City of Albany
Volunteer Bush Fire Brigade
Brigade Operating Procedures

January 2024

1. **Executive Summary**
   The City of Albany Volunteer Bush Fire Brigade operating Procedures aim to provide guidance that will ensure that bush fire response operations are managed consistently across all brigades with fire ground safety as the number one priority

2. **Document Currency**
   Each BOP may be updated when discrepancies arise. It is important to ensure you are referring to the most current BOP.
   The most current versions are located on the City of Albany's website.
   https://www.albany.wa.gov.au/documents/232/city-of-albany-volunteer-bush-fire brigade-operating-procedures

3. **Feedback**
   The City welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the city of Albany.
   All volunteer Bush fire Brigade members are invited to provide feedback to ensure the operating procedures remain relevant.
   IMPORTANT: Before making a submission it is recommended that you talk it over with your brigade captain.

4. **How to make a submission:**
   Refer to BOP 1.01

   Forms referred to in the BOP's may be accessed by searching the forms folder located here:
   https://www.albany.wa.gov.au/services/emergency-management/volunteer-bushfire-brigades.aspx

5. **Authority**
   This document is correct as of the dates below:

27/2/24.

Rob Lynn
Chief Bush Fire Control Officer

Brendan Gordon
Community Emergency Services Manager

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BOP 1.01 Brigade Operations

1 General

This BOP is to provide guidance to volunteer bush fire brigade members on the structure and expectations of positions.

2 Volunteer Bush Fire Brigades – City of Albany

The Volunteer Bush Fire brigades are managed by the City of Albany.

The Brigade Local Law 2020 outlines the governance of brigades, and includes:

- Brigade objectives,
- Functions of the Bush Fire Advisory Committee
- The role of the Chief
- Bush Fire control Officers,
- Brigade membership types
- Brigade governance
- Functions of brigade officers
- Conditions of membership

This Brigade Operating Procedure will expand on expectation of some of the key roles.

3 Identification

Helmets are the primary method of identifying rank within the Volunteer Brigades.

For example.

Chief	Red Helmet, Red Reflective Stripe
Deputy Chief	Red Helmet, White Reflective Stripe
Captain	Yellow Helmet, Red Reflective Stripe
Lieutenant	Yellow Helmet, white Reflective Stripe
Active member	White Helmet.

4 Meetings, Raising Issues

Members who have a concern or issue are to raise the concern/issue within their brigade structure, for example with the Captain. Should issues be complex or remain unresolved issues can be raised at brigade meetings in general business, or preferably added to agendas.

If an issue arises during an incident or deployment, concerns should be raised with your direct Crew Leader, Sector Commander, Strike Team Leader or Incident Controller.

Note: Issues of a sensitive nature can also be raised with the relevant Sector Commander, Deputy or Chief. Alternatively, the City (CESM, EMO-O) and support staff may be able to assist.

- Brigade Meetings

Brigades can hold meetings as required; however, an Annual General Meeting is to be held by each brigade 'prior to the commencement of May each year'. One of the key functions of this meeting is to appoint brigade positions. These positions are to be provided to the City as soon as possible after the annual meeting.

Brigade meetings are the conduit to raise issues for resolution.

- Sector Meetings

Sector meetings are held by the respective sectors. Members include Captains and FCO's. These meetings are held to share information, and raise issues identified during brigade meetings. Issues are to be included in agendas and should not be raised as general business. It is during Sector meetings where nominations for senior positions are called.

- Bush Fire Advisory Group (BFAG) – endorsements mid-June each year

This meeting is for the Senior Fire Control Officers from both sectors to share information and escalate any issues raised from brigade and sector meetings.

- Bush Fire Advisory Committee

The BFAC meeting is used to ratify appointments, and raise motions identified by the BFAG. The BFAC is comprised of elected council members, senior volunteer fire management and City of Albany emergency management personnel.

- Regional Operations Advisory Committee

This meeting is attended by the Chief and the CESM to discuss resourcing and discuss common issues. This is a high-level meeting and includes Chiefs/CESMS from the Great Southern Region, local government representatives and regional DFES personnel. Issues and recommendations raised during this meeting can be escalated to the relevant local government, DFES representative or to the State Bushfire Operations Committee as appropriate.

5 Senior Roles

Approved City of Albany Position Descriptions exist for the Chief Bushfire Control Officer, and the Deputy.

6 Fire Weather Officers

Fire Weather Officers are approved by law, via gazettal in the Government Gazette. These positions are held by:

- Chief BFCO
- Deputy Chief
- NE1&2, SW 1&2

Note: Brigades may nominate and appoint weather officers, to collect and report on local weather. These officers are not an official position under the BF act and they are there to assist the gazetted Fire Weather Officer to make informed decisions.

7 Senior Fire Control Officers

The City of Albany bush fire brigades are divided into two sectors, the North East, and South West. To aid in management, Senior Fire Control Officers are appointed to manage both areas. Both Sector Commanders have deputies.

- North East 1 (Sector Commander), and North East 2 (Deputy).
- South West 1 (Sector Commander), and South West 2 (Deputy).

These positions are appointed at the BFAC meeting.

8 Captain

Outlined in the BFB Local law, s3.1

Other responsibilities of the Captain include:

- Delegate tasks to personnel and nominated position holders.
- Provision of Fire reports for fires attended (BOP6.03)
- Supply to the City (post incident) any fire diary (white copies) T Cards and documentation for filing.
- With the Training Officer, Captains are to ensure brigade personnel are adequately trained to undertake the tasks likely to be allocated to them.
- Nomination of awards.
- Compilation of the brigade LGGS 'wish lists', supplied to the city by the end of February each year.
- Signing of Key Authorisation Forms at the General Meeting.
- Inspection and Approval of any burn requests.

Note: Captains are responsible for their personal issued keys (i.e. shed) and in each appliance, a Reserves Gate key and Standpipe key. Up to 2 other Shed Key holders may be approved. Key Authorisations forms can be found on the City of Albany Intranet Under Brigade Forms.

Captain may hold other positions within the brigade, i.e. FCO.

9 Fire Control Officer

Fire Control Officers have responsibilities and powers under the Bush Fires Act, and by law must be nominated by a brigade, endorsed by BFAC, then appointed by the Local Government.

Anyone writing a permit must be an endorsed FCO.

Refer to the Fire control Officers handbook (pages 24-26).

10 Lieutenants

Lieutenants are nominated at the annual brigade meetings. It is encouraged that no more than 4 Lieutenants be nominated. The Training Officer and Equipment Officers are encouraged to be nominated as Lieutenants.

11 Secretary

Further to s.3.4 of the Local law, Secretaries are required to submit to the City minutes of each meeting. Meeting minutes should be submitted within 24 hours of the meeting closure.

Contact lists are to be updated at the completion of the annual general meeting and supplied to the City by the end of March each year.

12 Treasurer

Requirements of the Treasurer are found in s.3.5 of the Local Law.

13 Equipment Officer

Further to s.3.6 of the local Law, Equipment officers are responsible for the maintenance of building and vehicles.

All buildings, equipment and vehicles must be kept in good order and condition to ensure early identification of issues and reduce down time and unnecessary costs.

Equipment Officers must ensure that monthly testing occurs of the following:

- AVL,
- Burnover Blanket Inspections,
- Rebreather Inspections, and
- Lights and sirens.

An example checklist is available as an appendix 2 to this BOP.

The Equipment Officer is responsible for ensuring regular inspection of maintenance of hoses and fittings is conducted, and that vehicles are clean.

The equipment officer is to ensure that all documentation is in trucks (vehicle running logs, T-cards, fault reports, fire diaries, map books) are in usable condition.

Any faults that cannot be rectified by general maintenance must be recorded in the fault report book, and emailed to emergencyservices@albany.wa.gov.au (see BOP 5.01).

The Equipment Officer is also responsible for the cleanliness and maintenance of the fire sheds/buildings.

The Equipment Officer is to ensure all active members PPE is in serviceable condition at the time of the Burnover training. Any PPE required by members should be requested at this time via the equipment officer. See BOP 4.02. Any PPE needs must be submitted to the on completion of the pre season training (see attached form). Out of this period, monthly requests should be submitted (rather than ad-hock) to reduce the impost on City staff.

14 Training Officer

Further to s.3.7 of the local law, the Training Officer is responsible for ensuring, with the Captain, that the overall brigade skills capacity is reviewed annually (preferably in the off season), and training needs discussed with the CESM.

The Training Officer is also to ensure that annual burn over training and a report (i.e., who has done Burnover Training) provided to the City of Albany by the commencement of the Spring Permit Period each year (see appendix 1.).

The Training Officer should report to the brigade any upcoming training both locally and in adjacent Local Government Areas.

The Training Officer is responsible for nomination of personnel to attend (with approval from the Captain). Brigade members are encouraged to nominate to attend courses via the Training Officer. Once endorsed by the Captain the Training Officer will apply for training on EAcademy. Alternatively, the Training Officer can submit requests for training via the CESM or EMO-Operations.

15 Community Safety Coordinator

Community Safety Coordinators are a recent addition to the brigade structure, created in 2023. This position is nominated by the brigade and should be imbedded as part of the brigade management structure, in the same way as Equipment and Training Officers. Community Safety Coordinators are encouraged to report on activities during meetings.

The CSO liaises with the local community and plans and implements bushfire preparedness activities in areas of concern to increase community awareness and skills.

A range of aids and materials to assist in activities are held by the City for use by the CSO's.

The City Community Safety Team is able to assist brigades.

16 New members/membership

New members should demonstrate a commitment to the brigade prior to being accepted as a member. A probationary period of 3 months is recommended before a new member can be inducted and approved as a new member.

An induction is to occur between either the Captain or Training Officer, to outline the running of the brigade (meetings etc.) chain of command, expected conduct, and expectations for the type of membership being applied for.

Once the member has been accepted by the Captain a brigade membership form is to be filled in.

At this time, the Training Officer should enrol the new member on the next available minimum skills course.

Example Induction and New Member forms can be found on the City of Albany website under Brigade forms.

17 Documentation

City of Albany Bush fire Brigades Local Law 2020

Attachments:

App 1. Pre-Season Training Report Form.

App 2. Equipment Checklist

Document History:

Version	Date	Status	Author/Position	Details of Change

0.01	3/1/24	draft	D.Little	Initial Draft
0.02	9/1/24	Review/draft	D.Little	Comments Dag/Simon
1.00	16/1/24	Accepted	D.Little	
1.01				

Appendix 1. Pre Season Training Form

PRE SEASON CHECKLIST

Member Name:_____ Member Number:_____

circle: *Operational* *Trainee* *Support* *Cadet* *Life* *Honorary*

Pre Season Training

Are you fit and able to work on the fire ground? Y / N sign:_____

Do you have any medical issues the brigade should be aware of? Y / N sign:_____

Are you receiving BART alerts? Y / N / NA

Are you interested in attending out of district deployments? Y / N

Captain or TO sign and date.

- Burnover Blanket training Y / N ……
- Re-breather Y / N ……
- Burnover Curtains Y / N ……
- Deluge System Y / N ……

Personal Protective Clothing/Equipment

Are all parts of your fire kit in a serviceable condition?

	Size (state US or UK)	**Issue Date**	**Y / N**
Fire Jacket			
Pants			
Boots			
Boots zippers			
Helmet			
Torch			
Gloves			
Respirator			
Spare filters (x2)			
T-Shirts			

Captain:_ _____ Date:_____

Training Officer:_ _____ Date:_____

Equipment Officer: _____ Date:_____

Completed forms to be sent to emergencyservices@albany.wa.gov.au

BRIGADE EQUIPMENT CHECKLIST

MONTHLY CHECKS

Vehicle ID:_____ Month:_____

Inspection	Y / N	Inspection	Y / N
Blankets visually inspected		Rebreathers visually inspected	
Radios transmitting / receiving		AVL updated	
Burnover curtains deployed		Deluge system checked	
Lights and sirens checked		Intercom checked	
Foam full, and system flushed		Auxiliary pumps started/fueled	
Tires and spare condition		Tires at correct PSI	
Headlights working		Indicators	
Brake lights		Cabin lights	
Locker/side lights		Work lights	
Torches		Wiper blades	
Windows cleaned		Mirrors clean	
T cards		Flagging tape	
Running sheets / log kook		Fault report book	

FLUIDS

Inspection	Y / N	Inspection	Y / N
Diesel above 3/4		Oil level checked	
Brake fluid checked		Clutch fluid checked	
Radiator fluid checked		Power steering fluid checked	
Drip torches full		Jerry cans full	
Drinking water checked		Windscreen washer fluid	

General Equipment Checks

Inspection	Y / N	Inspection	Y / N
38mm Hoses		64mm hoses	
Fill Hoses		Live reels	
Branches		Standpipes	
Drip torch condition		Tools	
Spare washers		Fridge cleaned and restocked	
Ration packs			

ISSUES:

Fault Report #:_____

Equipment Officer: _____ Date:_____

BOP 1.02 Hazard Reduction Burns

1 Policy Statement

Bushfire brigades play a key role in bush fire management, including risk reduction within their local area. Successfully carried out hazard reduction burns (HRB) increases the level of protection provided to the local community during fire season.

Bushfire Volunteers are provided with legal protection when operating within the confines of the Bush Fires Act 1954. This protection is extended to hazard reduction burns when they are considered normal brigade activities and approved by the City of Albany.

Brigades are not permitted to charge a fee for service.

2 Objective

This policy addresses aims to provide clear direction to bush fire brigades, the local community and City of Albany staff in relation to hazard reduction burns on property irrespective of tenure.

3 Pre-Burning Preparations

Private Property

Private landowners who request a hazard reduction burn are required to complete a 'Hazard Reduction Burning Form (Non Public Land)' and return it to the City of Albany – Emergency Management Team for approval.

