FIRE RESPONSE

&

REPORTING GUIDELINES

The following guidelines have been designed to assist Forest Industry Brigades to meet CFA communication standards when responding to a fire and when completing fire reports.

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INTRODUCTION

The following guideline has been designed to assist Forest Industry Brigades to meet CFA communication standards when responding to a fire and when completing fire reports. All CFA brigades are required to report on response so that resources can be effectively managed.

CFA brigades respond to fires using Category 1 arrangements, with direct communications to FIRECOM when turning out to fires.

"**Category 1**" – Initial radio traffic and appliance tracking will be done by FIRECOM via radio

1. RESPONSE

1.1.2   Responding to a fire (Pager Alert)

Upon receipt of an alert to a fire:

1.1.1. Contact FIRECOM via digital radio channel for your district dispatch talk group (Refer to map) and indicate receipt of alert and action being taken (i.e. responding / not responding) and log brigades response.
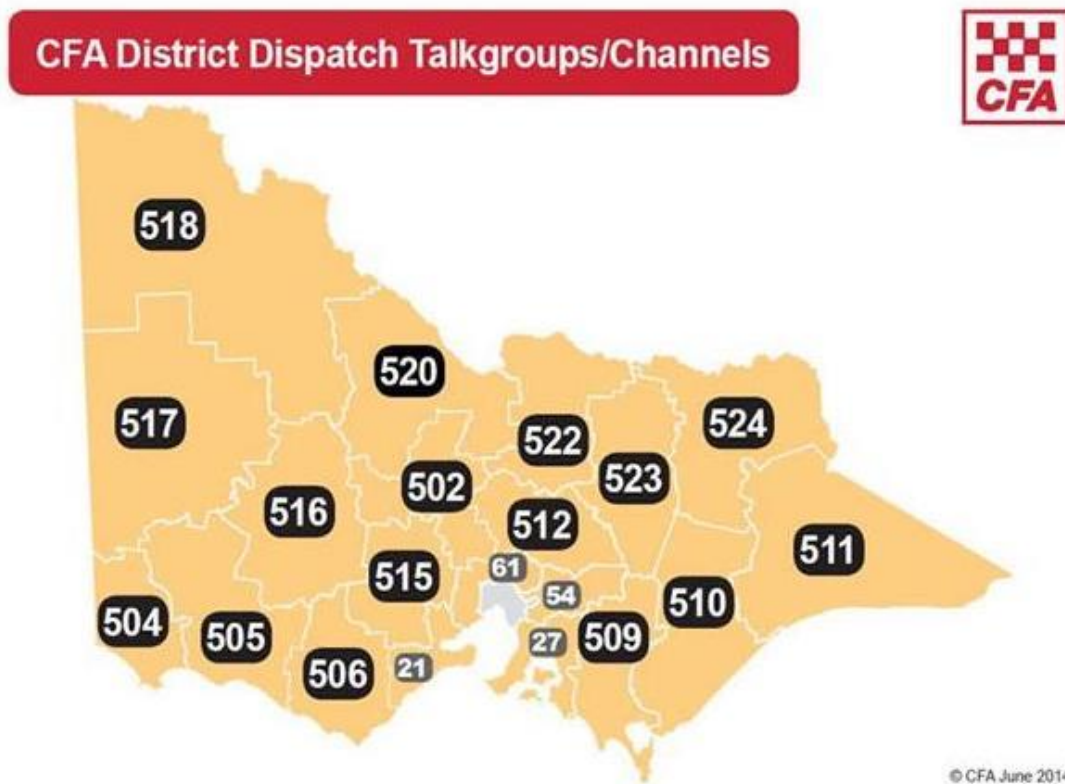
1.1.2. **Responding to a fire:** (FIB units actually going to the fire)

    a.   Radio FIRECOM direct indicate turning out

        (i.e. "FIRECOM, PF Olsen Tanker 1 responding to Grass and Scrub fire, 1234 Snake Valley Rd Small Town)

    b.   Get further information on location of incident and if a control point exists from FIRECOM

    c.   Crew Leader should Log turn out time and other relevant information

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1.1.3. Arriving at an incident:

a. Radio FIRECOM direct - indicate on-scene.

b. Log time of arrival

c. Make radio contact with the Incident Controller (IC) refer SOP 9.24; or

d. If first on scene establish a control point, take control, manage the fire and provide a Wordback and SITREP to FIRECOM as required (See section below – Establishing IC point).

e. Obtain briefing from IC on what is required, what fire ground channel to use, where are water points and any other issues.

f. If IC, inform FIRECOM of any proposed change of channel (i.e. to a fire ground channel)

1.1.4. During an incident (assumes you are not Incident Controller)

a. All units must monitor radio traffic.

b. Provide SITREPS as required to IC.

c. Log significant activities and communication. refer to SOP 9.13

1.1.5. End of incident – returning to base.

a. Once released by IC contact FIRECOM via radio and indicate released from incident and returning to base.

b. Log time released and time back in station.

c. Contact FIRECOM via radio when in station/return to base.

