

NATIONAL VELD AND FOREST FIRE ACT (No. 101 of 1998)
VELDFIRE INCIDENT REPORT FORM

This form should be completed for every veldfire that occurs in your FPA. A veldfire is defined as a veld, forest or mountain fire, where veld means the open countryside or peri-urban land beyond the urban limit or homestead boundary. Please complete Parts A to C for a prescribed burn or an insignificant wildfire, and the whole form for all other wildfires. Fires are considered insignificant if there were no injuries; inconsequential or no damage to property; and minor impact on environment.

Where several fires ignite more or less at the same time and combine to make up one wildfire, complete one report. If wildfires occur more or less at the same time but burn separate areas, complete one report for each.

Fill in the form to the best of your current knowledge; if at a later stage additional information becomes available please contact your FPA to update the fire report.

Unique Report No: <system generated number>

PART A
Reporting

Report compiled by:

Name: _____	Agency: _____
Capacity: _____	Date: _____
Tel (H): _____	Fax: _____
Tel (Cell): _____	Email: _____

Approved by Fire

Protection Officer: _____ Date: _____

Signature: _____

PART B
Fire Location, Duration and Cause

1. PARTICULARS OF FPA

1.1 Name: _____

1.2 Name of Local Municipality, District Management Area or Metropole: _____

2. LOCATION OF FIRE

2.1 Farm name: _____ Farm number: _____

or

Name of communal property (if applicable and no farm name or number is available):

or

Protected area name (if applicable, and in addition to farm name or number, where available):

Yes No

2.2 Multiple fires:

If **Yes**, number of fires: _____

3. DURATION

3.1 Date and time ignited: Day _____ Month _____ Year _____ Hour __h__ (am/pm)

3.2 Date and time extinguished: Day _____ Month _____ Year _____ Hour __h__ (am/pm)

4. CAUSE OF FIRE

4.1 Tick the appropriate cause of the fire in the table below:

Not yet known	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

(Only tick prescribed burn or wildfire if the cause of fire is known for certain)

	PRESCRIBED BURN¹	WILDFIRE²					
		Human		Mechanical / industrial		Natural	
Firebreak	<input type="checkbox"/>	Escaped prescribed burn	<input type="checkbox"/>	Motor vehicle	<input type="checkbox"/>	Lightning	<input type="checkbox"/>
Prescribed veld burning	<input type="checkbox"/>	Open fires ³	<input type="checkbox"/>	Train	<input type="checkbox"/>	Static electricity	<input type="checkbox"/>
Prescribed burn in plantation forest	<input type="checkbox"/>	Honey hunters	<input type="checkbox"/>	Power tools; machines	<input type="checkbox"/>	Falling rocks	<input type="checkbox"/>
Plantation slash	<input type="checkbox"/>	Incendiarism	<input type="checkbox"/>	Blasting	<input type="checkbox"/>		
Crop residue	<input type="checkbox"/>	Flare or fireworks	<input type="checkbox"/>	Power lines	<input type="checkbox"/>		
Prescribed burn in sugar cane field	<input type="checkbox"/>	Discarded cigarette, burning tobacco or match	<input type="checkbox"/>				
Refuse dump	<input type="checkbox"/>						
Fuel reduction after clearing of invasive alien species	<input type="checkbox"/>						
Other	<input type="checkbox"/>	Other (specify)					

Notes:

- Prescribed burns** are the controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity and rate of spread required to attain planned management objectives.
- Wildfires** are unwanted veldfires.
- Open fires** such as cooking (braai) fires, picnic and warming fires.

PART C
Miscellaneous Fire Information

6.1 Approximate area burnt (ha): _____ 6.2 Longest axis of burn (km): _____

6.3 Did the fire cross property boundaries?: Yes No

6.4 Did the fire cross FPA boundaries?: Yes No

6.5 If natural vegetation was burnt, enter the fire type and area burnt in the table below:

Fire Type	Hectares	Fire Type	Hectares
Sweet grassland		Thicket	
Sour grassland		Forest	
Coastal grassland		Indigenous forest	
Fynbos		Nama Karoo	
Arid savanna		Succulent Karoo	
Moist savanna			

PART D
Weather Conditions (optional)

Enter the weather conditions at most appropriate weather station:

5.1 Name of weather station: _____ 5.2 Station number: _____

5.3 Enter the weather conditions in the table below:

Start of fire:		2pm on day of start:		End of fire:	
Wind speed (km/h)		Wind speed (km/h)		Wind speed (km/h)	
Wind direction		Wind direction		Wind direction	
Wind measurement height ⁴		Wind measurement height ⁴		Wind measurement height ⁴	
Temp (°C) ⁵		Temp (°C) ⁵		Temp (°C) ⁵	
Relative humidity (%)		Relative humidity (%)		Relative humidity (%)	
FDI model used		FDI model used		FDI model used	
FDI value		FDI value		FDI value	

Notes:

4. Wind speed measurement should be either 2 or 10 m above ground level
5. Temperature reading 1.4 m above ground level in the shade (Stevenson Screen)

PART E
Fire Consequence

Below is a table of criteria for the level of consequence of a fire. Please answer questions 7.1, 7.2 and 7.3 with regards to this table. For example, if no injuries resulted from the fire then 7.1 would be answered by entering the value 1 into the space provided.