It is the responsibility of the landholder to conduct a Dial Before you Dig request and ensure any impacts to infrastructure are mitigated.

The brigades Burn Coordinator is to complete the burn form and Site Assessment check sheet prior to handing to the EMO-Operations/CESM for final approval. The EMO-Operations/CESM is to completed flora/Fauna and Heritage assessments to determine if the burn requires further assessment.

Once approved, the signed form is returned to the Burn Coordinator and the burn may proceed.

City of Albany Property

The City of Albany has an established mitigation program in place. However, brigades can request via customer Service/Email to the EM-Mitigation Officer alterations to the burn plan to re-prioritize the burn program. However, any changes to the overarching strategic mitigation plan will be referred to the Chief and CESM for approval or otherwise.

A prescription may take up to six months before it is completed, and brigades need to factor this into their planning.

Road Verges

Approval to burn Main Roads controlled roadways are to be obtained from Main Roads WA. Approval to burn City of Albany managed road reserves are to be obtained from the City of Albany Reserves team.

4 Considerations

A HRB co-ordinator must be appointed for all hazard reduction burns.

When planning and/or undertaking hazard reduction burns brigade leaders shall consider.

- The need for a burn, or other measures that may mitigate the existing risk.
- Breaking the property in to cells for a rotational burning program to reduce the impact on the environment.
- The lighting pattern to be employed with a distinct preference towards cooler burns.

- Notifying the owners of adjoining properties including land owned by the City of Albany, private landowners, Parks & Wildlife, plantation owners and/or utility companies.
- Assets, including those in adjacent areas, considered at risk from fire.
- Prevailing winds and their effect on the fire and the direction the smoke plume will travel. Particular care needs to be taken when smoke will blow over the road and cause a traffic hazard. *See also 3.18 Traffic Management at Bush Fires*
- Plans to burn on road verges or where smoke and/or fire must include a plan for traffic management.
- Neighbouring brigades should be encouraged to assist with hazard reduction burns.

5 Before Commencing a Burn

Hazard Reduction Burn Coordinators are required to ensure they have undertaken a risk assessment for every planned burn. The Site Assessment sheet should be reviewed prior to ignition.

Immediately prior to commencing the burn advise the Duty Officer, Comcen (ph:1800 1098 140), and, where applicable, Fire and Rescue Service and/or Parks and Wildlife of the burn address and expected duration.

6 Concluding a Hazard Reduction Burn

The Hazard Reduction Burn Coordinator will declare the burn safe when they are satisfied the perimeter of the fire is fully extinguished. In some cases, it will be necessary to set up patrol or monitoring arrangements for a period of time following the departure from the fire site.

A fire shape is to be provided to the City of Albany EMO-Mitigation to add to overarching fire history data.

Comcen and City of Albany base shall be notified when the hazard reduction burn has concluded.

7 Related Documents

1. Site Assessment
2. Hazard Reduction Burn form (private land)

Version Control

Version	Date	Status	Author	Details of Change
1.00	12/02/2015	Final	D Jones	
1.01	27/7/2016	Update	D Jones	Required advisory details (Sec 6) added. Also added steps required to conclude a HRB.
1.02	7/2/2016	Update	S Lees, B Gordon	Added requirement to notify CBFCO & City Base under section 5.
1.03	2/1/24	Update	D.Little	Added Flora/Fauna/Heritage assessment. Added attachments

Site Assessment Sheet

City Reserve Team - Fire Liaison Officer

Site Name_____Reserve #_____Asset#_____N/D R#_____

Burn Ref_____Date_____Name_____

Breaks and Gates: **Was information captured on Tablet Y N**

Fuel Load: (site #, GPS, fuel type, load)

	GPS Position	Litter depth	Trash Height	Fuel Distribution	% Dead	Fuel Load	Vegetation Type
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Weeds: (name, rank 1-3 Low, some follow up post fire, 4-7 Infested, significant follow up; 8-10 Dominant, Requires a Strategy)

At Risk Assets/DBYD:

Road Information: (sign locations, lanes etc.)

Notes: (water point condition, neighbours, other risks, observations)

ME2000 Fine Fuel Moisture Meter

Date	Time	Location	Calibration	Condition	Comments
D/M/Yr		General Location, GPS	A,B,C,D,E,F,G,H, I,J,K,L,M	Fresh (F), Green (GR), Brown (B), Grey(GY) , Fragments (frag)	Veg type

Attachment 2 Burn Form

HAZARD REDUCTION BURNING FORM
(PRIVATE LAND)

1. REQUEST TO BURN

Full Name:	
Postal Address:	
Telephone:	
Mobile:	

I hereby request the City of Albany to authorise the _____ Volunteer Bush Fire Brigade to carry out burning on the property mentioned below:

Lot or Street No:			
Street:			
Locality:			
Size of Property: (ha)		Area to be burn (ha):	

Special Instructions and other useful information for the Brigade:

PLEASE NOTE:

- The landholder will ensure that their firebreaks comply with the City of Albany Firebreak Order before a controlled burn is conducted. Other preventative measures are to be carried out by the landowner as directed by a Fire Control Officer before conducting a controlled burn to reduce the risk of it becoming uncontrolled.

- The landowner must have current and adequate insurance cover for the controlled burn to take place.

/ / 20__

Date	**SIGNATURE OF APPLICANT**

2. OFFICE USE ONLY

TO – City of Albany. We hereby request authority to remove, by burning, the above mentioned hazard.

Date: / /	Fire Control Officer/Captain Brigade

3. CITY OF ALBANY AUTHORISATION

Authority is granted to the _____ Volunteer Bushfire Brigade to remove the above mentioned hazard, by burning, in accordance with Section 33 of the *Bush Fires Act 1954*.

Date: / /	Authorised Officer

HAZARD REDUCTION BURN ON PRIVATE PROPERTY

ASSESSMENT OF RISK BY BRIGADE FIRE CONTROL OFFICER

The following checklist should be completed by a brigade member, preferably the Fire Control Officer (FCO), prior to the site being burnt. This information will be used to record the site conditions at the time of the Hazard Reduction Burn.

Where the answer to a question is "No" then appropriate action should be taken to remedy the situation or the burn should be delayed.

Date of Burn:		**Time:**		
Permit Current:		**Officer:**		
Fire Appliances		Number:		Number:
Number of persons:				
Other:				

	Confirm	Yes	No	Comment/Condition
1.	Area to be burnt must be clear of plastics, tyres and other pollutants.			*Note: 1.*
2.	Access and fire breaks are in place and machinery and manpower on hand to control the burn.			
3.	Weather conditions mitigate smoke impact on neighbouring properties.			*Note: 2.*
4.	Weather conditions mitigate smoke crossing roads.			*Note: 3.*
5.	Weather conditions are favourable prior to burn initiation.			
6.	Other agencies (DFES/DBCA) have been notified.			
7.	Resources are available or arrangements made to handle potential flare up.			
8.	DFES Fire Rescue Service (FRS) has granted approval *(Urban Areas Only).*			
9.	Activity is a fuel reduction burn only.			*Note: 4*
10.	The site does not pose a likely threat of escape.			
11.	Material to be burnt is not green and does not contain excessive moisture.			
12.	Burn will not affect smoke sensitive areas (i.e. hospitals, aged accommodation, schools)			*Note: 5*

Notes:

1. Burn cannot proceed if subject area contaminated by pollutants.
2. Neighbouring properties to be provided with 7 days notice prior to the burn.

3. If smoke has the potential to cross public road infrastructure, warning signage is mandatory.
4. Burn must not contain stockpiled material or be used for the purpose of property development. (*Primary Agricultural Land Use Exempt)*
5. Burning should not take place.

BOP 1.03 Fire Break Inspection Requirements

1 Policy Statement

The Bush Fires Act Bushfire (1954) allows local governments to place requirements on landowners and occupiers to help prevent the spread of fires in the local area. This is largely achieved by requiring residents to install and maintain fire mitigation measures.

Unless a variation has been approved, residents must comply with the requirements outlined in the Fire Management Notice. Fire management measures must be installed and maintained as follows:

Residents living in northeast sector – 1st October and 30th April (inclusive).

Residents living in the southwest sector - 1st December and 14th May (inclusive).

The correct installation of fire mitigation measures is a preventative strategy. The inspection and infringement process are the responsibility of City of Albany Rangers.

2 Notifying Residents of Fire Management Requirements

The City of Albany produces an annual Fire Management Notice which outlines the fire mitigation measures relating to different types of property and risks. This notice is available to all ratepayers in the municipality. This information is available on the City of Albany website.

https://www.albany.wa.gov.au/services/emergency-management/fire.aspx

3 Fire Management Variations

Where landowners determine they are unable to comply with any of the Fire Management Notice requirements they can apply for a Fire Management variation.

Variation forms are available on the City of Albany website. The applicant is responsible for ensuring variation applications are submitted in accordance with the guidelines.

Variations will only be approved where the applicant can demonstrate their proposed alternative mitigation strategies must afford at least the same level of protection to the remainder of the community. The approval of a variation occurs in consultation between the Brigade FCO and the City of Albany.

4 Compliance Inspections

City of Albany Rangers conduct compliance inspections as soon as practicable commencing from the opening of the season.

Brigade FCOs are invited to assist this process either by flagging non-compliant properties to Rangers and/or joining Rangers on initial and subsequent inspections.

Where a property is identified as non-compliant Rangers will either issue an infringement notice, a warning letter, or engage contractors depending upon the circumstances.

City of Albany Rangers conduct follow-up periodic inspections throughout the required period and will take appropriate action.

5 Considerations

From time to time FCOs may be approached by local residents expressing concerns about the fire hazards on properties. These enquiries should be redirected to City of Albany Rangers.

Related Documents – City of Albany Fire Management Notice

Version Control

Version	Date	Status	Author	Details of Change
1.00	26/02/2015	Draft	D Jones	Initial write
1.01	27/02/2015	Update	D Jones	Included process map.
1.02	27/7/16	Update	D Jones	Amended to include variation. Further detail added.
1.03	2/1/24	Update/review	D.Little	Adjusted dates

BOP 1.04 Harvest and Vehicle movement Bans

1. Policy Statement

As a fire prevention strategy Section 38 of Bush Fire Regulations (1954) allows for Harvest and Vehicle Movement Bans to be put in place.

The Bush Fires Act Bushfire (1954) provides facility for local governments through their FCOs to control burning activities within their gazetted area at different times of the year.

2. Imposing a harvest and Vehicle Movement Ban

Fire weather officers in each of the respective sectors

- South West Sector 4
- North East Sector 2

3. Notifying the Public of Harvest and Vehicle Movement Bans

Members of the public are responsible for checking to see if there is a harvest and vehicle and movement ban is in place before they commence actions that may contravene such bans.

Either a harvest, or harvest and movement ban may be imposed.

The ABC is the recognised means by which The City of Albany advises the community that bans have been imposed.

Advice that bans have been imposed must reach the ABC by 11.45am. Advice is emailed to harvestbans@abc.net.au with the subject "Harvest/movement ban in (Brigade area/section of City of Albany/whole of City of Albany).

4. Considerations

Harvest and Vehicle Movement Bans must be imposed when Total Fire bans are in place and the Fire Behavior Index reaches 40.

5. Version Control

Version	Date	Status	Author	Details of Change
1.00	17/02/2015	Final	D Jones	Initial write
1.01	25/08/15		D Jones EMTO	Section 3 added. Refer DFES SAP 3.5.A Total Fire Bans
1.02	28/10/15		D Jones CESM	Updated to include FDI indicators and ABC process.
1.03	2/1/24	Update	D.Little	Review and adjust Wx officer numbers.

BOP 1.05 Issuing Burning Permits

1 Policy Statement

The Bush Fires Act Bushfire (1954) provides facility for local governments through their FCOs to control burning activities within their gazetted area at different times of the year.

This equates to open burning in late autumn through to early spring; restricted burning in early autumn and late spring and early summer and prohibited burning in summer.

Permits to burn can only be issued by a gazetted Fire Control Officer.

2 Notifying Residents of Restricted and Prohibited Burning Times

The City of Albany advises local residents of restricted and prohibited burning times through an annual fire management notice.

Public notices are also placed in local newspapers and on City of Albany website advising residents of dates. Notices are also published if there is any adjustment to previously advised times.

As a service to local residents some brigades also display appropriate message boards prominently out the front of their fire stations.

Restricted and prohibited times may be varied according to weather conditions.

3 Issuing Permits

Persons seeking permission to burn are required to contact their local Bush Fire Brigade's Fire Control Officer for a permit.

- FCOs are not obliged to issue a permit if, in their opinion, there are circumstances which make the proposed burn undesirable.
- FCOs should only issue a permit when satisfied the fire can be managed safely and required conditions will be complied with.
- FCOs may adjust/add/delete conditions contained in a permit to suit the circumstances. FCOs should err on the side of caution when modifying conditions.
- FCOs should ensure all conditions are explicit and not open to interpretation. Ambiguous conditions may result in infringement notices being successfully challenged and/or withdrawn.
- Landholders must advise Comcen/Emergency WA of a permit burn (1800 198 140).
- Any permit issued may be revoked by a FCO if, in their opinion, the fire may become a danger.
- All previously issued permits issued are suspended on days when a high, extreme, or catastrophic fire danger is forecast.
- Escaped permit burns or those that are, in the opinion of the FCO, out of control may result in fire fighting costs being recouped from the permit holder.
- Penalties may be imposed on permit holders who do not comply with conditions included on a permit.
- FCOs requiring a personal permit shall request permit from the CBFCO or another suitably gazette FCO.
- Brigades undertaking HRBs for landowners during restricted season should ensure the permit is made out to the landowner.