1.1.6. Fire Report
Ensure a Fire Report (FIRS report) is completed within the next 14 days by a member of the brigade, preferably someone who attended the fire.

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1.2 Establishing an Incident Control Point:

It is vital that someone takes control of the fire fight and a control point is established as soon as possible. This should be done by the most appropriately experienced brigade member in attendance.   If the fire escalates it is possible that someone else may be deployed to assist or potentially take control of the fire fight. This should not be seen as a negative reflection on the existing controller. For further details refer to CFA Standard Operating Procedures (SOP 9.12), (SOP 8.02) & (SOP 8.04)

The following guidelines aim to assist Incident Controller establishing control points

1.2.1. Establish a stationary Incident Control Point where the IC must be located

    a.   Provide Incident Control name back to FIRECOM direct (i.e. "Snake Valley Road Control")

    b.   Incident Action Plan (IAP) should be basic covering objectives, situation, resources and requirements, and establish an initial mental plan.

    c.   Keep a log of actions and communications. refer to SOP 9.13

1.2.2. Provide immediate (SITREP) back to FIRECOM as soon as control point has been established

    a.   Current situation including fire spread, exposures and potential to escalate, resources on scene, additional resources required (consider aircraft and bulk water tankers)

    b.   Consider escalation depending on the size and complexity of the fire.

1.2.3. Brief and deploy incoming resources using SMEACS briefing format.

1.2.4. Provide (SITREP) every 15 min during an escalating fire.

1.2.5. Make early requests for food and water, relief crews, and plant needs.

1.3 Wordback Definitions:

A word back must contain the following:

- Originating officers name and rank (i.e. firefighter Jones)
- Type of incident or fire found (i.e. grass & scrub fire)
- The current status of the fire (i.e. under control / not yet under control)
- The actual location of the fire (use 6 figure grid reference and/or street address)

1.3.1 Not Yet Under Control (NYUC):

Indicates; that the resources on scene and on route are not sufficient to control the situation.

When additional resources are required the Pro word "**Make**" should be used.

i.e. FIRECOM Snake Valley Road Control **Wordback** form Firefighter Jones, Grass & Scrub Fire **Not Yet Under Control** at 1234 Snake Valley Rd Small Town "**Make**" Tankers 5.

FIRECOM will use the brigade turn out tables for the assignment area where the event is located to alert further brigades to attend, therefore it is important that the location details are updated as soon as possible, this way the correct resources will be allocated to the event.

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1.3.2 Under Control (UC):

Indicates; that the resources on scene and resources on route are sufficient to control the event.

i.e. FIRECOM Snake Valley Road Control **Wordback** from Firefighter Jones, Grass & Scrub Fire **Under Control** at 1234 Snake Valley Rd Small Town, down grade on coming appliances to Code 3.

1.3.3 Stop:

Indicates; that the resources on scene are sufficient and resources on route may cancel and return. **This does not mean the fire is out.**

i.e. FIRECOM Snake Valley Road Control **Wordback** from Firefighter Jones, Grass & Scrub Fire **Stop** at 1234 Snake Valley Rd Small Town.

1.4 Situation Report (Sitreps):

A situation report paints a picture of the current situation and assists ICC's, Groups, other responding appliances with planning, during an escalating fire a sitrep should be provided at least every 15 minutes. Information should include type and size of fire, fire direction, assets under threat, resources on scene, wind direction and any other information that may assist in planning.

i.e. FIRECOM Snake Valley Road Control **Sitrep** from Firefighter Jones, fire involves approx. 2 hectares of plantation and approx. 5 hectares of private land close to houses, on coming appliances will be required for asset protection.

