



Appendix 5

“FIB Fire Response and Reporting Aide Memoir”

INTRODUCTION

The following aide memoir have 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 are currently responding to fires using either Category 1 or Category 5 arrangements. These Categories determine how brigades communicate with Vicfire when turning out to fires. If you are unsure what Category your brigade is covered by then contact your Regional Head Quarters.

“Category 1” – Initial radio traffic and appliance tracking will be done by Vicfire Ballarat via radio

“Category 5” - Radio traffic and appliance tracking will be done by the local brigade or Group (Current practice)

The following document is divided into the two Categories to enable brigades to select the appropriate guidelines based on their category of response. Category 1 brigade response is documented below. For Cat 5 brigades go to page [].

1. CATEGORY 1 BRIGADES

1.1. Responding to a fire (Pager)

Upon receipt of pager alert

- 1.1.1. Contact Vicfire via radio and indicate receipt of alert and action being taken (ie responding, investigating further, not responding) and log brigades response.
- 1.1.2. Responding to an incident (units actually going to the fire)
 - a. Radio Vicfire direct for Category 1 Brigades) indicate turning out (ie. “Vicfire, Buckley Swamp Tanker responding to Grass and Scrub fire, corner Mt Napier Rd and Moons Rd, Buckley Swamp over”)
 - b. Get further information on location of incident and if a control point exists from Vicfire
 - c. Crew Leader should Log turn out time and other relevant information
- 1.1.3. Arriving at an incident
 - a. Radio Vicfire direct - indicate on-scene.
 - b. Log time of arrival
 - c. Make radio contact with the Incident Controller (IC) or if first on scene establish a control point, take control, manage the fire and provide a SITREP to Vicfire (See section below – Establishing IC point).
 - d. Obtain briefing from IC on what is required, what fire ground channel to use, where are water points and any other issues.
 - e. Inform Vicfire of any proposed change of channel (ie 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
- 1.1.5. End of incident – returning to base.
 - a. Once released by IC contact Vicfire via radio and indicate released from incident and returning to base.
 - b. Log time released and time back in station.
 - c. Contact Vicfire via radio when in station/return to base .

- 1.1.6. 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.

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 read CFA Standard Operating Procedure 9.04.

The following guideline aims 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 Vicfire direct (ie "Black Plantation Control")
 - b. IAP should be basic covering objectives, situation, resources and requirements, and establish an initial mental plan.
 - c. Keep a log of actions and communications
- 1.2.2. Provide immediate SITREP back to Vicfire 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
- 1.2.4. Provide SITREP every 15 min during escalating fire
- 1.2.5. Make early requests for food and water, relief crews, and plant needs.

2. CATEGORY 5 BRIGADES

2.1 Responding to a fire (Pager or Phone)

Upon receipt of pager or phone call

- 2.1.1 Contact Home Group (radio or phone) and indicate receipt of alert and action being taken (ie responding, investigating further, not responding) and log brigades response into Vicfire either via;
 - a. Home Group contacting Vicfire
 - b. Brigade contacting Vicfire
 - c. Tanker phoning Vicfire direct on 1800 452 544

- 2.1.2 Responding to an incident (units actually going to the fire)
 - a. Radio Home Group indicating turning out
(ie “Mt Rouse Group Buckley Swamp Tanker responding to Grass and Scrub fire, corner Mt Napier Rd and Moons Rd, Buckley Swamp”)
 - b. Get further information on location of incident, name of Group managing incident, and if a control point exists.
 - c. Notify Vicfire of your turn out either via:
 - Home Group contacting Vicfire on 1800 452 544
 - Brigade contacting Vicfire via phone
 - Tanker phoning Vicfire direct via phone

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

- 2.1.3 Arriving at an incident
 - a. Radio Group managing incident – indicate on-scene.
 - b. Log time of arrival
 - c. Make radio contact with the Incident Controller (IC) or if first on scene establish a control point, take control, manage the fire and provide a SITREP back to the Controlling Group (See section below – Establishing IC point).
 - d. Obtain briefing from IC on what is required, what fire ground channel to use, where are water points and any other issues.
 - e. Inform Home Group (if still in radio contact) of change to fire ground channel as directed by the IC.

- 2.1.4 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

- 2.1.5 End of incident – returning to base
 - a. Once released by IC contact Home Group and indicate released from incident and returning to base.
 - b. Log time released and time back in station.

- 2.1.6 Contact Home Group when in station/return to base and ensure Vicfire is notified either via
 - a. Home Group contacting Vicfire on 1800 452 544
 - b. Brigade contacting Vicfire via phone
 - c. Tanker phoning Vicfire direct via phone

- 2.1.7 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.

2.2 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 read CFA Standard Operating Procedure 9.04.

- 2.2.1 Establish a stationary Incident Control Point where the IC must be located
 - a. Provide Incident Control name back to the Controlling Group (ie “Black Plantation Control”)
 - b. IAP should be basic covering objectives, situation, resources and requirements, and establish an initial mental plan.
 - c. Keep a log of actions and communications
- 2.2.2 Provide immediate SITREP back to the Controlling Group as soon as control point has been established
 - a. Current situation including fire spread, exposures, 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.
- 2.2.3 Brief and deploy incoming resources,
- 2.2.4 Provide SITREP every 15 min during escalating fire
- 2.2.5 Make early requests for food and water, relief crews, and plant needs.

3 Brigade Reporting requirements following an Alert pager/phone notification

All CFA brigades must lodge Fire & 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 (more detailed). 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.

3.1. Brigade did not attend Fire

You will need to provide the following information

- a. The name of your Home Region, Home Group and the FIB name (ie Region 4, Casterton Group, Great Southern FIB)
- b. Date of the incident and time alerted
- c. Incident number – if provided by Vicfire or on pager (ie C061200936) 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 (ie did not respond, controlled on route, already committed at alternative incident).

3.2. Brigade attended Fire

You will need to provide the following information

- a. name of your Home Region, Home Group and the FIB name (ie Region 4, Casterton Group, Great Southern FIB)
- b. Date of the incident and time alerted
- c. Incident number – if provided by Vicfire or on pager (ie C061200936) or the address of the incident

You will be required to answer the following questions

- d. What did you do (ie fire suppression, blacking out)
- e. What time did you actually respond
- 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
- j. For your brigade
 - Who was in-charge
 - Who was on the crew
 - Did anyone go direct to the fire
- k. Any other comments you want 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.

EXAMPLE ONLY

FIRE AND INCIDENT DETAILS [insert name] Forest Industry Brigade FIRS Reporting Phone No. 1800 628844					
Date:	/ /20...	Time notified:	am/pm	Turn out time:	am/pm
Inc No.	C	Arrival time:	am/pm	Released from incident:	am/pm
Primary Brigade	<input type="checkbox"/>	Fire Stop call made at:	am/pm	In Station	am/pm
Support Brigade	<input type="checkbox"/>				
Notified by: (eg phone, pager, Radio)				Date returned:	/ /20

Resources and Crew Details

Vehicle (ie tanker/slip-on)	OIC	Driver	Crew

Incident details

Incident Name: (eg "PVI control")		CFA Map Ref Grid	Map
Location/address		Distance Travelled	km
Type of Incident: (eg grass & scrub fire)		Area involved (ha)	ha
Action taken on arrival			

Comments	
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