4 Considerations

In certain circumstances the FES Commissioner has authority to vary restricted burning times.

Version Control

Version	Date	Status	Author	Details of Change
1.00	16/02/2015	Draft	D Jones	Initial write
1.01	27/2/2015	Final	D Jones	FCO & HRB permit
1.02	2/1/24	Update	D.Little	Added need to advise Comcen/emergenycWA

BOP 2.01 Bush Fire Mobilization

1. Introduction

Notification of fires can take place at any time during the year. Fires can quickly create life threatening situations, so it is imperative all call outs are directed to the relevant brigade as quickly and accurately as possible.

The City of Albany has a 'Triple 0' agreement with Department of Fire and Emergency Service which identifies the process to be used when calls to 000 are received by DFES Comcen.

2. Initial Notification

When notified of an incident in the City of Albany, the Duty Officer will notify Comcen to Message/BART Message the relevant brigade and request their attendance. At times it may be necessary for additional and/or alternative brigades to be mobilised to fires within the municipality of Albany.

The Duty Officer will ensure Parks and Plantation Companies are informed when fire incidents occur within or in close proximity to their land.

3. Internal Brigade Call Out Procedures

Bushfire brigades will develop their own process to manage the mobilisation of brigade personnel to an incident. Any process will need to be approved by the CBFCO. Internal brigade procedures can utilise pagers, selcall radio calls, VHF/UHF systems, SMS messaging and landline telephone. Currently, the City's preference is to utilise the BART system.

When deploying crews, brigades should balance the need for a rapid response with ensuring crews have suitable levels of training and experience. Consideration also needs to be given to appropriately including newer members into brigades.

Brigades are to ensure their call out lists only include those people who are registered brigade members and who have completed the City of Albany minimum training requirements and have no reported injuries.

Call out lists must be checked annually to ensure all details are accurate.

Note: when an incident is reported for the North East Sector, the Duty Officer is to Notify the North East Sector Leadership (NE1 or NE2) and advise them of who has been mobilised.

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4. Version Control

Version	Date	Status	Author/Position	Details of Change
1.0	7/1/2015	Final	D Jones	Rewrite of old policy. Included SMS option,
1.01	2/1/24	Update	D.Little	Added BART. Minor administrative changes

BOP 2.02 Crewing Fire Appliances

1 Introduction

Firefighting crew members are potentially exposed to physical, physiological, and other fireground hazards. Correctly crewing appliances increases the likelihood that appropriate mitigation strategies are put in place, thereby reducing the potential for accidents.

2 Standard Crew Levels for Appliances

- All Fast Attack/Light Tanker appliances must be crewed by two people.
- *Under no circumstances will three crew be permitted in these appliances as this will exceed the GVM.*
- All 1.4, 2.4, 3.4 and 4.4 appliances will be crewed by three people.
- In exceptional circumstances City of Albany Emergency Management Team or the Chief Bush Fire Control Officer (or delegate) may approve reduced crew numbers. Approval must be obtained prior to departure from the shed and the reason for the reduced crew levels, and authorisation must be noted in the Incident Log.
- Crew levels must not exceed the number of available seat belts under any circumstances.

3 Version Control

Version	Date	Status	Author/Position	Details of Change
1.0	9/1/2015	Final	D Jones	Updating original City of Albany BOP B6
1.01	27/7/2016	Update	D Jones	Highlighted crew limit in FA Appliances
1.02	13/02/2017	Update	S Lees	Added CBFCO or delegate to approve a crew of less than 3.
1.03	2/1/24	Update/Review	D.Little	Minor administrative changes.

BOP 2.03 Driving Emergency Vehicle Guidelines

1 Introduction

Driving City of Albany (CoA) appliances places added responsibility on the Crew leader (CL) and driver. Drivers and Crew Leaders are accountable for the use, operation, security, and maintenance of their appliances.

When responding to an incident the Crew Leader and driver are to firstly consider, and ensure, the safety of the crew and public. No risk is justified if it is likely to endanger anyone.

Bush Fire Brigade members must, at all times, drive with due care and attention and show consideration to other road users.

2 General

The following conditions apply at all times:

Driver Licence	All drivers must hold a current and appropriate class of driving licence.
Alcohol and Drugs	Drivers are not to operate any CoA vehicle whilst under the influence of alcohol or non-prescribed drugs. This includes fire appliances.
No Smoking	Smoking is not permitted in any CoA vehicle.
Mobile Phones/VHF Radios	Drivers are not to use mobile phones or operate a two-way radio whilst driving.
Traffic Infringements	Drivers will be personally responsible for any parking or traffic fines.
Lights On	Crew Leader and Driver are to ensure appliances are driven with headlights on.
Seat Belts	Personnel are to wear seat belts when travelling to, and from, a fire.
Travelling Outside of Vehicles	Personnel are only to ride on the outside of an appliance when the appliance is specifically designed to do so and only when on a fire ground.
Fire Hazards	Crews are to check the undercarriage of appliances to ensure it is free of leaves and other debris.
Driver	Crew Leaders should refrain from driving under emergency conditions if there are other suitably qualified persons on available.

3 Emergency Response

The Duty officer should advise on how to respond (see dot points below). Normal Road Conditions is the default if no instruction is given.

Crews on their way to an incident should respond appropriately when life or property is in immediate danger.

The following conditions should be followed:

- Priority 1 – headlights, emergency beacons and siren all switched on.
- Priority 2 – headlights and emergency beacons switched on.
- Normal road conditions – headlights on, all regulations of the *WA Road Traffic Code 2000* are to be complied with.

Note: Rail crossing signals, boom gates and traffic management officers are to be obeyed at ALL times.

Drivers may proceed to incidents with considerations to exemptions under the traffic code if life involvement has been confirmed and the driver has been trained to drive under emergency conditions.

4 Non-Emergency Driving

During non-emergency driving (i.e., when not responding to an incident), drivers and Crew Leader of CoA fire appliances and vehicles are subject to all regulations and laws detailed in the *WA Road Traffic Code 2000*.

Emergency beacons must not be used when returning to fire station, attending training or exercises and general operations except for testing purposes.

5 Road Traffic Code 2000 Regulation 281

City of Albany Bush Fire Brigade members are advised to obey all traffic rules and regulations when driving a City of Albany vehicle or appliance.

The *WA Road Traffic Code 2000, Regulation 281* gives drivers of **emergency vehicles** certain exemptions to provisions under the *Code*: however, the safety of crew and the public remains of paramount importance.

It is the function, not the type of vehicle that, under the *WA Road Traffic Code 2000,* defines what an emergency vehicle is:

A motor vehicle of a fire brigade on official duty in consequence of a fire or an alarm of fire or of an emergency or rescue operation, where ***human life is reasonably considered to be in danger****.*

All the above conditions must be met for an appliance to be considered an emergency vehicle under the *Code*.

Under *Regulation 281*, the exemptions apply as long as the driver of an emergency vehicle is undertaking the following:

- the driver is demonstrating ***reasonable care, and it is reasonable that the provisions should not apply***; and
- the emergency vehicle is moving and the vehicle is displaying a blue or red flashing light or sounding an alarm.

Reasonable care is a legal concept based on a reasonable person being able to foresee the risk associated with the action taken.

"In determining *whether the defendant has* breached the duty *to* take reasonable care*, a court must first decide whether* a reasonable person in the defendant's position *would have* foreseen *that his or her conduct might pose a* risk *to the plaintiff or to a class of persons including the plaintiff.*

Drivers may be held liable for errors of judgement if deemed not to be demonstrating reasonable care.

6 Driving Off Road

Before taking a vehicle off road all drivers should consider the following:

- Do you need to go there?
- Is the vehicle capable of going there?
- Are you capable of going there?
- Is High range or Low Range 4wd engaged?

Note: in recent years vehicles have had gearbox and clutch issues. Drivers should, when driving off road, engage 4wd low range and limit gear changes and unnecessary load where practicable.

6.1 Deflating Tyres

Any tyre deflation should be done before entering sandy areas and using supplied deflators.

The following deflation/reinflation guidelines should be followed:

Vehicle Type	Recommended Tyre Pressure		Minimum Pressure
	Front	Rear	
4.4 Broadacre	675 kpa	575 kpa	250 kpa
3.4 Broadacre	675 kpa	575 kpa	250 kpa
2.4 Broadacre	675 kpa	575 kpa	250 kpa
1.4 Broadacre	500 kpa	500 kpa	250 kpa*
Light Tanker (Toyota)	300 kpa	450 kpa	Deflation **NOT** Recommend

* Initially deflate the outer rear tyre to 250 kpa, then deflate both rear tyres to 200 kpa if further deflation required.

All tyres should be re-inflated to recommended tyre pressures before resuming normal road driving.

6.2 Debris under Vehicle

Leaves, sticks and other debris caught in the undercarriage of appliances can be a fire hazard, especially when travelling over burning or recently burnt ground.

Crews should frequently and diligently check the vehicle undercarriage areas for flammable debris. Any debris found should be flushed out or removed before proceeding further.

7 Special Considerations

7.1 Learner Drivers

Learner drivers, who are operational brigade members, may drive vehicles (for which the learners permit is appropriate) on maintenance runs when accompanied by a licenced (for class) and experienced driver, when approved by the brigade Captain.

7.2 Provisional Driver's Licence Holders ('P' Plates)

Provisional Licence Holders MAY drive the following:

- Any vehicle/appliance under GVM 4.5 tonnes (they must display the appropriate 'P' plate on the rear and front of the vehicle)

Provisional Licence Holders *MAY NOT* drive the following:

- Any type of emergency vehicle/appliance responding to an incident.
- Any motor vehicle/appliance that has a Gross Vehicle Mass (GVM) of 4.5 tonnes or more (all dual rear wheel fire appliances).
- Any motor vehicle/appliance that is equipped to seat 12 or more adults including the driver (personnel carrier)

7.3 Reversing Operational Appliances

Where practicable, drivers are to be assisted by ground-based crew members when reversing.

Having ascertained that all is clear at the rear of the appliance, the assisting crew member is to be safely positioned in full sight of the driver and direct the reversing movements.

7.4 Moving From Rest Area

Drivers must check around the vehicle before moving off from rest to ensure no-one is in a position where they could possibly be injured.

Related Documents

BOP 5.01 Vehicle Maintenance

Version Control:

Version	Date	Status	Author/Position	Details of Change
1.0	22/01/2014	Draft	S Lees Project Officer	New procedure based on: DFES SOP 3 V1.4
1.01	7/04/2014	Draft	D Jones EMTO	Section 6 added in response to DFES Safety Circulars 01/2013, 03/2013 and 05/2014
1.02	22/12/14	Final	D Jones EMTO	Further edits.
1.03	20/05/15		D Jones EMTO	Section 2. Crew Leaders should not drive under emergency conditions.
1.04	22/04/16	Final	D Jones CESM	Updated recommended tyre inflation on Light Tanker. Op Circ 34/2016

1.04	28/11/16	Final	S Lees ACRES	Minor formatting changes.
1.05	13/02/17	Update	S Lees	Update to section 3 Emergency Response. Change heading of section 5 to “Road Traffic Code 2000”
1.06	2/1/24	Update/Review	D.Little	Minor administrative changes

BOP 2.04 Out of Area Deployment

1 Introduction

While City of Albany VBFB resources will primarily be dedicated to the protection of life and property within the municipality of the City of Albany there will be occasions when requests to supply assistance to our immediate neighbours and beyond will be made.

In the interests of neighbourly assistance, the City of Albany supports and encourages out of area deployment.

The role of fire fighters may be varied, however crews must be aware that they may be primarily involved in mop up with some time spent being idle. Shifts, over consecutive days, may exceed 12hrs duration. It is possible the deployment may be cancelled or curtailed, depending upon a range of factors at short notice.

The accommodation provided can vary from swags through to hotel/motel, depending upon the situation. In some cases, 'hot-bedding' may occur. On some occasions crews may need to carry personal belongings with them daily.

Deployees are responsible for expenses associated with their own alcohol, personal phone calls, mini-bar and other personal items. The controlling agency will generally meet all food, accommodation, and operational costs.

Potential deployees need to consider all these aspects before registering their interest.

2 Preparation for Out of Area Mobilisation

Personnel

Each October the City of Albany Mayl call for expressions of interest (EOI) from those brigade members interested in participating in an out of area deployment for the following fire season. Brigade Captains will endorse applications for deployment. (See appendix 1).

Most common, however, are ad-hoc requests. Such requests will be made by the Duty Officer/CESM/Chief from requests received from the Regional Duty Coordinator (RDC, Local DFES Office).

Potential deployees will be considered on the following basis.

- Training
- Experience and operational capacity (i.e., not deployed only as a truck driver)
- MR license
- General health

Familiarity with a local area is a primary risk mitigating factor: for this reason, the composition of crews deployed need to be well balanced and not solely comprised of people with little or no experience.

Copies of endorsed EOI forms for deployment will be retained at the brigade and the City of Albany. This will ensure identifying crews, when requested, will be relatively quick.

Appliances

The City of Albany will identify vehicles considered suitable for long range deployments. To minimise the likelihood of appliance repairs being required, appliances deployed will be more recent additions to the fleet. In some cases, it may be necessary to temporarily re-locate appliances to ensure an even distribution.

FCOs will be advised if brigade appliances have been identified for deployment.

The City of Albany will normally limit all deployments to a maximum of three heavy duty appliances and one fast attack at a time. Where a maximum deployment occurs a City of Albany vehicle and personnel will accompany the deployment to provide assistance as required.

3 Request for Out of Area Mobilisation

Requests for deployment of City of Albany appliances outside the municipality will be directed through the CBFCO in consultation with the CESM (or delegate/s).