1.5 Message:

Any radio transmition that is not a word back or a sitrep is a message, messages are used for requesting assistance for external agencies such as Police, Ambulance, Power Companies etc. If requesting Police a reason for their attendance will be required, if requesting an Ambulance patient details will be required.

i.e. FIRECOM Snake Valley Road Control **Message** Police required for traffic control and ambulance require for 40 year old male conscience and breathing possible smoke inhalation.

2   BRIGADE FIRE REPORT REQUIREMENTS

All CFA brigades must lodge Fire and Incident Reports to the Fire and Incident Reporting System (FIRS) Call Taking Centre (1800 628 844). For all fire alerts, even if the FIB does not turn out, a report must be lodged. A report should only take about 10 minutes on the phone. Multiple reports can be submitted during the one call.

FIB's only need to supply information as a **supporting brigade** (not as the primary brigade). A report needs to be lodged within 14 days of the incident by contacting the FIRS Call Taking Centre on 1800 628 844. The following aims to help FIB's to submit FIRS reports.

After a brigade is called to, or responds to an incident, the Fire and Incident Reporting System (FIRS) needs to be updated with important details. Some of these include:

- Members who responded
- The exact location and type incident
- The cause and/or other factors
- Action taken by the brigade
- Suspicious circumstances
- Injuries and property damage

For more information on when and how to complete a fire report, see FIRS Frequently Asked Questions

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2.1 Brigade did not attended a Fire

You will need to provide the following information;
a. The name of your Home District, Home Group and the FIB name (i.e. District 4, Merino Group, PF Olsen FIB)

b. Date of the incident and time alerted

c. Incident number – if provided by Vicfire or on pager (i.e. F061200936) and or the address of the incident

You will be required to answer the following questions;

a. What type of incident was it (grass/scrub fire)

b. What did you do (i.e. did not respond, cancelled on route, already committed at alternative incident, extinguish fire).

2.2 Brigade attended a Fire

You will need to provide the following information;

a. name of your Home District, Home Group and the FIB name (i.e. District 4, Merino Group, PF Olsen FIB)

b. Date of the incident and time alerted

c. Incident number – if provided by Vicfire or on pager (i.e. F061200936) or the address of the incident

You will be required to answer the following questions

d. What did you do (i.e. fire suppression, blacking out)

e. What time did you actually respond (use 24 hour clock)

f. What time did you get to the incident

g. What time were you released

h. How far did you travel (one way)

i. What units did you send (i.e. PF Olsen Slipon 1 & PF Olsen Tanker 2)

j. For your brigade

    I. Who was in-charge (Name and rank of person in charge of your brigade on scene)

    II. Who was on the crew (List all FIB members in attendance)

    III. Did anyone go direct to the fire (private vehicle)

k. Any other comments you what to make about the incident

Attached is a template that FIB's may wish to use or vary as a means of collating the information needed for each FIRS report. Having this information during the call will speed up the reporting process.

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EXAMPLE ONLY

FIRS 1800 628 844	FIB FIRS REPORT	FIRS Call Takers Name:		

Brigade Name:		Brigade Number:		

WHAT TYPE OF INCIDENT DID YOU ATTEND		Brigade Report #		Own Brigade Area	
Grass & Scrub Fire (Crop, Orchard, Forest, Roadside, Pine, etc.)		FIRS Incident #		Other Brigade Area	
Support Other Fire Service		Hazard Class	Rural	External Fire Service	

		Response Details:	Date	Time	KMs One Way
Support CFA Brigade		Time Alerted			
Did Not Respond		Turn out			
PRIMARY BRIGADE:		On Scene			
INCIDENT DETAILS:	Grid Ref: E N	Returning			
INCIDENT ADDRESS:		In Station			
OWNER NAME:					

BRIGADE ACTION TAKEN		CREW & EQUIPMENT DETAILS: please list names		
Extinguish, Black Out		**Vehicle:** (Tanker / Slip-on)	**Driver**	**Crew Members**
Rescue or Assistance				
Investigation Only				
Remove Hazard, Evacuation				
Standby, Cover Assignment, Step Up				
Called Off En Route				

VEGETATION TYPE		AREA BURNT (ha)			
Forest, trees		Private			
Grassland, scattered trees		State Park			
Hardwood Plantation		National Park		**Comments:**	
Softwood Plantation		Forest/Timber reserve			
Native Forest		Flora/Fauna/Nature			
Crops		Other Public Land			
Orchard, vineyard		Undetermined			

Officer In Charge Of Brigade:	Report Authorised By:
Name:	Signature:
Date Report Entered In FIRS:	Entered By:

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