



Guidelines for the Management of Forestry Industry Brigade Operations

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Reference to the CFA Act and Regulations are a guide only. The reader should consult the relevant documentation directly to ensure accuracy and relevance on specific issues relating to FIB's.

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1 OBJECTIVE

This guideline provides the framework for Forestry Industry Brigade operations. The guideline outlines the principles for efficient and effective Forestry Industry Brigade operations and links these to general CFA operations policy and procedures. This guideline is intended to be used by forestry industry brigade personnel and their owners, and by volunteer and career CFA personnel.

2 INTRODUCTION

2.1 Legislative Framework

Section 20 of the Country Fire Authority Act (1958) imposes the duty for prevention and suppression of fires in the Country Area of Victoria on the CFA. Section 23AA of the CFA Act enables the Authority to form industry brigades for specific industries.

The State Emergency Response Plan also defines a range of incidents for which the CFA is the responsible combat authority.

Sections 16 and 16A of the Emergency Management Act 1986 enable the Chief Officers of the fire services to agree to one officer being appointed to have overall control of response activities at a particular incident.

2.2 CFA Policy

This guideline should be read in conjunction with CFA policy. Particular policies that need to be considered by Forestry Industry Brigades include:

FM03	Fire investigation.
HR40	Critical Incident Stress
HR52	CFA Occupational Health and Safety
OP07	Hire of heavy or supplementary equipment.
OP16	Class A Foam, Wetting Agent & Agricultural Land
OP08003	Chief Officers SO and SOP's
PA05007	Dealing with the Media Procedure
PA05008	Media Policy

2.3 Chief Officer's Standing Orders

This guideline should be read in conjunction with the Chief Officer's Standing Orders which specify certain requirements that must be met for certain activities and situations.

Chief Officer's Standing Orders that apply particularly to Forestry Industry Brigades include the following and any future direct or associated replacements:

1.00	Chief Officer's Standing Order and SOP's
2.00	Fire Brigades – Structure and Management
4.00	Forestry Industry Brigades
6.00	Training and Competence
8.00	Chain of Command
9.00	Management of Fires and Incidents
11.00	Health and Safety

- 12.00 Driving CFA and Brigade Owned Vehicles
- 13.00 Aircraft Operations
- 14.00 Post Incident Actions
- 15.00 Role and Structure of Fire Brigades Groups
- 16.00 Environmental Care

2.4 Standard Operating Procedures

Standard Operating Procedures specify the way in which Officers should carry out certain tasks and responsibilities. Standard Operating Procedures may be prescribed at State, District, Group or Brigade level.

State Standard Operating Procedures that apply particularly to Forestry Industry Brigades include the following and any future direct or associated replacements:

- 2.01 Responsibilities of Brigade Officers
- 4.01 Forestry Industry Brigades
- 5.01 Testing of Firefighting Equipment
- 5.03 Protective Equipment
- 5.04 Service Hose Testing
- 8.00 Chain of Command
- 9.00 Management of Fires and Incidents (Most Sections)
- 11.03 Personal Protective Clothing
- 11.05 Red Flag Warnings
- 11.06 Reserve Water Level on Tankers
- 11.09 Traffic Management (Non Emergency)
- 11.10 Working with Water Bombing Aircraft
- 12.04 Emergency Vehicle Response
- 12.06 Speed Limits – CFA vehicles
- 14.00 Post Incident Actions (Most Sections)
- 15.01 Role and Structure of Fire Brigade Groups

2.5 Operations Checklist

The Operations Checklist is a compilation of quick reference guides that may be used by members to assist with the conduct of day-to-day operations. They support and in some instances summarise, the Chief Officer's Standing Orders, the Chief Officer's Standard Operating Procedures, the AIIMS Manual and CFA training reference manuals. They are a guide for Action and do not replace Policy, Standing Orders or Standard Operating Procedures which FIBs need to be aware of. Adopting a Safety First approach at each incident is fundamental in implementing the guidance provided by these check lists.

3 PREPAREDNESS

3.1 Group and FIB relationship

Forestry Industry Brigades are registered as part of a CFA Group which is often referred to as their “Home Group” even though the FIB has estate potentially spread across multiple Group areas.

As with all CFA brigades, FIB’s should interact with their Home Group in relation to preparedness and training. This relationship is important to ensure appropriate chain of command and resource management. Group’s need to be aware of brigade strength, availability and any incidents occurring in or around their area. This enables appropriate and timely dispatching of resources and for FIB’s it can provide a level of mutual support if an incident occurs when they are committed outside the Home Group area.

The role of the Group is detailed in CFA SOP 15 Role and structure of Groups while CFA SOP 8 Chain of Command provides direction on working with Groups.

3.2 Training and Accreditation

Chief Officer’s Standing Order 6.00 determines certain procedures for the management and recording of training of brigade members. Forestry industry brigade members should be trained and accredited for fire suppression roles under the Public Safety Training Package National Competency Framework.

Brigade members may also be trained and accredited for roles in the AIIMS incident management teams.

Detailed specifications for training of forestry industry brigade members are found on the CFA Intranet or Brigades Online under the FIB Management Documents section.

3.3 Availability of Personnel

Before each fire season the plantation owner should consider:

- Availability of staff during and outside working hours.
- Training and accreditation requirements.
- Preparedness of equipment.
- Contact arrangements.
- Arrangements for hire of heavy or supplementary equipment.
- Updated Fire Management Plan circulated

Plantation owners are responsible for ensuring that arrangements are made for members of their Forestry Industry Brigades to be available for duty at high fire dangers, or when fires are burning or the likelihood of fire is imminent.