Consideration will be given to the local current and forecast situation when making a decision to deploy appliances. If current and/or forecast situation is considered adverse the request for deployment may be refused.

Requests for the deployment of additional resources will include details relating to; destination, departure time, expected deployment time, identity of strike team leader and identity of other resources being deployed.

Mobilisation

In the interests of volunteer welfare and safety, the City of Albany may permit a departure from Albany after 1400hrs if the deployment does not involve travel time exceeding four hours or where exceptional circumstances exist. This is designed to provide sufficient rest prior to undertaking fire-ground deployment.

Prior to departure a register of names and addresses and contact details of all deployees will be collected and distributed to DFES, City of Albany and other personnel on deployment.

Mobilisation and the Media

Deployments often attract a deal of media interest. Deployed personnel must not provide incident information to the media without the prior approval of their liaison officer and the City of Albany.

Demobilisation

In the interests of the welfare and safety of volunteers, the City of Albany may permit a return to Albany after 1200hrs if this will not involve travel time exceeding four hours or exceptional circumstances exist. This is designed to provide for sufficient rest prior to commencing a return journey.

Post Deployment Debrief

A post deployment debrief will be held after every deployment. Each debrief will seek to find ways deployments can be better managed and will include discussion on the pre-mobilisation, deployment and de-mobilisation.

Debrief findings will be shared with the relevant agencies.

Suggested Deployment Kit Bag

The extent of protective clothing a volunteer deploys with will depend on the nature and duration of the deployment as well as expected weather conditions.

Administrative

- Photo ID (Mandatory), Drivers License
- All personal items must be packed into personal luggage
- Mark and tag all bags and items of equipment.

PPE

- FF Trousers and/or over pants
- Level 1 Bushfire Jacket
- Bushfire helmet
- Bushfire gloves
- Particle mask / respirator
- Goggles
- Water Bottle
- Cotton Polo/T Shirts
- Level 2 or Wildland boots
- Kit Bag

Personal

- Money and personal banking cards
- Mobile phone (Recommended)
- Mobile phone charger (Recommended)
- Spare socks and underwear for duration
- Sufficient Jeans (Smart Casual)
- Sufficient Shirts (Smart Casual)
- Sufficient T Shirts
- Jumper or jacket x 1 (Smart Casual)
- Shorts (Smart Casual)
- Shoes (Joggers)
- Toiletries
- **Medication**
- Towel
- Insect Repellent
- Wide Brimmed Hat
- Sunglasses
- Sunscreen Lotion
- Note book and writing material
- Reading material (optional)

Appendix 1

Out of Area Deployment - Expression of Interest – (Season)

Volunteers interested in making themselves available for out of area deployment, of up to 5 days duration, are required to complete the information below.

Out of Area Deployment – Expression of Interest

Complete this form and forward it to your Fire Control Officer for his or her consideration.

If you need permission to be absent from work from your employer, we recommend you discuss this matter before submitting an EOI.

FCOs are to endorse this EOI and forward the form to the City of Albany

FCOs/Call Out Officers are to retain a copy of this form to assist with future deployments.

Personal Details:

Name:	Date of Birth: ____/_____/_____

Address: _____

Phone: _____ Mob: _____ Email: _____

Driver's License (MR Preferred):

Next of Kin: Name: _____

Address: _____

Phone: _____ Mob: _____ Email: _____

Fire Fighting Details:

Brigade Name: _____

Current Role: ☐ D/CBFCO ☐ FCO ☐ Lieutenant ☐ Crew Leader ☐ Fire Fighter

Maximum Deployment Length:

☐ 5 days ☐ 4 days ☐ 3 days ☐ 2 days

Applicant's Signature: _____ Date: ____/_____/_____

The personal information supplied is correct and I do not have an existing medical condition that may impair my ability to volunteer for deployment. I understand that signing this form does not guarantee deployment.

FCO's Recommendation:

FCO Name: _____

☐ Deployment Recommended ☐ Deployment Not Recommended

FCO Signature: _____ Date: ____/_____/_____

City of Albany Receipt:

Officer's Signature: _____ Date: ____/_____/_____

Synergy Ref: _____

Version Control:

Version	Date	Status	Author/Position	Details of Change
1.0	14/1/2015	Draft	D Jones	Extension of BOP following deployment experiences in Jan 2015.
1.01	11/2/2015	Final	D Jones	Included EOI form in document
1.02	27/7/2016	Update	D Jones	Requirement for pre-departure contact register added.
1.03	3/2/24	Update	D.Little	Review, minor administrative changes.

BOP 3.01 Incident Control & Management

1 Safety

Safety is the first consideration at all fires. Safety considerations are detailed in *BOP 4.01 Bush Fire Safety*.

While the Incident Controller (IC) sets the standard for safety at the incident every individual is also responsible for their own safety.

2 Incident Control

- A designated IC shall be in place for every fire, regardless of its size.
- The CBFCO will ensure the IC is competent for the size and nature of the incident.
- In the first instance the first arriving Crew Leader assumes the role and responsibilities of the IC. This role can be passed on to more senior personnel when they arrive on scene.
- The identity of the IC must be declared to all personnel involved in the incident and recorded in the incident log. They must be readily identifiable.
- When fires occur on property either directly owned by the IC, or when the IC has a close interest in the property, these incidents should be managed by an independent person. If this is not possible the IC needs to obtain approval from the CBFCO to continue in that role.

(*Refer City of Albany Policy - Incident Control BOP6.02*)

Note: The City may be at incidents under the control of other Hazard Management Authorities/Controlling agencies. Where practicable, the Duty Officer/CBFCO will determine who will be the Liaison contact between the HMA/CA and the VBFB's

2.1 Incident Controller's Responsibilities

State Emergency Management Policy 5.2.3 defines Incident Controllers responsibilities as:

- The overall control of an incident within a defined incident area, which may include the whole state in some incidents.
- Leading an incident management team
- Assessing the incident level – if an incident is assessed as level 2 or 3, the IC must make an incident level declaration in accordance with State EM response Procedure 4.2
- Ensure the accuracy of the emergency public information' approving its release in coordination with all relevant agencies and terminating its broadcast.
- In consultation with the HMA, ensuring effective strategies for evacuation are implemented.
- Management of personnel (firefighters, landholders and public) on site as well as traffic during an emergency response.

A prime responsibility of an IC is to consider the need for public information, including emergency alerts and warnings**. The community's need for timely and accurate information and direction must be considered throughout all phases of a bush fire.**

Refer BOP 3.08 Public Information and Communications

2.2 On Turnout

- Initiate and maintain an incident log. (*Refer BOP 3.09 Incident Records)*
- Report the identity of the appliance, crew and crew leader to base.

2.3 On Arrival at the Fire

- Transmit arrival message to base/duty officer.
- Confirm the identity of the IC.
- Confirm sufficient resources or request additional resources.
- Confirm location of the fire, providing an accurate location to enable an incident weather forecast to be requested.
- Conduct initial size up and transmit PAFTACS message to base/duty officer within 5 minutes of arrival.
- Assume control and brief incoming crews.
- Identify and preserve the point of ignition.
- Within 20 minutes of arrival, provide the Duty Officer/ City base with a detailed report of the fire, including Objectives, Strategies, triggers and any further support required.
- Be prepared to delegate tasks to the Duty Officer/City Base to support fire operations.

2.4 Planning

- Set incident objectives and prepare to brief incoming crew(s) (*Refer BOP 3.12 Briefing*).
- Set up communications plan *(Refer to BOP 3.04 Incident Communications).*
- Establish Incident Action Plan (IAP).
- Prepare and forward Situation Reports, including AIIMS Situation Summary (Form 1) within 1 hour.
- Identify triggers for review of strategies/tactics and/or incident escalation.

2.5 During the Fire

- Monitor the safety of crew.
- Request additional resources if/as required.
- Establish Forward Control Point (*see section 5.2 Forward Control Point)*
- Brief incoming crews.
- Collect T Cards and set up battle board. *(Refer to BOP 3.06 T Cards)*
- Appoint Sector Commanders if/as required (*Refer BOP 3.11 Bush Fire Tactics and section 4 of this document)*
- Request Incident Weather Forecast if required *(Refer BOP 3.07 Incident Weather Forecasts)*
- Determine if the Incident Control Van (ICV) is required. When the ICV is deployed, the City of Albany's Emergency Operations Centre will be activated. *(Refer BOP 3.03 Situation Reports*)
- Monitor IAP objectives against elapsed time.
- Monitor communications.
- Issue and monitor Red Flag Warnings if required (*Refer BOP 3.05 Red Flag Warnings*)
- Scale up, or down, as required.

2.6 Handover to Incoming IC

- Prepare SMEACS briefing for incoming IC (*Refer BOP 3.12 Briefings*)
- Record any handover in incident log and advise fire crew and all other stake holders.

2.7 When Fire Controlled

- Advise that the fire is under control and send control message including the time fire was controlled.
- Ensure mop up meets standards (20/100)
- Record in incident log.

2.8 Debrief and Departure

- Conduct crew debrief – check for injuries, near-misses, or damaged equipment.
- Conduct informal Post Incident Analysis (PIA)
- Send departure message and record in incident log.

2.9 Back at Fire Shed

- Send 'Back at Station' message.
- Conduct more extensive Post Incident Assessment appropriate to the size of the incident (if required).
- Complete and file fire reports
- Report any damage and arrange repair.

3 Sector Commanders' Responsibilities

The Sector Commander's role is to implement the strategies of the IAP relevant to their sector. This includes:

- Maintain a log of activities and events. (*Refer BOP 3.09 Incident Records)*
- Receive a briefing from the IC which should include:
    - initial instructions.
    - Incident Action Plan (if available).
    - map displaying sectors; and
    - communication plan.
- Establish sector command point.
- Brief crew leaders working in the sector based on the IAP (using SMEACS format).
- Implement and monitor the IAP for the sector.
- Provide regular situation reports (*Refer BOP 3.03 Situation Reports*).
- Debrief sector crew following incident/shift.

4 Crew Leaders' Responsibilities

- Effectively manage their crew members.
- Liaise with their Sector Commander
- Report to Sector Commander as required.
- Task crews appropriately

- Maintain incident log.
- Implement required aspects of the IAP.

Crew Leaders' responsibilities to their crews include:

- Apply the use of anchor points.
- Identify and communicate safe areas.
- Ensure suitable escape routes are known and accessible.
- Monitor the general welfare of the crew with an emphasis on safety.
- Record and report any damage or incidents/near misses.

5 Extended Incidents

5.1 Planning for Extended Incidents

Extended incidents will require increased support. The IC must plan ahead as additional resources and support can take time to arrange and deliver. Irrespective of the incident size/level, the IC should resource the following:

- water
- fuel
- catering
- toilets
- maintenance
- medical supplies
- relief crews and appliances

During Extended Incidents, the need for a formal Incident Action Plan is to be considered (see appendix 2)

5.2 Forward Control Point

Upon requesting additional resources, the IC is to identify a suitable Forward Control Point (FCP) from where all resources will be despatched. Incoming crews and contractors must report to the FCP for briefing.

FCPs should meet the following requirements:

REQUIREMENT	NOTES
Size/Space	Must be capable of accepting and staging the requested resources
Safety	Cannot be in the path of the fire, nor create a hazard to traffic/the general public
Communications	Must be able to maintain radio communications using the WAERN network and have suitable mobile coverage.

5.3 Incident Site Management

To minimise the risk the IC must endeavour to control entry of all personnel to the fire ground.

The IC is to define the *Incident Area* as soon as possible and ensure access is restricted to operational and support personnel and equipment.

Once an incident area is secure, it is easier to account for all personnel, thus reducing the risk of exposure to the hazard.

Document History:

Version	Date	Status	Author/ Approved By	Details of Change
1.0	17/10/13	Draft	S. Lees	New procedure based on DFES Directive OD 3.2 Incident Control V1.5
1.01	23/12/14	Final	D Jones	Final edit and proof. Included need for mobile coverage at forward control point.
1.02	3/1/24	Review/update	D.Little	Review, adjust terminology, update to current management practices.

Appendix 1 Incident Controllers Checklist

IC Name	Incident Number	Incident Name	Date	Time

LEVEL 1 - INCIDENT CONTROLLER CHECKLIST

Before Arrival At Fire	***Done Y/N***	***Time***
Initiate & Maintain Fire Diary/Log Book		
Confirm Fire Location		
Confirm Sufficient Resources for First Call		
Upon Arrival At Fire		
Give Arrival Message (44 or 66 or 88)		
Assume Control and Advise Crews/City		
Conduct Initial Size Up		
Send PAFTACS & Request Spot Forecast		
Identify & Preserve Point of Ignition		
Establish Suppression Objectives		
Order Additional Appliances If Required		
Communicate Objectives To Crews On Ground		
Set Up Comms Plan		
Order Additional Resources if Required		
Sectorise? Appoint Sector Commanders		
Set Up Battle Board		
During Fire		
Collect & Forward SitReps		
Prepare SMEACS for Incoming Crew/s		
Prepare Form 1 After One Hour		
Monitor IAP Objectives Against Elapsed Time		
Monitor Communications		
Monitor Safety of F/Ground Crews LACES		
Monitor Welfare – Order Refreshments		
Scale Up/Down As Required		
Handover If Required		
Prepare Maps for Incoming Resources		

Control Message		
Advise Fire Under Control & Time		
Set Mop Up Standard 20/100		
Debrief		
Check For Injuries/Near Misses/HAZMAT		
Mini PIA Fire & Operations & Command		
Departure		
Send Departure Message		
Back At Station		
Back At Station Message		
Reports Completed & Filed		
Report any damage & arrange repair		
Review PIA		

Appendix 2 Incident Actin Plan (lite)

INCIDENT ACTION PLAN (LITE) – BUSHFIRE – CITY OF ALBANY			OPS PERIOD	
Incident Name		Incident Number		
Controlling agency		Incident Level		
Developed by		Approved by		
Signed		Signed		

SITUATION			
Fire Position		Size (ha)	
Fire Behaviour Analysis:			
Community Values at Risk:			
Life	**Infrastructure**	**Other community values**	
Trigger / Decision Points and contingencies:			

MISSION	
FES Commissioners Intent	
Objectives (SMART)	
1. 2. 3. 4.	

