



KENYA FOREST SERVICE

DOCUMENT TITLE: FIRE
DETECTION AND
SUPPRESSION

REF NO:KFS-ENCOM-006

ISSUE NO: 2

REVISION NO:1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Fire Officer	1 st June 2010
2	Changes to conform to ISO 9001:2015	Fire Officer	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	AR	Achievements Reports
3.	SOP	ENCOM Procedure Manual(SOP)
4.	FA	Forest Management and Conservation Act 2016
5.	WI	Work Instructions
6.	SP	Strategic Plan

PREPARED BY: COMMANDANT

APPROVED BY: CCF



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COPY HOLDERS

1. CCF
2. QMR
3. Commandant
4. Fire Officer
5. Forest Protection Operations Officer
6. Quartermaster
7. Head of Conservancy
8. Regional Commandants
9. Ecosystem Conservator
10. Forest Station Managers

RECORDS/ANEXSES

REC NO:

REC TITLE

Fire incident reports

Annual Fire incident Reports

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1. TERMS AND DEFINITIONS

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests

2. SCOPE

This procedure covers from compiled fire data, firefighting equipment to mock drills.

3. PURPOSE

The purpose is to ensure that forest assets are secure from fire Hazards.


4. OBJECTIVES

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

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5. RESPONSIBILITY AND AUTHORITY

5.1 CCF

- Provides strategic direction on fire management
- Provides resources for fire suppression and management

5.2 DCCF P&S /Commandant

- Coordinates ENCOM fire suppression role
- Updates CCF on fire incidents
- Advises CCF on fire equipment budgets and purchases
- Complements DCCF-FCM on in management

5.3 Fire Officer

- Coordinate fire mock drills
- Compile daily fire updates from Regional Commandants
- Compile fire reports for the Commandant
- Procurement plan for fire equipment and tools
- Fire equipment returns from Conservancies
- Fire equipment need-gap reports
- Training needs reports and liaison on available fire courses
- Liaison with other Government agencies and National Disaster Operation Centre (NDOC)

5.4 ALL STAFF

- Respond to fire mock drills
- Mindful of personal safety

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. 6.1 Inputs

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- Detecting fire
- Raising fire alarm
- Assembling of staff at fire assembling point

6.3. 6.2 Outputs

- Raised fire alarm
- Assembled staff at fire assembling point
- Extra forest staff and community ferried to fire site
- Fire put off

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports

10.DETAILS OF PROCEDURE

This procedure includes the following:

In case of fire:-

- The ENCOM personnel raise the fire alarm.
- Assemble at the assembly point.
- Mobilize the nearby community
- The ENCOM officers suppress the fire using the available firefighting equipment.

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- Liaise with NDOC for information
- Call the fire brigade and other local firefighting agencies.

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11.PROCESS FLOW CHART

ACTIVITY	RESPONSIBILITY
<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p>	
<p style="text-align: center;">Fire detected, Rangers raise fire alarm and inform Forester who mobilises logistics</p> <p style="text-align: center;">↓</p>	Rangers
<p style="text-align: center;">Staffs assemble at Fire assembly point. If in the Forest they mobilise community to put off fire</p> <p style="text-align: center;">↓</p>	All staff
<p style="text-align: center;">Extra forest staff and community ferried to fire sight</p> <p style="text-align: center;">↓</p>	Forester
<p style="text-align: center;">If fire unmanageable the ENCOM field in charge calls the fire brigade and</p> <p style="text-align: center;">↓</p>	Regional Commandant
<p style="text-align: center;">END</p>	

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