3.4 Preparedness of equipment

At all times forestry industry brigade equipment, including personal protective equipment,

must be maintained in operational order (CFA Regulation 71(i)).

Tankers, slip-on units and pumps should be equipped with at least the mandatory items in the "Forestry Industry Brigade Equipment Specifications and Guidelines" (refer to Appendix 2).

3.5 Inspection of Forestry Industry Brigades

Under section 29 of the CFA Act, the CFA District Operations Manager is required to conduct an inspection of brigades, including forestry industry brigades. This is usually an annual inspection and normally involves equipment and apparatus, records, fire reports and fire management plans (Appendix 1). It is customary to use this opportunity for the District staff to meet members of the brigade.

3.6 Forestry Industry Brigade Duty Officer

The forestry industry brigade Captain or Duty Officer shall act as the OIC of the brigade and will maintain preparedness and co-ordinate response to incidents by the forestry industry brigade. Duties may include:

- Transmitting wordbacks and situation reports up the chain of command in accordance with local procedures.
- Notifying the CFA District Duty Officer of significant incidents via Vicfire.
- Initiating harvesting restrictions and Total Fire Ban notifications internal to the FIB owner's operations.
- Act upon resource requests from other brigades and groups, or other plantation owners.
- Stepping up resources to fill "gaps" created when resources are committed to incidents and manage shift change requirements.
- Liaise with adjoining CFA Brigades and Groups, other plantation owners, the CFA District Duty Officer and Incident Management Team's including the Plantation Technical Advisor when appointed.

During the Fire Danger Period, the forestry industry brigade Duty Officer shall be immediately contactable and be able to respond to incidents or attend an established incident control point as required.

3.7 Trigger Points

The plantation owner should determine various trigger points for increasing the preparedness of staff and equipment and the introduction of restrictions on harvesting operations as fire danger increases. These trigger points should be documented in the FIB's plantation fire management plan (see guidelines in Appendix 1) and should be consistent with actions of other plantation owners, CFA preparedness levels and adjoining landholders.

3.8 Fire Weather Forecasts

Fire weather forecasts are provided by the Bureau of Meteorology (BoM), and will normally be transmitted to each CFA District Headquarters regularly during the Fire Danger Period.

Information related to Fire Danger Index (FDI) can be sourced from the CFA BoM site. As this site has access security, user ID and password protection, users need to source these details from your local District Office or in the District Contact Book.

To aid in enhancing local BoM forecasting, Forestry Industry Brigade headquarters may be requested to provide local weather observations from time to time to supplement CFA's weather monitoring network.

3.9 3.8 District and Group Radio Schedules

District radio schedules may be conducted from time to time to disseminate BoM fire weather estimates, storm or wind change warnings; urgent operational information and updates on operational situations. FIB's are encouraged to participate in the Home Group schedule to ensure radios are operational and to receive information on training opportunities.

3.10 Spot Weather Forecasts

Spot Fire Weather Forecasts can be provided by BOM for significant incidents. Requests for Spot Weather Forecasts should be made to the relevant CFA District Office, or through an Incident Control Centre.

3.11 Radio and EAS Communications

CFA has a number of radio systems including Telstra maintained SMR or Trunk radio, and a CFA narrow band VHF radio system. CFA has developed the capacity to manage the initial dispatch radio traffic across the state (Cat 1). The majority of brigades now communicate directly with VicFire via VHF radio during the initial response phase of an incident. (See Appendix 5).

Each CFA District has allocated to it a main channel for VHF communications as well as a number of "go to" channels. Channel arrangements for routine turn outs and for incident management are identified in the District Communications Plan (in the District Contact Book). All radio communications shall be in accordance with the District Communications Plan, or as directed by an approved incident communications plan.

Radio traffic at incidents must be kept to a minimum, with due regard for personnel safety and provision of situation reports up the chain of command.

FIBs will be notified by VicFire of incidents by EAS pager unless other arrangements are agreed by CFA in consultation with the FIB concerned. EAS pagers also have the capacity to individual and group page personnel with non emergency messages.

3.12 Aircraft Frequencies

District Fire Spotter aircraft generally use the Districts main frequency for routine operations

or trunk radio (SMR). For major incidents a separate channel may be nominated by the District Headquarters for Aircraft reconnaissance and flight following.

Aeronautical frequencies have been allocated by the Civil Aviation Safety Authority for use by fire authorities. The frequencies are primarily for aircraft to aircraft use or for use by specialist aviation personnel.

4 RESPONSE

Upon detection of a fire in or near a plantation, suppression action will be safe, fast, determined and thorough, with the primary objective of controlling the fire in the shortest possible time, to minimise loss and environmental damage.

In achieving the primary objective due regard will be paid to:

- Safety of personnel;
- Protection of members of the community;
- Provision of timely and accurate information to the Community via the Incident Controller
- Protection of critical infrastructure and community assets;
- Aggressive first attack on new outbreaks; and
- Protection of conservation and environmental values.

4.1 Safety of Personnel

- Safety of CFA personnel is of primary importance at all times. Actions are to be in accordance with Chief Officer's Standing Order 11.00 (Health and Safety).
- All personnel, as well as Officers of Brigades and Groups are to ensure that the proper personal protective equipment is used and that safe work practices are used. "*CFA Operations Checklists*" can be used as a guide to appropriate safety gear and actions.
- Particular consideration must be made by all personnel to the "10 standard fire orders" and the "18 watchout situations", implemented using the Lookouts, Situational Awareness, Communications, Escape Routes and Safety Zones (LACES) safety process.

All FIB members need to be trained in Plantation fire fighting, and use on the fire ground, CFA's Safe Person Approach, and Dynamic Risk Assessment (SPADRA) system of operation.

4.2 Protective Equipment

All Forestry Industry Brigade firefighters must wear the following minimum personal protective equipment whilst on the fire line:

- Boots – AS/NZS 4821 and 2210.3
- Wildfire gloves – AS 2161.6

- Goggles – AS/NZS 1337.
- Proban treated full cover overalls or equivalent – AS 4824.
- A safety helmet – AS/NZS 1801 Type 3.
- Particle mask – P2 – AS/NZS 1716

Specifications for this and other personal and protective gear is detailed in "Forestry Industry Brigade Equipment Specifications and Guidelines" (refer to Appendix 2).

All vehicles and plant used by the forestry industry brigade in firefighting must be equipped with sufficient non flammable pure woolen blanket(s) made to CFA tested standard to fully cover the operator, or driver and passengers (Check with the CFA District Office for Supplier details).

4.3 Weight of Response to Wildfires

Each Group of Brigades will have local Operating Procedures that define the minimum number of appliances that are responded to incidents. FIB's are additional to these and FIB response is expected to relate to the risk for that plantation owner and pre planned cooperative response arrangements.

4.4 Notification of a Fire or Incident

Forestry Industry Brigades must notify VicFire using "000" as soon as possible of any new fire event (refer Regulation 71(2)). If discovered by the FIB or the FIB is notified of a fire by the public, additional notifications and escalation will be arranged in accordance with Local Group/VicFire Operating Procedures and usually actioned by VicFire using the Computer Aided Dispatch (CAD) system.

4.5 Incident Response and Reporting

- Specific details on what FIB's should do when notified of a fire are detailed in Appendix (5). In accordance with SOP 9.04 all brigades including FIB's must inform the Group/VicFire of what action they are taking with regard the fire (i.e. responding, not available, etc).
- **Further Response:**
Where an FIB is in a command role, escalations can be arranged by request using the radio back to VicFire, Incident Control Centre (if activated) or the local Group Base station. If this is not possible it can be arranged by ringing VicFire direct on telephone 1800 452 544.
- **Notification of Significant Incidents:**
The following incidents shall be notified to the CFA District Duty Officer as soon as practicable:
 - Large and/or going incidents with potential for major loss.
 - Fatalities involving fire.
 - Special incidents (e.g. involving major road closures, evacuations, aircraft etc).

- Injuries or fatalities to personnel whilst engaged in operations.
- Accidents involving appliances.
- Major damage or theft occurring to CFA property.
- Any incident that may cause more than usual media interest.

It is the responsibility of the Incident Controller/ FIB OIC to ensure the District Duty Officer is notified in accordance with Districts established procedures as outlined above.

4.6 The powers of the Chief Officer in fire suppression

Section 33 of the CFA Act 1958 confers the powers of the CFA Chief Officer on any officer in charge of any brigade (including FIB's) or group of brigades who is present at the fire.

Chief Officer's Standing Order SO 9.00 and SOP 9.00 "Management of Fires and Incidents" specifies the circumstances that determine which members of which brigade or group may exercise these powers in the Country Area of Victoria.

The Chief Officer's powers may be exercised if there is a danger of a fire occurring or a fire is burning or has recently been extinguished as follows:

- Within the Country Area of Victoria; or
- Within State Forest, National Park or Protected Public Land where a Forest Officer is not present at the fire or is unable to exercise those powers.

The Chief Officer has the following general powers (refer section 30 of CFA Act):

- To control and direct brigades at the fire.
- To enter any land house building or premises and to use force if necessary if there is a fire, and to direct apparatus as he considers convenient.
- To take any measures which in the circumstances are reasonable, necessary and expedient including that fences, undergrowth, trees, scrub, grass, stubble, weeds or other vegetation can be burnt or otherwise destroyed or removed.
- To cause water to be shut off, or take water from any waterway, lake, lagoon, bore, dam, tank main or pipe or other source of water supply whatsoever.
- To close to traffic any street, road, lane or thoroughfare or any part thereof in the vicinity of the scene of any fire, and direct traffic on any part of that street, road, lane or thoroughfare which is not closed.
- To order to withdraw and (in the event of a failure or a refusal to withdraw) remove any person who interferes with operations.
- Pull down or shore up any wall or building damaged by fire that may become dangerous to life or property.
- To take other measures for the protection of life and property.

4.7 Command and Control

The forestry industry brigade OIC (Captain) is responsible for the operation and command of the Forestry Industry Brigade in relation to the plantation holdings of the relevant owner or owners (Regulation 71(1)(a)).

All brigades and all officers and members of brigades are under the control of the Chief Officer (s.27 of CFA Act). Standing Order 8.00 determines who shall exercise the powers of the Chief Officer in various delegated situations.

Where a forestry industry brigade attends a fire then the control shall be exercised consistent with the Chief Officer's Standing Orders on "Forestry Industry Brigades" and "Control & Command of Incidents".

4.8 CFA/DSE Heads of Agreement (Partnership and Joint Service Delivery)

Both CFA and DSE have adopted a Heads of Agreement which recognises that one Incident Controller and one AIMS structure will be used to manage all resources deployed to a multi-agency incident. Refer to CFA-DSE Heads of Agreement (Partnership and Joint Service Deliver) document (available via the CFA FIB web site).

4.9 Emergency vehicle response

Drivers of CFA and FIB vehicles must follow the Road Traffic Regulations at all times. Under the Road Rules – Victoria (1999), a fire brigade vehicle being used on urgent fire brigade duty may be exempted from certain requirements under specific conditions.

Only drivers with the necessary qualifications and endorsement are permitted to drive a CFA vehicle or FIB fire response vehicle under emergency conditions (Using Emergency Lights and Sirens). Additionally FIB's wishing to install or mount emergency lights and sirens must gain CFA approval by writing to the Manager Wildfire Planning and Forestry Industry Brigades with a copy to their Home District Operations Manager. Details related to the number and type of vehicles to be equipped is required in the application. Vehicles must also display CFA identification signs.

Only dedicated FIB fire appliances can have permanently fitted emergency lights and sirens along with permanent CFA stickers on front driver and passenger doors. Other FIB appliances can use removable magnetic CFA identification signs (magnetic type available) and temporary type emergency red/blue lights (magnetic base types).

In all cases, the operation of an emergency vehicle shall be done with due care and attention, and only if it is expedient to do so and in accordance with Chief Officer's Standing Order 12.00 *"Driving of CFA and Brigade Owned vehicles"*, Chief Officer's Standard Operating Procedure 12.03 *Driving and Travelling in CFA Vehicles*, Chief Officer's Standard Operating Procedure 12.04 *"Emergency vehicle response"* Chief Officer's Standard Operating Procedure 12.06 *Speed Limits – CFA Vehicles* and the *Victorian Road Safety Regulations 1999*. These documents outline the requirements and exemptions for CFA emergency vehicles.

The CFA objective is to limit the number of appliances traveling as emergency vehicles to

those considered essential. Chief Officer's Standard Operating Procedure 12.04 "*Emergency Vehicle Response*" defines Codes for the status of responding vehicles and requirements for emergency vehicle response.

4.10 On arrival at the fire

It is vital that fire ground control is established as soon as possible including nominating an Incident Controller in accordance with CFA SOP 8.02. For CFA fires, the first arriving appliance crew leader from the primary brigade should assume control of the fire and continue to control all fire response until relieved or the fire is deemed safe.

In the case of plantations, the Incident Controller may be from an FIB. The Incident Controller should be nominated following negotiations between the FIB and the senior brigade member from the primary CFA brigade. A control point must be established as a reference point for all fire ground resources and as the location of the Incident Controller.

Following the CFA SOP 9.28, the Incident Controller should conduct a size up of the fire, ensure an immediate and aggressive initial attack and conduct a Dynamic Risk Assessment. This initial size up should also be communicated back up the chain of command.

Where impractical or unsafe to attack the fire head, alternative fire suppression and asset protection measures should be implemented to limit the fires escalation and losses caused by the fire.

Resources shall then be rearranged and used to the best advantage in preventing the spread of the fire and protecting assets. See Appendix 5 for more detailed response guidelines.

At all times safety of firefighters will be paramount. Using the LACES safety system, the 10 standard orders for rural firefighting and the "18 watchout situations" shall guide the actions of all personnel on the fireground.

It is also important for all personnel to be trained and implement CFA's safe work system, Safe Person Approach Dynamic Risk Assessment (SPADRA).

These two safety systems will reduce the incidence of accidents on the fire ground.

Situation reports up the chain of command shall be made at least once every 30 minutes until the fire is contained. If the assessed task appears to be beyond the capability of the initial attack crew the Incident Controller will review the situation and arrange for extra resources.

4.11 Incident Management Team

FIB members are encouraged to become involved in incident management beyond the fire ground. Input into strategic decision making at incidents by FIB's provides CFA with increase fire behaviour information along with improved local intelligence of ownership, rates of spread and potential loss estimates.

Activation of an Incident Management Team should be considered if:

- The incident is still "going" 30 minutes after attendance by the first resources, and
- The fire is more than 50 hectares, or
- The incident is sectorised.

Sectorisation of the incident should be considered if:

- There are more than 5 appliances or 30 personnel involved in the incident.
- The whole of the incident cannot be easily seen and resources cannot be directly commanded by one Officer.

The establishment and fire ground command trigger points above are guides. Variation will occur due to environment, weather and local district Operational procedures.

4.12 Plantation Technical Advisor role

- This role has been identified as support to the IMT in the Planning Unit to assist with planning and information flow regarding fire fighting involving plantations.
- It is recommended that the role be identified and available for deployment on Code Purple and Total Fire Ban days as part of the preplanned IMT structure.

4.13 Incident Control

Three levels of Incident Control are recognised:

- **Level 1 Incident – vehicle based ICP (Incident Control Point)**
 - Established in the field (e.g.: a MCV or Field Command Vehicle).
 - The Operations Officer may be a separate person to the Incident Controller if the situation requires.
 - CFA Group/DSE Office to provide support/co-ordination.
- **Level 2 Incident – Identified Level 2 ICC (Incident Control Centre)**
 - May be located at CFA Group, CFA DivCom, DSE Office, mobile control unit, or a preplanned Level 2 ICC location.
 - Co-ordination of CFA Group resources and other Group activities to be managed by the Group.
- **Level 3 Incident – Pre Planned Level 3 ICC**
 - Located at a preplanned Level 3 ICC.
 - Incident Management Team to include 5 ICS functions.
 - Possible long duration incident.

Incident Control Centres are pre planned with DSE before each fire season and are documented in the District Operations Management Plan and wildfire response plans (Access to this planning is available via the District HQ).

4.14 Suppression operations outside the forestry industry brigade area

Under Regulation 71 (i)c a forestry industry brigade may respond to calls to assist other brigades attending fires beyond their plantation holdings. This support to neighboring Brigades, Groups and Districts is encouraged on the understanding that appropriate notification is provided to the Home Group or District and is at the FIB's discretion.

4.15 Mutual support arrangements

Mutual support arrangements are commonly made between brigades, groups, districts and across interstate borders. Forestry industry brigades are encouraged to make contact with relevant adjoining brigades, groups, CFA Districts and DSE to determine mutual support arrangements in and around plantations.

Details of such arrangements should be discussed first with the CFA Operations Manager or Group Officer to ensure consistency and co-ordination in response.

4.16 Strike teams

Strike Teams consist of four or five vehicles of a similar type (e.g.: all slip ons) complete with a leader's vehicle and sometimes support (e.g. quick fill). Requests for Strike Teams will be directed to the District Duty Officer. FIB's may be requested to join or form a Strike Team during emergencies but are not usually part of the District Strike Team summer roster. A request will include:

- How many appliances?
- 2WD or 4WD?
- Location of staging area?
- Name/callsign of person to report to?
- Duration of tour of duty

The District will:

- Initiate actions to ensure an appropriate Strike Team Leader is appointed.
- Provide the Strike Team Leader with a briefing to cover the formation, travel and arrival at the Incident Staging Area.
- Nominate a District Staging/Assembly Area and a time for the Strike Team to depart the Staging/Assembly Area.
- Provide a marshalling officer at the Districts Assembly Area.

Any Brigade or Group participating in a Strike Team will:

- Ensure that personnel are appropriately equipped and qualified.
- Complete the relevant details of the Strike Team Registration form.
- Arrive at the District Assembly Area with sufficient time to be briefed before assigned departure time.
- Hand over the Strike Team registration form to the Strike Team Leader at the District Assembly Area.
- Notify the Brigade or Group Communications Officer of the names of personnel on the tanker.

Brigades on Rostered Strike Teams should be able to respond within 30 minutes. Strike Team Leaders should preferably travel in a separate radio equipped vehicle. Once assembled the callsign of the Strike Team Leader will be a unique callsign tied to the district (e.g. "Strike Team 10-02" represents strike team number two from District 10).

Radio traffic will be kept to an absolute minimum. Where possible the Strike Team Leader shall communicate face to face with tanker crews in the Strike Team. Leaders will assemble vehicles at the assembly point, collect (or fill out) the Strike Team Registration forms, and brief Crew Leaders and drivers on the destination, route and convoy procedure.

At the fire or destination the Strike Team Leader shall report to the nominated person, or in his/her absence the Planning Officer, without delay.

4.17 Media Releases

Timely and accurate information on incidents will be provided to the media on all newsworthy incidents in which CFA/FIB personnel are, or have been involved or which could impact on the Community.

For fires and incidents affecting plantations, the plantation owner where practical will be involved when planning the media response. Media releases will be authorised by the Incident Controller or the District Duty Officer.

Information should be provided on; where, when, what happened, how did it happen, who did it involve. The owner of the plantation should be available to take part in the media interview if possible.

4.18 Evacuation Policy

In relation to Evacuation, CFA and DSE have a joint SOP regarding Evacuation during Bushfires (JSOP 3.12) The Emergency Management Act (1986) and the Country Fire Authority Act (1958) gives residents the right to stay with their homes during a bushfire however property occupiers are encouraged to have a Bushfire assessment conducted to determine potential survivability of fire, possible treatments to improve survivability of the property and link this information into their development of a fire plan.

CFA and other emergency service personnel do not have the authority to order the removal of a person from a property if they have pecuniary interest in the relevant land, building or goods within it.

The Fire Services may recommend evacuations under certain conditions and will follow the direction set out in the JSOP 3.12 and Interim Evacuation Guidelines (Oct 2010).

4.19 CFA/DSE Aircraft

District fire spotter (single engined) or bird dog (dual engined) aircraft shall be activated at the discretion of the District Duty Officer. These aircraft will be crewed by trained Air Observers.

Local guidelines may use some of the following events to trigger activation of fire spotter aircraft:

- it is a Day of Total Fire Ban or;
- fire danger index exceeds a predetermined local trigger point or;
- there are more than 5 fires burning or;
- lightning has occurred or is imminent or;
- patrol of potential arson activity is required.

Prior to the flight, adjoining Districts and DSE will be consulted to determine a suitable flight plan. A flight plan and crew list shall be completed for every flight before take-off, and entered on IMS. Faxed confirmation of all planned flight details must be submitted to the State Aircraft Unit, local DSE Fire District headquarters and CFA District Office.

4.20 State Aircraft Unit (SAU)

The primary objective of the SAU is a “one stop shop” for all aspects of coordination and management of specialist aviation resources and activities between the CFA and DSE to satisfy fire and land management objectives in Victoria.

The SAU coordinates a large fleet of rotary and fixed wing firefighting and support aircraft. The specific details of the number and type of aircraft available may vary from year to year and depending on the fire danger level. .

SAU aircraft can be requested through the CFA District Duty Officer or through the ICC direct when operating as part of a level 3 ICC.

Appropriate management arrangements must be put in place for any aircraft operation. This will include arrangements for the following:

- Refueling.
- Flight planning.
- Flight following.
- Passenger records.
- Radio channels.
- Aircraft officer.
- Air attack supervisor.
- Air observers.
- Restricted airspace.
- Pilot and crew welfare.

The use of Interstate aircraft in Victorian fire suppression should only occur with prior registration of the aircraft with the SAU, incident communications plan and agreement from the CFA District Duty Officer or the Incident Controller if the incident is being run by an

Incident Management Team.

4.21 Control of road traffic

Under the CFA Act (Section 44A), members may undertake certain actions including controlling traffic at fires. When possible it is preferable to request Victoria Police undertake traffic management at an incident as they are the responsible agency. CFA Standard Operating Procedure 9.30 provides more specific direction on traffic control needs and procedures when Victoria Police is unavailable.

4.22 Accidents and Injuries

Any accident that requires medical treatment or that may result in the person affected missing work, or is a potential "near miss" is to be reported to the Incident Controller and then onto the CFA District Duty Officer as soon as practicable.

CFA/DSE Wildfire Incident Report Cards are to be completed whenever a safety issue/near miss /or injury occurs. This then needs to be handed onto the IMT. For issues requiring immediate attention details should be transmitted by radio back to the base station as quickly as possible after the incident has occurred.

The District Duty Officer or Incident Controller will initiate an investigation and report for the Operations Manager in accordance with CFA policy.

4.23 Hire of heavy and supplementary equipment for fire suppression

The plantation owner should make pre-season arrangements for the hire and payment of local private plant, and equipment for use on plantation fire suppression. All plant must meet agreed safety standards and operators must have completed Basic Wildfire Awareness or Wildfire Firefighter training, including the maintain safety (SPADRA) module. It is also preferable for the operator to be registered with DSE prior to the commencement of the season.

FIB's will pay for machinery that they hire and deploy on or near their land to protect their plantations, unless other arrangements are made with the Incident Controller prior to deployment. When possible, FIB plant activities should be incorporated into the whole of incident planning process to avoid duplication of resources.

Forestry Industry Brigade Officers must obtain the approval of the CFA District Duty Officer before requisitioning private equipment for fire suppression at CFA expense. Preference should be given to hiring equipment for which acceptable rates have been arranged prior to the fire season (DSE registered plant and equipment, can be accessed via the CFA if required).

Officers of the Forestry Industry Brigade in control of equipment hired on behalf of the CFA shall keep adequate records (hours/kilometres of operation) and/or any fuel, oil or repairs supplied. This should also include water cartage contractors.

CFA policy for the use of heavy or supplementary equipment for fire suppression is documented in Operations policy OP.07.

4.24 Brigade Operating Procedures

FIB's should develop Operating Procedures (OP's) that deal with Brigade level response, turnout and support arrangements, including support to other agencies, crewing arrangements, local communications, safety and training issues.

Care should be taken to ensure that forestry industry brigade plans are consistent with Group and District operating procedures.

5 RECOVERY

5.1 Fire Investigation

The origin and cause of every fire will be investigated. Section 98 of the CFA Act empowers the Chief Officer to search a place where a fire has occurred and exercise relevant powers. Section 98 is delegated to the District Operations Manager.

Initial investigations will be the responsibility of the Brigade. If the origin and cause is easily determined then it will be entered onto the fire incident report form.

To facilitate fire investigations, Forestry Industry Brigade personnel involved in first attack shall follow the investigation procedures for travelling to and on arrival at a fire (Operations Checklists page 53). In circumstances where there are items or materials near the origin or burnt by a fire in suspicious situations a trained Fire Investigator will be requested. When a Fire Investigator is requested to attend a scene the Incident Controller must arrange for adequate preservation and security of the scene and continuity of evidence.

A Fire Investigator may request attendance by Police or a forensic scientist. Section 99 empowers the Chief Officer to request the Coroner to inquire into a fire (refer Chief Officer's Standard Operating Procedure 14.01).

All requests for Fire Investigators are through the District Duty Officer.

Fire Investigation will be conducted in accordance with the CFA's Chief Officers SOP 14.03 – Fire Investigation, and the Victorian Fire Investigation Policy and Procedures.

Criteria for Fire Investigation:

- Fatal or serious injury
- Significant fire
- Structural, vehicle, marine craft and wildfires where the origin and cause of the fire is undetermined or suspicious in nature.
- CFA property is involved.

5.2 Reports of Significant Fires

The Chief Officer requires a report of any significant fire. A "significant fire" is one where structural damage exceeds one million dollars, or is of an unusual nature of interest to the fire services or Insurance Council of Australia. The Operations Manager and the Manager of Community Safety shall be advised as soon as possible of any significant incident and will co-ordinate preparation of a report.

5.3 Fire fatalities

The District Duty Officer shall attend and prepare a report (in conjunction with Police and the Coroner) for the Coronial Inquiry. A request for an accredited Fire Investigator must be made and the State Fire Investigation Coordinator from CFA Headquarters must be advised by telephone or pager.

5.4 Critical Incident Stress Support - Operational Incidents

Critical Incident Stress support is available to CFA members and their immediate family during or after a critical incident during Operational Incidents. CIS Peer Teams have been identified and trained to help reduce the impact of a critical event on members and to accelerate the recovery of people who are suffering normal reactions to abnormal events. This service is available to FIB's.

Activation of CIS Peers or the Chaplain must only be after prior approval from the District Duty Officer. Contact VICFIRE to request activation of the CIS support system through the District Duty Officer (Refer to SOP 14.02).

CFA will provide immediate or short term CIS support to FIB members and immediate family. FIB member employers will have OH&S policies and procedures to provide medium or ongoing CIS support. It is the employer's responsibility to manage CIS beyond the initial period.

5.5 Operational Analysis or "Debrief"

The aim of operational analysis is to review an incident to identify common themes and take actions to improve deficiencies in performance. FIB's are included in this process.

5.6 Rehabilitation of Damage caused by Fire Suppression

Costs of restoration of damage to plantations such as drainage works on temporary fire lines or repairs to roads to rectify damage caused by fire suppression actions are to be kept to a minimum and may even be avoided through the careful use of equipment during fire suppression.

Costs of rehabilitation shall, unless by other agreement, be the responsibility of the land owner.

Where property is damaged by suppression actions, and the owner of the property has insurance, a claim should be submitted to their insurance company.

5.7 Finance

Unless otherwise determined by the Chief Officer and after consultation with the relevant forestry industry brigade or brigades, each relevant owner or group of owners of a forestry industry brigade shall be responsible for:

- Costs associated with the establishment, maintenance and operation of resources required under the Forestry Industry Brigades Regulations (1998) and other resources acquired by the forestry industry brigade in support of its obligations; and
- The establishment and maintenance of the forestry industry brigade or brigades formed to protect plantations within the designated area; and

- Costs associated with the officer(s) and members of the forestry industry brigade acquiring and maintaining competencies to meet the requirements of the Chief Officer unless otherwise negotiated with CFA.

6 REFERENCES

CFA Act 1958
 CFA Regulations 2004
 Emergency Management Act 1986
 Victorian Road Safety Regulations 1999
 CFA policy on evacuation during wildfire and Wildfire risk Management CS 02005
 CFA policy on fire investigation FM.03
 CFA policy on Charging for uninsured property fires FA 11011
 CFA policy on hire of heavy or supplementary equipment OP.07
 Chief Officer's Standing Orders and Standard Operating Procedures
 Victorian Fire Investigation Policy and Procedures
 CFA Operational Guidelines
 CFA Operational Checklists
 State Operations Management Plan
 District Operations Management Plan
 Relevant Group and Brigade Operating Procedures
 10 Standard Fire Orders
 18 watchout situations

7 APPENDICES

1. Guidelines for preparing a plantation fire management plan.
2. Forestry industry brigade equipment specifications and guidelines.
3. Forestry industry brigade training specifications and guidelines.
4. FIB Fire Response and Reporting Guidelines

8 ATTACHMENTS

1. Preliminary Incident Report form



Appendix 1

“Aide Memoir for preparing a Plantation Fire Management Plan”

1. INTRODUCTION

A documented Fire Management Plan should be prepared to cover all plantations and plantation fire activities. This document intends to provide a guide to plantation owners and fire managers on the content and scope of plantation Fire Management Plans

- The FMP should be done in consultation with the CFA Agricultural Fire Management Guidelines.
- FMP's should be updated annual prior to the fire season
- FMP's should be provided to all District Office's were plantation exist. Summarized versions of the FMP can be provided to relevant Group and DSE Fire District Offices.

2. GUIDELINE

Plantation Fire Management Plans should document all activities that may impact on fire risks to the plantation or to the community as a result of plantation activities. Suggested subjects and sections that should be covered in the plan include:-

Contents

- Contents page will assist in information retrieval

Authorisation

- The plan should be authorised by the CEO or other senior person who carries authority to approve policy/plans within the company.

Objectives

- What is the objective of the plan?

Application

- Who does the plan apply to?
- Date when annual review of the plan will occur plan.

Company/Owners Policy

- Statement of fire management and control policy
- Chain of command/reporting relationships
- Procedure and relationships with other agencies.

Design and Prevention

- Plantation design influencing fire prevention/suppression (size and location)
 - Plantation estate Design
 - Roads and access tracks specifications
 - Firebreaks and set backs specifications
 - Water supply points, signage and construction
 - Mapping showing above if available
 - Hazard reduction and Other fuel modification
 - Spraying, slashing, pruning, thinning

- Annual fire management works program
- Safety of forest users
- Security of assets from fire damage
- Representation on municipal fire prevention committees
- Prevention measures to reduce wildfire ignition on the estate
 - Restriction of access
 - Smoking
 - Management of machinery
 - Spark Arrestors
 - Welding and cutting
 - Hot work permits
 - Fire equipment specified for machinery
 - Permits for use of fire on plantation estate

Preparedness

- Seasonal conditions and weather monitoring
- System for notification and alerting of increasing fire danger
- Procedure for increasing preparedness as probability of fire or fire severity increases.
- System for all hours contact of a responsible company representative
- Communications arrangements
 - Adoption of DSE/CFA Default Communications Plan
 - IMT communications plan adoption
- Telephone directory of
 - Company personnel
 - Other agencies
 - Support personnel and companies
 - Plant owners
 - Other equipment owners (pumps, floats, aircraft etc)
- Training/Accreditation requirements for Employees and Contractors.
 - Competency and Skills Matrix.
 - Record of Skill Maintenance
- Equipment maintenance and testing program
- Facilities for use in fire management
 - Air Bases
 - Spotter Aircraft arrangements
 - Lookouts
 - Depots
- Duty Statements for
 - Duty Officer
 - FIB OIC
 - Fire fighters

Response

- Procedure for reacting to a fire alert
- Procedure for reporting a fire
 - Alerting of
 - CFA
 - Own crews
 - Other Agencies
 - Other companies
- Safety of Forest users
- Personal protective equipment/clothing
- Procedures for logging of actions and conversations
- Procedures for dispatching of crews and equipment
 - Initial attack procedures
 - Procedures for determining overall control of the fire
 - Liaison with other agencies
- Actions on arrival at fire
 - Establish a control point until IMT activated
 - Initial Word Back (incident report) and Information for the Community
 - Situation Reports
 - Procedures for arranging extra support
 - Crew change over policy
 - Management of large fires
 - Resourcing arrangements for Plantation Advisor role in IMT
- Procedures for mop-up and patrol of fires
- Procedure for lodging fire reports and information required (FIRS reports)
- Procedure to determine fire cause.

Recovery

- Debriefs
- Operations performance review
- Rehabilitation of damage caused by suppression operations

Appendices and Attachments

- Any related documents such as
 - Detailed Maps/plans
 - Policies
 - Agreements with other agencies or companies
 - Operating Procedures

References

- Any references that are referred to in the plan, or are of relevance to the plan.

3. DISTRIBUTION LIST

The Fire Management Plan should identify who receives copies or summaries of the plan and annual advice of amendments. The plan is to be provided to each Operations Manager in Districts where the FIB has plantations. Two copies are also to be sent to the FIB Project Officer for CFA records.

4. PRESENTATION OF PLAN

- The plan is best presented as a single document
- Distribution of an Electronic copy is suitable (PDF)
- Hard copy is acceptable
 - Loose leaf binding allows updating of parts of the document as they become outdated
 - Fixed binding allows the whole document to be issued and facilitates its storage as a historical record.



Equipment Specifications And Guidelines

TANKER

Item	Specification	Guideline
Water carrying capacity	2,500 litres	3,000 litres At least 1 internal baffle (2 preferred)
Safety	Crew roll-over protection (ROP's) Seat belts for all crew when travelling 1 x woollen blanket per cab crew member 2 woollen blankets in ROP's 1 x portable first aid kit	Work lights Reflective side striping Warning lights or rotating beacon and Audible warning device – see FIB Guidelines 2007 version
Delivery hose	Hardline: 19mm with 38mm external lug couplings Layflat: 38mm with 38mm external lug couplings	5 x 38mm x 30m layflat hose 2 x 38mm x 5m layflat hose 2 x 64mm x 30m layflat hose with 64mm 3tpi couplings 2 x 64mm x 5m layflat hose with 64mm 3tpi couplings All delivery hose to be labelled with owner's name
Delivery couplings	38mm external lug	64mm 3tpi
Suction hose		Hardline: Net, float and 7.5m x 75m hose with 75mm Storz couplings
Additives	Wetting agent	CFA approved Class A foam backpack or other foam delivery system c/w aspirating branches
Small gear	1 x hose strangler 2 x three way controlled dividing breeches 2 x 38mm branches	1 x 64mm branch 8" flat file Fire hydrant Hydrant hose key
Hand tools	3 x rakehoes	5 x rakehoes 1 x shovel 1 x chainsaw with fuels, tools and safety gear
Fuel		Either 10 litres pump fuel OR pump fuel drawn from vehicle fuel tank
Other	2 x 9 litre knapsack 10 litres drinking water	

Slip-On Unit

Item	Specification	Guideline
Water carrying capacity	200 litres	400 litres
Pump	5hp	Engine rated at 3.5kW (5hp) Able to develop flow of 50 litres per minute at a branch pressure of 250kpa Self-filling capability
Safety	Crew roll-over protection Seat belts for all crew when travelling 1 x woollen blanket per cab crew member 1 x portable first aid kit	Work lights Warning lights or rotating beacon and Audible warning device – see FIB Guidelines 2007 version
Delivery hose	Hardline: 19mm with 38mm external lug couplings	
Delivery couplings	38mm external lug	
Suction hose		Hardline: Net, float and 5m x 38mm hose with pump compatible couplings
Additives	Wetting agent	Class A foam backpack or other foam delivery system c/w aspirating branches
Small gear	1 x 38mm branches	8" flat file
Hand tools	3 x rakehoes	1 x shovel 1 x chainsaw with fuels, tools and safety gear
Fuel		10 litres pump fuel
Other	1 x 9 litre knapsack 10 litres drinking water	

Protective Equipment (per Person on the Fireline)

Item	Specification	Guideline
Overalls	Flame retardant (Proban) treated cotton drill overalls or two-piece ensemble able to cover upper and lower body, arms and legs to: AS 4824 (Int-2001)	Designed for metabolic heat release (loose fitting, large ventilation openings) Collar able to provide protection to the neck, lower head and face High visibility colour Have flame retardant reflective material horizontally on front, rear and sides
Helmet	Rural firefighters helmet to AS 1801 (type 3) specification with 25mm reflective tape	
Safety goggles	Safety goggles to AS 1337 specification	
Boots	AS/NZS 4821 (Int) Protective Footwear for Firefighters	Steel capped, ankle length lace up leather upper boots with nitrile rubber heat resistant sole
Gloves	AS 2161.6-2003	
Respirator	To AS 1715 and 1716 specification	Eg. P2 filter mask
Other		1 litre water bottle Belt or carry bag



Appendix 3

“FIB Fire Response and Reporting Guidelines”

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 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 District Office.

- “**Category 1**” – Initial radio traffic and appliance tracking will be done by Vicfire via radio
- “**Category 5**” - Radio traffic and appliance tracking will be done by the local brigade or Group

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 Section 2.

1. CATEGORY 1 BRIGADES

1.1. Responding to a fire (Pager Alert)

Upon receipt of pager alert

- 1.1.1. Contact Vicfire via radio and indicate receipt of alert and action being taken (i.e. 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 indicate turning out
(i.e. “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 Wordback and SITREP to Vicfire as required (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. If IC, inform Vicfire 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.
- 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 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 Vicfire direct (i.e. "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 (i.e. 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
(i.e. "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 Control point if established, has a fire ground channel been established.
 - 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.
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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 Vicfire or the Controlling Group (i.e. "Black Plantation Control")
 - b. An Incident Action Plan should be developed (in your head or in a log book) and cover the objectives, situation, resources and requirements.
 - c. Keep a log of actions and communications
- 2.2.2 Provide immediate Wordback to Vicfire or the Controlling Group as soon as control point has been established. Provide a SITREP within the first 10-15 minutes which should include
 - 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.
- 2.2.6 Provide Wordbacks when status of fire changes, eg Not Yet Under control, Under control, Stop.

3 Brigade Reporting requirements following an Alert pager/phone notification

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 (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 District, Home Group and the FIB name (i.e. District 4, Casterton Group, Great Southern 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, 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 District, Home Group and the FIB name (i.e. District 4, Casterton Group, Great Southern 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
- 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.		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

Resource and Crew Details

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

Incident details

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

Comments	
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