EXECUTION
Operational Strategies, Tactics and Priorities:

ADMINISTRATION AND LOGISITICS
Logistics Arrangements:
Catering
Supply
Medical Services (including first aid)

COMMAND and COMMUNICATION			
Incident Management Team structure and Communications: ***include ph#***			
Incident Controller		Planning Officer	
Operations Officer		Mapping	
Logistics Officer		Resources	
Public Info Officer		MSO	
Safety Advisor		Intelligence	

Incident Communications Plan:					
Ops Point Location					
Comms Plan #		Command ch:		Ops ph:	
Incident Communications Plan – Divisions:					
Div Name		Div Ch:		Div Name	
Div Ch:					
Div Domm:		p:		Div Comm:	
p:					

Sector	Sect Comm	Phone	Channel	Sector	Sect Comm	Phone	Channel

SAFET

Safety Messages:

Attachments					
Prediction		Overview Map		Sect Map	
Level decl.		TMP			

INCIDENT ACTION PLAN (LITE) – BUSHFIRE MAP					
Incident name		Incident #		Date/Time	

BOP 3.02 Incident Escalation

1 Incident Levels

The State Emergency Management Committee (SEMC) has defined three operational levels that are to be used to classify the severity of incidents. These are defined in SEMP 5.1.4 and in State Hazard Plan – FIRE Section 4.9 and must be used when classifying an incident.

2 Assessing the Incident Level

The Incident Controller (IC) is to use State Hazard Plan – FIRE guidelines to determine the incident level classification as soon as practicable.

An incident is initially defined as a Level 1 incident unless:

a) the Incident Controller determines otherwise; and

b) an incident level declaration is made.

The majority of fires attended by the City of Albany Bush Fire Brigades are Level 1 incidents. As Level 1 is the default incident level, it is not necessary to fill in an Incident Level Declaration.

Level 1 classifications cover a range of incident sizes and complexities, and which can require different skill levels to manage. ICs can access additional resources or expertise as required. These are described in *City of Albany Policy – Incident Control.*

Larger, slightly more complex, Level 1 incidents may require the appointment of a qualified Level 1 Incident Controller. This can be initiated at the request of the current IC, as an offer by the CBFCO or, in some cases, at the direction of the CBFCO.

3 Monitoring the Incident

The incident is to be continually monitored, and assessed, by the IC to ensure changes are identified and the incident level escalated or de-escalated, as necessary. **The escalation of an incident is at the discretion of the Incident Controller.**

The IC will note the declared incident level in the IC's incident log and all Situation Reports sent through the command line.

If it is possible an incident may escalate to Level 2 the DFES Duty Officer must be notified to alert them to this possibility.

4 Incident Level Escalation

If the bush fire conditions warrant an escalation to Level 2 the Department of Fire and Emergency Services (DFES), as the Hazard Management Agency for fire, **must** be advised.

At the declaration of a Level 2 Incident, the IC will:

a) complete an Incident Level Declaration form (See Appendix 1);

b) communicate the Level 2 declaration to the CBFCO (or delegate) and to the City Base/Duty Officer.

5 Incident Handover

Under the Bush Fires Act 1954 the IC can request control of the incident be handed over to DFES or Department of Parks and Wildlife. This should be done in consultation with the Chief Bush Fire Control Officer (or delegate). *(Refer to BOP 3.19 Transfer of Incident Control - Interagency)*

6 Level 3 Incident

City of Albany Bush Fire Brigade units will only be providing combat resources or AIIMS IMT support to DFES for Level 3 incidents.

Appendices:

1. Incident Level Declaration Form

Document History:

Version	Date	Status	Author/ Approved By	Details of Change
1.0	28/01/2014	Draft	S. Lees	New procedure based on: SEMP Policy 41 V5 SEMP OP-23 WESTPLAN-FIRE (3/9/2013)
1.01	23/12/14	Final	D. Jones	Edit and update – possible escalation level to 2. Sec 3
1.02	3//1/24	Update	D.Little	Update documentation and terminology

Appendix 1 - Example Incident Level Declaration

This declaration is to be completed by the Incident Controller as an incident escalates/de-escalates; this form must be sent to the Controlling Agency's Operations Centre immediately upon the changing of the level as stipulated by SEMP 4.1.

Incident name:	**Date Prepared:**	**Time Prepared:**	**Prepared by:**

Initial Incident assessment? (tick box)

Yes ☐ No ☐

The Incident has been assessed as a (tick box)

Level Two ☐ Level Three ☐

This decision is based on the following information about the incident;

Level 2

After consideration of the following typical conditions, a Level 2 incident has been declared by the Incident Controller:

(Check the following conditions, as appropriate, for the Incident)

- ☐ requires multi agency response;
- ☐ has a protracted duration;
- ☐ requires coordination of multi-agency resources;
- ☐ there is some impact on critical infrastructure;
- ☐ there is a medium level of complexity;
- ☐ there is a medium impact on the community (health, safety, economic, technological or other);
- ☐ there is potential for the incident to be declared an 'Emergency Situation'; and/or
- ☐ the incident involves multiple hazards.

Level 3

After consideration of the following typical conditions, a Level 3 incident has been declared by the Incident Controller:

(Check the following conditions, as appropriate, for the Incident)

- ☐ requires significant multi agency response;
- ☐ there is a protracted response duration;
- ☐ there is significant impact on critical infrastructure;
- ☐ there is significant coordination of multi-agency resources;
- ☐ there is a high level of complexity;
- ☐ there is significant impact on the routine functioning of the community (health, safety, economic, technological or other);
- ☐ there are multiple incident areas;
- ☐ evacuation and/or relocation of community is required;
- ☐ there is actual or potential loss of life or multiple, serious injuries; and/or
- ☐ a declaration of an 'Emergency Situation' or 'State of Emergency' is required;

Approved by Incident Controller	**Name**	**Date**	**Time (24hr)**
Sent to			
Actioned By	**Name**	**Date**	**Time (24hr)**
Received			

BOP 3.03 Situation Reporting

1 Turn Out Message

The Incident Controller (IC) is to transmit a message upon turn out to confirm:

- The identity of the responding appliance and crew
- The type of incident
- Location of the incident

2 Arrival Message

The IC shall notify the Duty Officer upon arrival at the fire incident.

The arrival message confirms the arrival of the first appliance and communicates an immediate assessment of the incident. The arrival message should also confirm the location of the incident. The preferred type of arrival message is a PAFTAC.

This information alerts the CBFCO (or duty officer) of the need to mobilise additional resources.

3 Situation Reports

3.1 On Arrival – Initial Incident (PAFTACS) Report

After arriving at the incident and after completing an initial size-up the IC is to provide a PAFTACS to the CBFCO (or duty officer). This should occur within 5 minutes of arrival at the incident. (See Appendix 1)

3.2 Ongoing Verbal Situation Reports

At 15 minute intervals ongoing situation reports must be provided to the CBFCO (or duty officer).

Important details to be reported include:

- control point location
- current fire status, potential spread, and losses
- best access to fire for further resources
- fire size and perimeter[1]
- fire behaviour (rate of spread, flame height, spotting, direction)
- factors contributing to fire behaviour (fuel, local weather, topography)
- resources present, resources required,
- control problems or exposures,
- water point locations,
- fire cause, if known.

Any significant change in fire behaviour or significant event must be reported immediately.

[1] A fire shape should be provided to the Duty Officer/City base to aid in Operational Planning, and creation of Maps for dissemination to crews.

3.3 Bushfire Status

The reportable status of bushfires reflects the graded stages of bushfire suppression from *uncontained* through to *safe*.

Bushfire status is defined as follows.

STATUS	DEFINITION/MEANING
Uncontained	The fire is spreading/expanding at its perimeter
Contained	The spread/expansion of the fire has been halted. Suppression activities are continuing. Note: A contained fire may still be burning freely within control lines.
Controlled/ Under Control	The complete perimeter of the fire is secured, and no breakaway is expected. Continued patrolling of control lines is required. Mop-up and blackout are continuing .
Safe	The fire requires no further suppression action or patrols - Resources will be stood down. Only the IC may declare a bushfire '*safe'*.

3.4 Written Situation Reports – Within the First Hour

If the Incident Control Van (ICV) is operational, the IC should (as soon as practical) prepare the following AIIMS reports and send them to City Base:

- AIIMS Form 1 SITREP (See Appendix 2)
- AIIMS Incident Map (See Appendix 3)

Regular, ongoing written situation reports must be provided when the incident changes. Subsequent situation summary reports from the fire ground can be requested by the duty officer.

The CBFCO or duty officer will relay the available situation summary reports to the DFES Great Southern Regional Office for information purposes.

3.5 Subsequent Situation Reports

Subsequent messages should be sent from the fire ground to the CBFCO providing information about the progress of operations, so the CBFCO is kept informed about what is happening at the incident.

3.6 Situation Reports to Fire Ground Crew

All personnel must be provided with timely briefings which should include relevant and accurate information (*Refer BOP 3.12 Briefings)*

3.7 Situation Reports to DFES

DFES is to be kept informed of changes to the incident status throughout the duration of the incident.

The following information is to be sent to DFES:

- Incident start report
- AIIMS Situation Summary (Form 1)
- Change in status and/or scaling up reports.

4 Under Control Message

OIC is to transmit an 'under control' message to the CBFCO (or duty officer) to confirm when the incident is under control and the resources at the scene or enroute are sufficient.

5 Incident Closure Message

The incident closure message is sent to Comcen via the CBFCO or duty officer. Incidents should not be closed if there are plans in place for further patrols/mop up.

Document History:

Version	Date	Status	Author/ Approved By	Details of Change
1.0	17/10/13	Draft	S. Lees	New procedure based on: DFES Directive 3.2 Incident Control V1.5
1.01	23/12/14	Final	D Jones	Repositioned SITREP inclusions under initial SITREP. Also added incident closure message.
1.02	3/1/24	Update Review	D.Little	Minor administrative change

Appendices

Appendix 1 PAFTACS Report

Appendix 2 AIIMS Situation Summary Report (Form 1)

Appendix 3 AIIMS Situation Map

OPERATIONAL CONSIDERATIONS

(Checklist for first arriving Firefighters)

The checklist below is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN or your normal reporting lines.

P	**POSITION AND PROPERTY THREATENED** • Assess the situation • Exposures/assets at risk/critical infrastructure
A	**AREA** • Size of fire
F	**FUEL DENSITY AND TYPE** • Estimate rate of spread (ROS)
T	**TIME TO CONTROL** • Establish IMT • Decide on objectives, strategies and tactics • Consider delegating key functions
A	**ASSISTANCE REQUIRED** • Traffic Management • Road closures • Additional resources
C	**COMMUNICATIONS AND CONTROL POINT** • Radio frequencies/Communications plan • Location of control point • Consider media and public advice/warnings
S	**SURFACE WIND STRENGTH AND DIRECTION** • Send SITREP • Safety is first priority

NOTE: The above checklist should only be utilized for the first arriving Incident Controller.

Appendix 2 Sample AIIMS Incident Summary (Form 1)

INFORMATIVE - FORM 1 AIIMS - 2.1 / V1.0

Operation Period Date: Fm: To:	Incident Name:	Inc / OCN #:	Date Prepared:	Time Prepared:	Prepared by:	No: Of:

Controlling Agency:	Command Channel:	AIIMS Level:

Control / Operations Point Location:	Map Reference:	Telephone No:	Fax No:

I.C.:		Deputy IC:	
Contact No. (Emergency Use Only):		Contact No. (Emergency Use Only):	

PO:	OO:	LO:
Contact No: (Emergency Use Only)	Contact No: (Emergency Use Only)	Contact No: (Emergency Use Only)

Control Objective:	Objective 1
	Objective 2
	Objective 3

Incident Status	Uncontrolled		Ha	Contained		Ha	Safe		Ha
Anticipated Time of Control:	Date:		Time:						
Saves:									
Losses:									
At Risk: (critical infrastructure)									

Number of Resources		
	Appliances	Personnel
FESA		
FRS		
SES		
BFS		
Private		
Machinery		
DEC		
LGA		
TOTAL		

In Attendance					
Water Bombers		Police			
Helitacs		Salv Army			
Air Attack		SES			
Air Reece		FLO			
Ambulance		ARFF			
Chaplain		ChemCentre			
First Aid Post		W/Power			
Local Govt		USAR			
MLO		ISG			

Management Plans in Place (√)					
Communications		Crew Changeover		Bushfire Response	
Traffic		IMT Changeover		Recovery	
Welfare		Medical			

Community Warnings:	P.I.O		Contact No:	
Community Alerts		State Alert	Media Release	SEWS
Other				

Approved By:	Sent At Date:
	Sent By:

INCIDENT MAP

AIIMS - 3.2 / V1.0

Operation Period Fm: To:	Incident Name:	Inc / OCN #:	Date Prepared:	Time Prepared:	Prepared by:	No: of:

Provide a map or copy if available, else prepare a detailed sketch using this grid. (Grid is approx. 1cm x 1 cm)

Scale 1:

Approved By:

Division Boundary
Sector Boundary
Evacuation Route
Control Point
Control Centre
Divisional Command
Sector Command
Evacuation Centre
Barrage
Medical
Assembly Area
Staging Area
Access Point

Helipad
Airbase/Airstrip
Base Camp
Water Point
Water Point - Helicopter
Water Point - Vehicle
Road Closure/Traffic Control Point
Police Location
Ambulance Location
Asset

BOP 3.04 Incident Communications

1 General

All incidents require efficient communication plans and usage to ensure effective incident management.

2 Radio Communications

2.1 Command Channels

The City of Albany (CoA) Bush Fire Brigades use WA Emergency Radio Network (WAERN) command channels.

As VHF duplex channels are transmitted over an extended range via repeaters these channels will be used for command purposes. The preferred duplex channels in the City of Albany are, Channel 101 (SW Sector) and Channel 204 (NE Sector).

Handheld radios do not have the power to communicate over long distances and should not be used for communications on duplex repeater channels.

Command Channel	Type	Use
101	Duplex (high-band)	Command channel - South West sector
204	Duplex (high-band)	Command channel - North East sector
354 - 369	Simplex (high-band)	Sector communications

In order to release command channels for other incidents fire ground communications should be taken off command channels as soon as possible. The incident controller should look to doing this as soon as a second appliance arrives on scene. If this is achieved the IC must continue to maintain communications with base via the relevant command channel.

2.2 Repeater Failure Response

If the command channel repeater fails command communications will revert to the following channels. Approval from the relevant DFES/DBCA Duty Officer must first be obtained prior to using the alternative channel/s.

Command Channel	Alternative Channel	Use
101	Opt 1 - 267 (DFES) Opt 2 - 546 (DPaW)	Alternative Command channel - South West sector
204	Opt 1 - 203 (DFES) Opt 2 - 546 (DPaW)	Alternative Command channel - North East sector
354 - 369	Simplex (high-band)	Sector communications

Any change of command channel could be confusing unless managed carefully. For this reason, the initial message to ‘change channels’ will be managed by the CBFCO (or duty officer).

2.3 Incident Sector Channels

As simplex channels, Hi-band Simplex or UHF, are suitable for transmitting over shorter distances they can be used for smaller incidents or for sector communications. Hand held radios are ideal for these purposes.

3 Communications Protocols

Operational networks can carry heavy traffic loads, particularly at the early stages of an incident. This can result in misunderstandings, missed and simultaneous transmissions and/or unnecessary traffic. For these reasons all operators should adhere to DFES standard communication protocols. This will help maximise communication effectiveness:

1. Observe and acknowledge all command/safety messages and priority calls.
2. Listen before commencing transmitting in order not to transmit over other users.
3. Radio messages are to be:
   - Short, concise and focussed on operational matters
   - Utilise radio/functional call signs, not names.
4. The radio network is not to be used for private purposes.
5. All fire ground communications are to be via the IC (or delegate).

4 Red Flag Warnings

Red Flag Warnings provide a means of ensuring critical information (such as fire weather changes) is transmitted, and confirmed as being received and understood, by all personnel at an incident. Red Flag Warnings are precise messages that convey information regarding hazards, or possible hazards, to all personnel at an incident.

All personnel must be familiar with the Red Flag Warnings process. (*Refer to BOP 3.05 Red Flag Warnings*)

5 Emergency Message

An emergency message must only be transmitted when personnel are in grave and imminent danger and require immediate assistance.

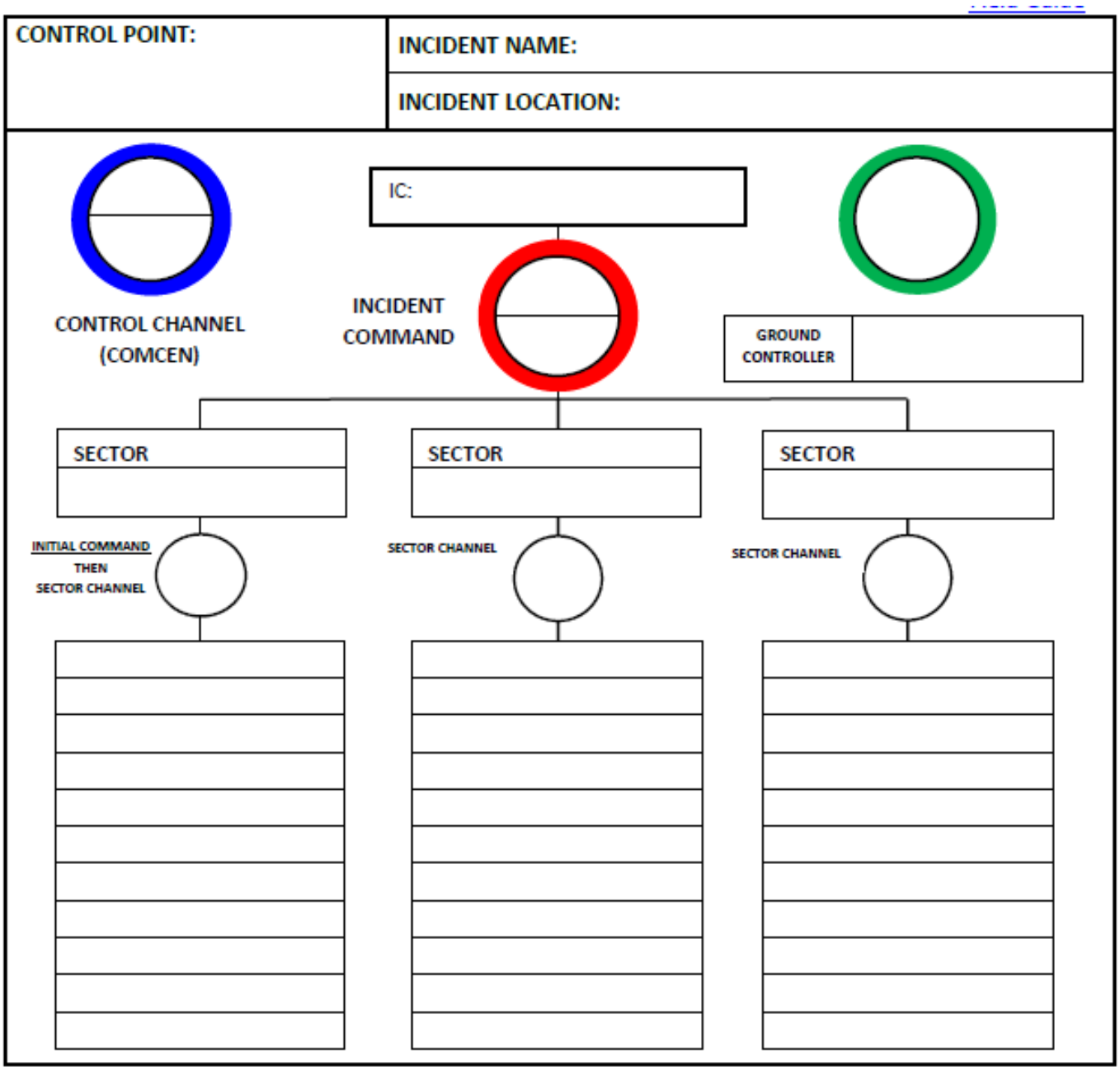
An emergency message commences with the pro-word**, 'emergency, emergency, emergency'** followed by the name and call sign of sender.

- All stations hearing the emergency message are to immediately cease all transmissions and listen for the message and log the initial, and subsequent, messages.
- The base station/Incident Controller will deal with all traffic and issues related to the emergency call.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	22/01/2014	Draft	S Lees Project Officer	New procedure based on: DFES SOP 3.2.4 V1.1 DFES SOP 3.2.5 DFES SOP 3.5.2
1.01	21/3/2014	Update	D Jones	Update procedure based on DFES Safety Circulars 03/2014 and 100/2013.
1.02	23/12/14	Update	D Jones	Included repeater failure response and reference to UHF use.
1.03	7/1/2015	Final	D Jones	Inclusion of small incident communications plan and intent to get fire ground

				communications off command channels
1.03	3/1/24	Review	D.Little	Review only. No Changes.


CONTROL POINT:
INCIDENT NAME:
INCIDENT LOCATION:
IC:
CONTROL CHANNEL
(COMCEN)
INCIDENT
COMMAND
GROUND
CONTROLLER
SECTOR
SECTOR
SECTOR
INITIAL COMMAND
THEN
SECTOR CHANNEL
SECTOR CHANNEL
SECTOR CHANNEL

Incident Communications Plan: _____ (incident name) **Date:** _____/ _____ / ____ **Time**: _____ PLAN NO: _____

Incident number_____ **Prepared by:** _____ Page _____ of _____

Command Channels:

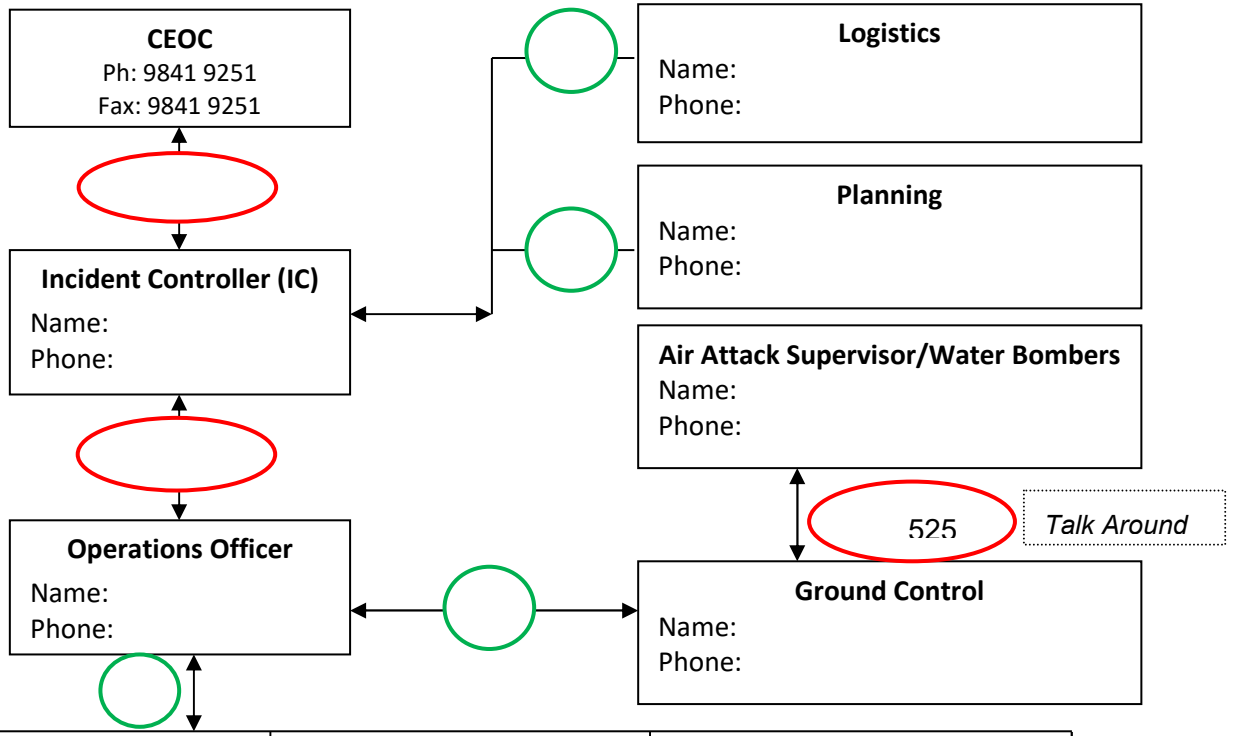
North East:	204
South West:	101
Air Attack:	525
FRS:	102
DPaW:	546

Simplex Channels:

High Band: 354 – 369

Other Repeater Channels

	West	East	North
DFES	267	203	
DPaW	546	517	522
Denmark	173		
Jerramungup		121	
Gnowangerup			200
Plantagenet			268



Sector: Cmdr: Ph:	Vehicle ID	Agency
Sector: Cmdr: Ph:	Vehicle ID	Agency
Sector: Cmdr: Ph:	Vehicle ID	Agency
Sector: Cmdr: Ph:	Vehicle ID	Agency
Sector: Cmdr: Ph:	Vehicle ID	Agency

BOP 3.05 Red Flag Warnings

1 Introduction

Experience during major bush fires has shown that a lack of timely and critical information by personnel at an incident has led to injuries and fatalities.

2 Purpose

Red Flag Warnings are used to communicate actual or impending hazards to all personnel at an incident. Changes such as weather changes, hazardous materials, significant changes to fire behaviour or equipment failure can have significant effect on fire-ground operations. For this reason the Red Flag Warning system was adopted to ensure critical communications are received and receipt is acknowledged.

3 Red Flag Warning – Standard Format

Red Flag Warnings must use a standard text format:

'Red Flag Warning. Personnel are advised of <*actual/forecast where appropriate*> conditions that may present a hazard to personnel as follows: <*actual/forecast conditions*>. Personnel are to <*describe specific actions to be taken*>. This message is to be passed to all personnel under your command.

Acknowledgement is required."

Example Red Flag Warning:

'Red Flag Warning. Personnel are advised of a forecast wind change that may present a hazard to personnel as follows: wind speed is forecast to increase to 50kph by 1500 hours. Wind direction remains unchanged. Personnel are to <describe specific actions to be taken>. This message is to be passed to all personnel under your command.

Acknowledgement is required."

4 Issuing a Red Flag Warning

The **trigger** (critical information) for a Red Flag Warning may be **identified** by anyone within the control structure, including the Operations Officer, Division or Sector Commander, Chief Bush Fire Control Officer, Deputy Bushfire Control Officer, City of Albany Emergency Operations Centre or DFES Staff.

The critical information should be passed to the Incident Controller who is responsible for **issuing** the Red Flag Warning.