Level of consequence		Life vulnerability criteria	Economic vulnerability criteria	Environmental and ecological vulnerability criteria
1	Catastrophic	Death	Depressed economy of the FPA. Extensive and widespread loss of assets. Major impact across a large part of the community and region. Long-term external assistance required to recover.	Permanent loss of species or habitats within the area or of water catchment values.
2	Major	Extensive injuries, evacuation required.	Serious financial loss, affecting a significant portion of the community. Requires external funding (e.g. from Disaster Management funds) to recover.	Habitat destruction, temporary loss of species, or temporary loss of catchment values, requiring several years to recover.
3	Moderate	Medical treatment required.	Localised damage to property. Short-term external assistance required to recover.	Serious impact on the environment that will take a few years to recover.
4	Minor	Minor injuries only – first aid treatment required.	Minor financial loss. Short-term damage to individual assets. Recovery requires no external assistance.	Discernable environmental impact. Assets recover rapidly.
5	Insignificant	No injuries	Inconsequential or no damage to property	Minor impact on the environment

7.1 Level of consequence for life vulnerability: _____

7.2 Level of consequence for economic vulnerability: _____

7.3 Level of consequence for environmental vulnerability: _____

7.4 Indicate the loss to social, economic and environmental assets in the table below (excluding costs incurred in suppressing the fire):

Burnt	Units	Number	Estimated Cost (Rands)
Social			
Town	Houses and other buildings		
Settlement	Houses and other buildings		
Farmstead and Resorts	count		
Pre-historic sites	count		
Ancestral and/or sacred sites	count		
Other (<i>Describe</i>)			
Economic			
Plantation forest	ha		
Crops: Irrigated	ha		
Crops: Dryland	ha		
Orchards	ha		
Livestock	count		
Pasture	ha		
Buildings	count		
Fencing	km		
Telephone lines	km		
Power lines	km		
Transmission loss to Eskom	hours		
Vehicles	count		
Equipment	count		
Other (<i>Describe</i>)			
Environmental (indicate only if moderate to catastrophic consequence)			
Reduction in available water supply	Y/N		
Reduction in water quality	Y/N		
Wetlands	ha		
Rare and endemic plants	Y/ N		
Vulnerable species	Y/ N		
Sensitive habitats	Y/ N		
Invasive alien vegetation	ha		
Other (<i>Describe</i>)			

7.5 Indicate any injuries and/or loss to human lives

Loss	Caused by direct exposure to fire ⁶	Caused by indirect exposure to fire ⁶
Number of fatalities		
Number of serious injuries ⁷		
Number of minor Injuries		

Notes:

- 6. Specify either direct exposure or indirect (consequential) exposure to the fire as a cause
- 7. Serious injury refers to injuries requiring the attention of a medical doctor or hospitalisation

PART F
Fire Suppression

8.1 Time reported: Day _____ Month _____ Year _____ Hour __h__ (am/pm)

8.2 Was the fire responded to? Yes No

(If **Yes** please complete the rest of Part F)

8.3 Agencies involved in fire suppression:

Rank of effort to suppress the fire, by selecting a rank {e.g. 2} from the table below which best suits the effort that was required to suppress the fire.

Rank	1	2	3	4	5
EFFORT REQUIRED TO SUPPRESS FIRE	No suppression was necessary.	Fires were approached on foot. Suppression was readily achieved by direct manual attack methods.	Fires were not readily approachable on foot for more than very short periods. Best forms of suppression were to combine water tankers and back burning from prepared lines.	Fires could not be approached at all. Back burning, combined with aerial water bombing were the only effective ways to combat the fire. Equipment such as water tankers concentrated efforts on the protection of houses.	No form of fire suppression was effective until the weather changed. Back burning would have been dangerous and best avoided.

8.4 Rank of effort: _____

8.5 Indicate the direct cost of fire suppression in the table below:

Type	Number	Hours	Cost (Rands)
Manpower (e.g. fire fighters)			
Vehicles (e.g. fire tenders)			
Aircraft (e.g. fixed wing, helicopter)			
Other			
Total cost			

8.6 Were there constraints to fire suppression? Yes No

If **Yes**, please tick the appropriate constraints in the table below:

Lack of:		Shortcomings in:	
Personnel	<input type="checkbox"/>	Incident command	<input type="checkbox"/>
Training	<input type="checkbox"/>	Coordinating structures	<input type="checkbox"/>
Ground based equipment	<input type="checkbox"/>	Weather information	<input type="checkbox"/>
Communications	<input type="checkbox"/>	Other (specify)	
Aerial support	<input type="checkbox"/>		
Favourable weather conditions	<input type="checkbox"/>		
Early warning	<input type="checkbox"/>		
Water sources	<input type="checkbox"/>		
Other (specify)			

PART G
Law Enforcement

9.1 Has fire been reported to the SA Police Services? Yes No

If **Yes**: Where? _____ Case Number: _____ Date: _____

9.2 Is a special investigation of the fire being conducted?: Yes No

If **Yes**: Reference ID: _____ Reference Information: _____
(e.g. report name, authors, date etc.)

9.3 Has the fire incident been reported to the National Disaster Management Centre?: Yes No

If **Yes**: Reference Number: _____

9.4 Have other investigations been conducted e.g. Inquests?: Yes No

If **Yes**: Reference Number: _____

PART H
Additional Information

10.1 Was a chronological log of events kept?: Yes No

If **Yes**: Log identification: _____

10.2 Has a map been compiled of the boundaries of the fire where available?: Yes No

If **Yes**: Map reference number: _____

Scale: _____

Yes No

10.3 Was a post-fire briefing held?: