fire police.

For brigades with more than four appliances, the number should be determined by the number of sub fire stations in the brigade's area. Those attached to sub fire stations should live in the vicinity of the stations.

In calling out volunteer fire police, it is suggested that in the case of those brigades turned out by siren, two or three intermittent blasts of the siren might be sounded directly it is known that fire police are urgently required at the scene of the fire. An up-to-date list should be displayed in the watchroom, showing full details of volunteer fire policemen, with address and telephone number, showing day and night numbers. In the larger brigades where a siren is not used for calling out the brigade, reliance must be placed on the telephone, and instructions should be given to the watchroom duty officer on the procedure for calling out fire police.

Fire police should have a meeting night at least once a month. At these meetings the members should learn brigade methods, equipment, and phraseology. They should also be given some training in salvage duties, securing premises, etc.

Fire police will have little or no value unless they are usefully employed and every opportunity is taken to utilise their services. In particular, it should be realised that the fire police can form a valuable reserve of personnel in time of emergency. Service as fire policemen might be attractive to those brigadesmen who have reached the end of their active fire-fighting career and who may desire to continue their association with the brigade in a less strenuous sphere.

The following sets out a specimen enrolment document with appropriate wording of the oath that should be used:

In the matter of the Fire Service Act 1949; and

In the matter of the Fire Authority's fire brigade.

I, (*Name*), of the City/Borough of, make oath and say as follows:

- (1) I will for the period of one year from the day of 19....., act as a member of the fire police in connection with the abovenamed brigade.
- (2) I will during the said period faithfully carry out the duties imposed upon me by the provisions of the Fire Services Act 1949 and any bylaws and regulations made thereunder, and faithfully execute all instructions lawfully given to me pursuant to the provisions of that Act.

Sworn at the City/Borough of this day of 19.....

Before me

Signature:

.....
A Justice of the Peace.

Issued by authority of the Fire Service Council.

R. C. TUCKER, Secretary.

Wellington, 8th March 1965.