When a Red Flag Warning is issued the following information must be entered in the incident diary:

Initiator Actions	Incident Diary
Record text	Decision to send Red Flag Warning text
Detail recipients	List recipients
Send message	Time message sent
Record acknowledgement	List confirmed recipients individually
Record message passage	Record the confirmation that the message has been passed on
Record confirmation	

5 Receiving and Passing on a Red Flag Warning

Recipients must clearly acknowledge the receipt of the message and log the receipt of the message.

When a Red Flag Warning is received the following information must be entered in the incident diary:

Recipient Actions	Incident Diary
Record text	Red Flag Warning text
Detail recipients	List recipients
Send message	Time message sent
Record acknowledgement	List confirmed recipients individually
Record message passage	Record the confirmation that the message has been passed on
Record confirmation	Confirmation of group receipt and report up the chain of command

6 Failure to Acknowledge

If at any point an intended recipient fails to acknowledge the receipt of the message, the sender must keep trying to contact them by any means available until acknowledgement is received.

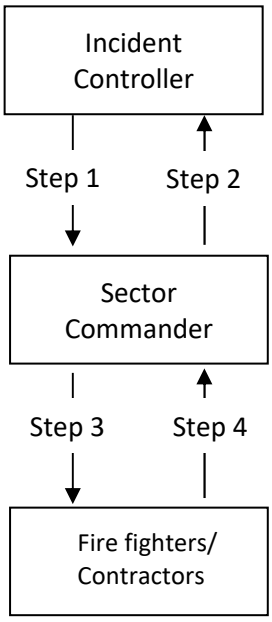
6.1 Example:

Step 1: Red flag warning message sent by Incident Controller (IC). Time sent and text logged.

Step 2. Sector Commander (SC) acknowledges receipt and understanding of message and logs time received. Acknowledgement of receipt by SC is logged by IC.

Step 3 SC forwards message to crew members and any other personnel under his or her control.

Step 4. Acknowledgement of receipt of the warning by personnel under his or her control is logged by SC.



Related Documents:

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	17/10/2013	Draft	S Lees Project Officer	New procedure based on: DFES SOP 3.2.7 – Red Flag Warnings V1.2
1.01	23/12/14	Final	D Jones	Final edit and update
1.02	3/1/24	Review	D.Little	No Change

BOP 3.06 T Cards

1 Introduction

T Cards provide a standard method of identification of brigade appliances and crews at incidents. T Cards help the Incident Management Team keep accurate records of personnel and vehicles on the fire ground and their location.

2 Description

T Cards use a colour system to easily identify different appliance types and the different roles held by various personnel. Each appliance must have a supply of correct T Cards:

- Light Yellow: Fast Attack (Light Tanker)
- Lime Green: 2.4 Tanker
- Blue: 3.4 Tanker
- Orange: Incident Controller and IMT Roles
- Buff: Machinery – all types
- Red: Fire and Rescue Vehicles – all types
- Dark Green: DPaW Vehicles – all types

As from July 2016 AIIMS standard T-Cards use is:

- Yellow 4WD appliances carrying less than 2000l
- Purple 4WD appliances carrying more than 2000l
- Red FRS/VFRS
- Blue Bulk Water Supply
- White IMT Roles, Support & Divisions and Sectors
- Beige Machinery.
- Orange SES

The City of Albany will transition to this standard when existing supplies are exhausted.

3 Use

All incoming Crews are to complete and present their completed T Cards to Incident Controller or Control Point.

The Crew Leader must complete the following details as shown below/over:

- The date and time of arrival.
- Contact mobile phone number.
- Number of personnel in the crew.
- The unit name
- The unit's Selcall number.
- Appliance's registration number.
- The full name of the Crew Leader.
- The full names of the other crew members.

ARRIVAL:	BFB ☐ CALM ☐ FRS ☐	No of F/F
DATE: .18/10/13	MOBILE: .0418 123 123.	...3....
TIME: 10:45	Kalgan 24	
SELCALL: 123456		
BRIGADE ☐	PRIVATE ☐	

REG'N: A 6789
CREW
LDR: Bill Smith
Greg Jones
Mike Green
DEPARTURE:
DATE: TIME: ....

4 Use in Incident Control

T-cards are to be handed to the Incident Controller (or delegate) upon arrival at the Control Point.

The T Card is then placed in the Incident Management Board (Battle Board).

5 Departure

When the Crew are released from the incident, they must log off via the Incident Controller/Control Point with the departure date and time noted on the T Card. The T Card is filed for future reference.

When the appliance remains, and a relief crew attends the incident a new T-Card shall be completed.

6 Record Keeping

T Cards are to be collected and filed against the incident number at the conclusion of the incident. These records will be retained by the City of Albany.

Related Document:

DFES SOP 3.2.6 – T Cards and Incident Management Boards

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0		Draft	S. Lees	New procedure based on: DFES SOP 3.2.6 V1
1.01	23/12/2014	Update	D. Jones	Change of word from team to crew.
1.02	27/2/2015	Final	D. Jones	Change to standard T-Card colours to reflect new DFES SOP 3.2.6 (Jul 2016)
1.03	3/1/24	Review	D.Little	Minor administrative changes

BOP 3.07 Incident Weather Forecasts

1 Introduction

Incident Weather Forecasts (IWF) are site-specific forecasts issued by the Bureau of Meteorology (BOM). They contain information that can assist with decision making at fires.

Where an incident weather forecast has been requested, the Incident Controller must ensure the forecast details are provided to all crews at an incident.

The incident weather forecast content may trigger a Red Flag Warning. *(Refer BOP 3.05 Red Flag Warnings)* by the Incident Controller.

2 Requesting an Incident Weather Forecast

The Incident Controller (IC) can request an Incident Weather Forecast through the CBFCO or duty officer. To assist this, the IC is to provide latitude and longitude reading of the location of the fire.

The following procedure is required when ordering a incident Weather Forecast:

- Before ordering a Incident Weather Forecast, check the BOM registered user's portal to see if a forecast already exists for a nearby location. Log in to the Registered Data Users section. Scroll down to the Incident Weather Forecasts section and click on Incident Weather forecast Request System

  https://incidentweatherforecast.service.bom.gov.au/login
- Username bureau-request and password m6DTjc$JCh.
- Click on 'submit an Incident Forecast request' button.
- Fill in the Contact details.
- Fill in the Incident details.
- Ensure the Lat/Long is in the correct format. Note the electronic form does permit for conversions.
- Provide observation details if known.
- Review the form, then click the submit request button at the base of the page.
- Contact BOM on 9263 2260 to alert forecasters to the request.
- Short term Incident Weather Forecasts are closely monitored to ensure accuracy. Forecasters will issue an update (without being requested to) if they determine that observed or expected conditions are significantly different from those forecast.
- Incident Controllers should request a 4 Day Outlook when planning patrol and mop up operations. This information complements a Spot Forecast.

3 Interpreting an Incident Weather Forecast

It is vital the Incident Controller read and understand all the information contained in the Incident Weather Forecast.

The section headed weather forecast and significant wind change and uncertainties section of the forecast is extremely important.

This section contains information which may not appear in the table of forecast weather elements.

4 Action to be Taken

The information contained in the 'significant wind change and uncertainties associated with the forecast' is to be:

- Repeated back to the sender to indicate that the receiver understands and acknowledges the information;
- Be recorded in the incident diary;
- Confirmed to all members of the IMT;
- If within the timeframe of the current shift, communicated through a RED FLAG WARNING (*refer BOP 3.05 Red Flag Warnings*).
- If the timeframe falls within the next shift period, the information must be included in the SMEACS handover (*refer BOP 3.12 Briefings and Handover*).

It is useful to the Incident Controller/Operations Officer if weather observations are recorded during sitreps from the fire ground, to ensure the IWF is accurately reflecting observations. If observations are not consistent with the IWF, then an updated IWF may be required.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0		Draft	S Lees	New procedure based on DFES Operational Circular 00479 Feb 2013
1.01	23/12/2014	Final	D Jones	Edit for accuracy and added 4 Day Outlook Requirement
1.02	13/02/2017	Update	S Lees ACRES	Corrected link to decimal conversion website, updated instructions for accessing existing spot forecasts on BOM website, added link to Elders Weather.
1.03	3/1/24	Review and update	D.Little	Updated to Incident Weather terms, and updated wording for the electronic form.

BOP 3.08 Public Information during Incidents

1 Introduction

Communities that are threatened by or impacted by emergencies need timely and accurate information so they can make informed decisions.

The need for public information, including the issue of emergency alerts and warnings, **is to be considered during all phases of a bush fire.**

(Refer City of Albany Policy – Public Information & Communications)

2 Responsibilities

At incidents where there is a possible threat to life or property, or where there is heightened community concern, the Incident Controller (IC) is to ensure that accurate and timely information is made available to the public and the media. It is critical that information provided is consistent, therefore all information should be approved by the IC before public dissemination: one source, one message.

The role of Public Information Officer (PIO) may be assigned to a suitably qualified person within the Incident Management Team (IMT).

3 Emergency Alerts and Warnings

3.1 Alert Levels

The nationally agreed system of bushfire alerts is to be used. The alert levels are:

- Advice
- Watch and Act
- Emergency Warning
- All Clear

Warnings and alerts are published on www.emergency.wa.gov.au .

3.2 When to Issue Alerts and Warnings

The DFES Emergency Alert (EA) system is to be used to disseminate alerts and warnings to the community.

Alerts and Warnings should be activated as early as possible for incidents where there is a possible threat to lives or homes or where there is heightened community concern (such as a small bush fire generating a lot of smoke near homes, or a number of roads are closed or the fire is highly visible to residents).

3.3 Emergency Alerts Request Procedure

The IC or PIO can request an alert or warning to be issued by phoning the DFES Duty Officer on 9845 5000 or by contacting City of Albany Emergency Management Team or the Chief Bush Fire Control Officer (or delegate).

The DFES Bushfire Talking Points form (see Appendix 2) is used to ensure all critical information available at the time, is communicated to DFES for public dissemination.

3.4 Updating Alerts or Warnings

Once an alert or warning has been issued, it is critical that timely updates are provided as the situation changes. The IC or PIO should provide updates via the DFES Duty Officer.

4 City of Albany Media Channels

The Emergency WA website (www.emergency.wa.gov.au) is the official source of emergency warning information. However, the City of Albany can reinforce the message issued through the Emergency Alerts system via its internal media channels including its Facebook page and the City of Albany website.

The IC or PIO should contact the City of Albany Emergency Management Staff to initiate internal communication dissemination.

5 Media Briefing

Information disseminated to the media by the IC or PIO should be based on the facts know at the time and adhere to the *DFES Bushfire Talking Points* form (see Appendix 2) and/or the *DFES IC Media Points Field Guide* (see Appendix 3).

6 Incident Escalation – IMT Formation

If incident escalation warrants the formation of an Incident Management Team (IMT) and activation of the City Base, the role of PIO may be assumed by suitably qualified person (*refer CoA Policy- Incident Control*).

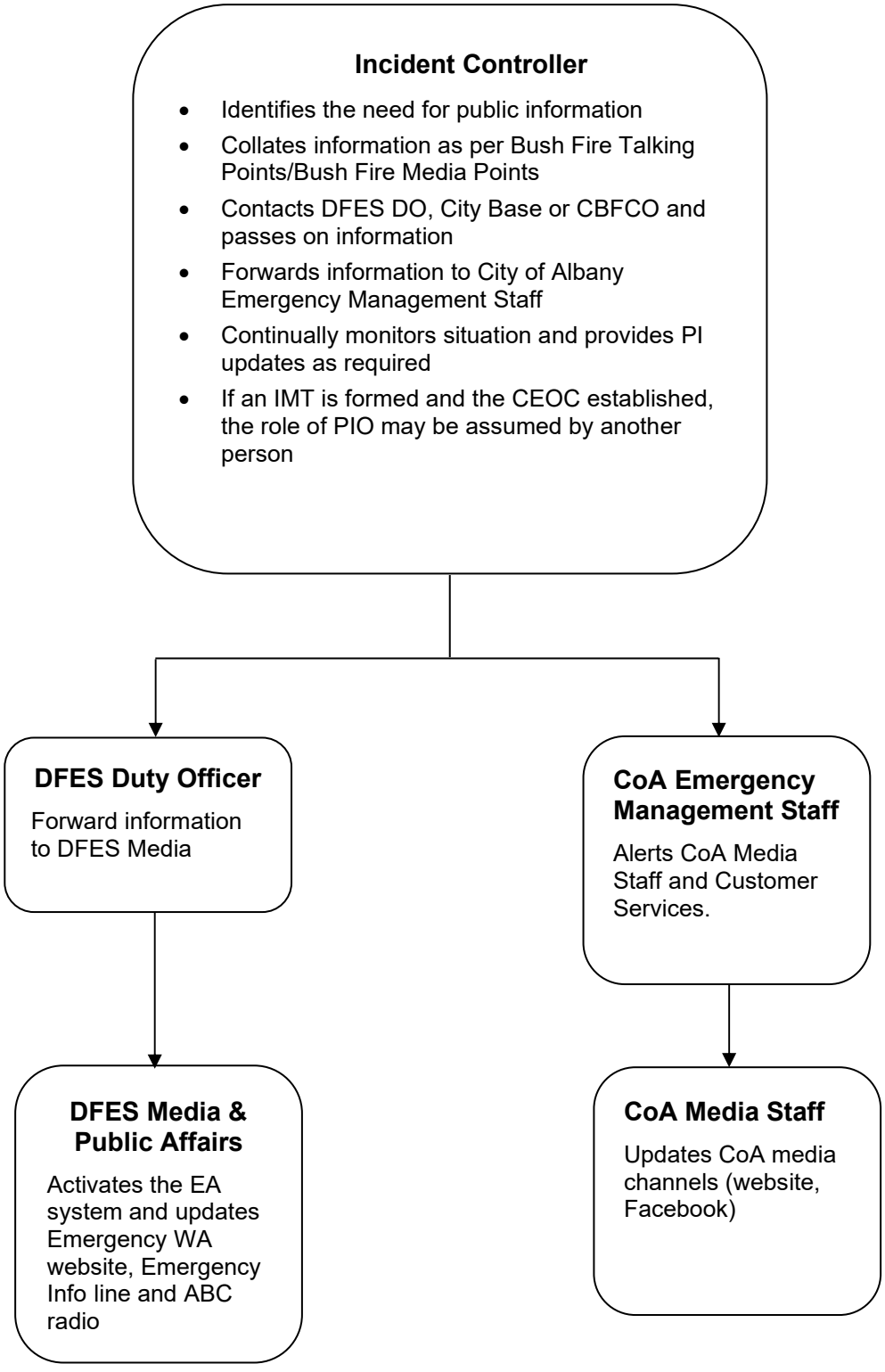
7 Appendices

Appendix 1 – Public Information Flow Chart
Appendix 2 – Bushfire Talking Points

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0		Draft	S Lees	New procedure based on DFES Directive 3.2 V1.5 SEMP 4.6 – Emergency Public Information WESTPLAN – Emergency Public Information DFES IC Media Points Field Guide
1.01	23/12/14	Final	D Jones	Reviewed
1.01	29/11/16	Final	S Lees ACRES	Added reference to the Emergency WA website.
1.02	10/02/2017	Update	S Lees, B Gordon, D Prior	
1.03	3/1/24	Review update	D.Little	Minor administrative changes

Public Information Flow Chart



Bush Fire Media Points

Incident Details:

- Location/origin of the incident
- Start time and cause (if known)
- Streets/areas affected
- What is happening?
- Resources being used
- Number of fire fighters
- Number of appliances
- Other agencies involved
- Any relocations/injuries?
- Hectares involved
- Exclusion zones.
- Road closures in place. Expected re-opening timings.
- People are asked to stay away from (areas)

Key Messages / Public Safety Messages

- Close all doors and windows
- Turn of evaporative air-conditioners but keep water running through the system if possible.
- People need to be alert and watch for signs of fire.
- People are advised to put their bushfire survival plans into action now – do not 'wait and see' as this can be deadly.
- Listen for updates on ABC radio or call the DFES information line on 1300 657 209.
- Updates are also available online at http://www.dfes.wa.gov.au

BOP 3.09 Incident Records

1 General

Incident records are a critical component of any formal or informal review and must be maintained and stored with this in mind. Incident records include all recorded data, AIIMS forms, message pads, spread sheets, T-Cards, maps, correspondence and completed incident diaries.

2 Fire Incident Diary

All members undertaking the role of Incident Controller through to Crew Leader, must maintain an incident log. The incident log shall record key messages, occurrences, reasoning and decision making.

The following guidelines apply:

- Incident diaries may be used for multiple incidents.
- No pages are to be removed.
- All records are to be made legibly in pen.
- Any corrections are to be ruled through with a single line and initialled.
- Copies of relevant diary pages should be handed over to a relieving officer, but the original diary must remain in the officer's possession.
- Each new incident is to commence on a new page with the following details included;
    1. Incident name, location and DFES Incident No.
    2. Incident date.
    3. Incident appreciations including key decisions and, where necessary justification for that decision, significant events and actions taken, advice given or received.
    4. Other relevant information.

3 Storage and Handling of Records

All records created are to be collated and grouped. Fire ground, ICV and City Base records must all be collated and returned to city base on the completion of an incident.

If an incident goes over multiple shifts, then each area should collate and group their records into shifts.

On completion of the incident, records should be handed to City base for onforwarding to the City Records Team.

4 Fire Reports

Every incident, call out or false alarm needs to be accompanied by a fire report.

The fire report is to be completed using the standard City of Albany format and is to be completed by the Incident Controller or Fire Control Officer.

Fire reports should be completed within 24 hours and sent to emergencyservices@albany.wa.gov.au for City of Albany filing.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0		Draft	S Lees	New procedure based on

				DFES D3.2 V1.5
1.01	24/12/14	Final	D Jones	Final edit and proof
1.02	3/1/24	Review update	D.Little	Added storage and handling of records

BOP 3.10 Bush Fire Response

1. Bush Fire Response Principles

The following principles/planning factors apply to all bushfire incidents and should be kept in mind at all times when attending a fire incident:

Principle	Description
Crew Safety	Safety must be the first consideration at all fires. Adhere to LACES principles prior to and during firefighting operations. *(Refer BOP 4.01 Bush Fire Crew Safety).* Consider an appropriate Strategy and identify appropriate tactics.
Personal Protective Equipment	All firefighting personnel must be dressed in accordance with the required standard of PPE (*Refer BOP 4.02 PPE*)
Briefings	All personnel must be kept up to date with accurate information regarding the incident. This is achieved by providing timely briefings (*Refer BOP 3.12 Briefings)*
Water Supply	Identify suitable water supply to support firefighting operations
Observe Local Conditions	**Meteorological Conditions:** Note temperature, wind speed and direction and severe weather events. Request an incident weather forecast *(Refer BOP 3.07 Incident Weather Forecasts)* Know when wind changes are due and disseminate information to all levels. *(Refer BOP 3.05 Red Flag Warnings)* **Fuel loads:** There may be variation to fuel loads which provide opportunities to change tactics. **Topography:** Slope and aspect will affect fire behaviour and rate of spread.
Observe Fire Behaviour	Identify the head of the fire and, if possible, contain immediately. If not, work on the flanks where the fire intensity will be lower to pinch out the head fire.
Contain to Control	Apply resources to contain & extinguish the fire.
Site Control	Identify and preserve point of ignition site to allow further investigations if required. Isolate areas of risk (including assets in the anticipated path of the fire) from public access. Request WAPOL assistance if required.
Public Exposure	Apply resources to prevent the spread of the fire to minimise further risk to the public; as well as control access by the public.
Public Information	Identify key elements of public information and advise the community as early as possible. *(Refer BOP 3.08 Public Information During Incidents.)*

Confirm Site Safe for Departure	Conduct thorough assessment to confirm required black out standards have been applied.

2. First Arriving Appliance

- The crew of the first arriving appliance assesses the situation. The Crew Leader of the first arriving appliance assumes the role of Incident Controller (IC). *(Refer to BOP 3.01 Incident Control and Management.)*
- Transmit arrival message upon arrival and shortly thereafter an initial incident report (PAFTACS) to the City of Albany Radio Base. *(Refer to BOP 3.03 Situation Reporting)*

3. Initial Objectives

The initial objectives at a bushfire should include:

- Ensure the safety of the fire crew and public at risk.
- Identification and adoption of appropriate Strategy(s) – Offensive/Defensive approach.
    - For an offensive strategy, the approach may be to knock-down the running fire and establish a perimeter.
    - For a defensive strategy, the approach may be backstop or line defence.
- Contain and extinguish the fire.
- If possible, identify and preserve the point of ignition.
- Keeping the Public Informed

4. Communications Plans

Regardless of the incident size, initial communications are via the appropriate VHF Command Channel.

Due to their limitations of range and penetration, UHF simplex channels should not be used as **incident command channels**.

UHF and simplex channels are to be used for sector communications.

(Refer to BOP 3.04 Incident Communications)

5. Positioning of Appliances

Appliances should be sited to minimise the exposure to hazards. Safety considerations when positioning appliances include:

- Ensure the appliance and crew are visible to other road users.
- Position off roadways on hard, even ground (when possible).
- Positioned facing an escape point (generally with the rear of the vehicle towards the incident).
- Parked in a suitably sized safe zone.
- Position clear of power lines or trees.
- Remain clear of smoke, gases, and contaminants.
- Consider the ramifications of incident escalation.
- Position so the crew has a good sight of the incident the pump panel.
- Allow access for other emergency service vehicles.
- Emergency beacons and lights shall be turned on when on the fireground.

6. Safety

The safety of all personnel at an incident is paramount. Safety considerations are detailed in *BOP 4.01 Bush Fire Crew Safety*.

7. Making Safe

The IC is responsible for declaring a fire safe when they are certain it will not escape control lines and threaten the community by ensuring appropriate blackout standards are achieved. The IC will commit resources until the incident is deemed safe for the community.

A bush fire incident is deemed safe when:

- Fire perimeter is extinguished.
- Fire perimeter blackened (to a minimum of 20m or as specified by the IC, dependent on weather conditions).
- Vertical ignitions extinguished or removed (within 100m of perimeter or as specified by the IC, dependent on weather conditions).

Blackout requires the establishment of appropriate perimeter/firebreak for the size of the fire and current and forecast weather conditions. This means all potential re-ignition sources should be physically removed and/or extinguishment via the use of earth-moving machinery and/or dismounted personnel. The IC is responsible for deciding and declaring the minimum blackout standard. The IC is to ensure the following:

- The declared blackout standard is appropriate to the situation and clearly communicated to fire ground personnel.
- Sufficient resources are retained on the fire ground to ensure the blackout standard is achievable and effective.
- The bushfire is not declared safe until the following *minimum* blackout standard has been achieved.
- Blackout standards and objectives are included in incident control handovers.

FUEL DISTRIBUTION	BLACKOUT DISTANCE (from control line)[5]
Ground Fuels (grass, mulch, logs etc)	20 m
Vertical Fuels (trees, structures, fencing etc)	100 m

8. Departure from a Bushfire Incident

Crews released from a bushfire incident are to depart through the Control Point and ensure their T Card is removed from the incident battle board and the time of departure recorded.

Crew Leaders of departing crews are to assess the crew for possible fatigue prior to embarking on the return journey. Where fatigue levels have the potential to place crews at risk, Crew Leaders are to schedule a rest period prior to departure. Where an immediate return is required alternative return transport arrangements need to be made.

Rules for departure:

- Incident scene made safe.
- Appliance/s made up, and any damage or injuries recorded.
- Crew accounted for.
- Scene handed over to landowner or legitimate authority.

- Incident closure message sent to COMCEN via the CBFCO (or delegate).

9. Debriefings

Debriefing sessions are to be conducted at crew level by the Crew Leader after every incident. Debriefs should address any injuries or damage to equipment that needs attention. (*Refer BOP 3.12 Briefings*)

A review should be carried out at the conclusion of all incidents. Conducting a Post Incident Analysis (PIA) is useful as it provides a systematic approach to identifying areas for improvement and those for acknowledgement.

Larger, more complex incidents will require a formal, comprehensive PIA.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0		Draft	S Lees	New procedure based on: DFES Directive 3.5 – Bushfire V1.5 DFES SOP 3.5.1 – Bushfire Response V1.1
1.01	5/1/2015	Final	D Jones	Reviewed - clarified
1.02	3/1/24	Update and review	D.Little	Updated strategies, minor administrative updates.

BOP 3.11 Bush Fire Tactics

1 General

The methods used to contain, control and extinguish a bush fire are varied and influenced by many factors. Strategies fall into two categories: Offensive and Defensive.

Each Strategy has tactics that can be used.

Offensive Strategy

Offensive strategies are those which take direct action to contain or control a fire. The tactics employed to directly control or contain a fire are shown below.

1.1 Tactic #1, Direct Attack

The direct suppression of fire fronts and edges can offer the greatest opportunity to restrict the spread of a bushfire. Direct attack techniques are to be employed when safe to do so.

1.2 Tactic #2, Parallel Attack

Conducting firefighting activities along the running edges of a fire can offer protection for fire fighters whilst restricting the spread of bushfires. Parallel attack techniques are to be used when it is not safe to use the direct attack approach.

1.3 Tactic #3, Indirect Attack

This tactic, commonly referred to a back burn refers to removing fuel ahead of the fire front/head fire. This tactic is ONLY to be authorised by the IC, and requires time to ensure the tactic is achievable, and is located in the correct spot.

Defensive Strategy,

Defensive strategies are employed when Offensive tactics are unlikely to be effective. It is used to directly protect assets and/or fire crews.

1.4 Defensive Tactics

Where conditions prevent the application of resources against the fire front, the IC is to adopt defensive strategies to protect life, property, and key infrastructure. Such tactics include Line Defence, Ember Defence, Back Stop and Safeguarding (see DFES FG3.5). A return to offensive tactics can be considered when it is safe to do so.

2 Creating Sectors

As fire incidents grows it is necessary to scale up operations. Creating sectors and appointing Sector Commanders allows the IC to better manage the incident.

In line with AIIMS principles, the span of control for any supervisor should not exceed five.

The decision to create sectors, the location of each sector and the identity of the Sector Commanders must be clearly communicated to all fire ground personnel.

Sectors may be physical or functional in nature. Sectors ***are*** to be created at bushfires under the following circumstances:

PHYSICAL SECTORS	FUNCTIONAL SECTORS
Where the number of active appliances on the fire ground and reporting to the IC/Ops Officer exceeds the accepted span of control (> 5)	**Backburning**. Where crews are tasked to undertake a backburn. **The decision to backburn must only be made by the IC and be communicated to all on the fire ground.**
Where the terrain causes crews to operate beyond the physical management of the IC/Ops Officer	**Evacuation.** Where considerable and dedicated resources are tasked exclusively with evacuation

Where multiple fires are occurring	**Water.** Where the provision of water supplies requires dedicated management
Where the fire activity on a particular flank requires dedicated management.	**Aerial Suppression.** Where the guidance of aircraft requires dedicated management.

3 Aerial Suppression

The use of aircraft at bushfires can greatly assist ground firefighting operations. The IC will determine if aerial suppression resources should be deployed at an incident.

The IC will request the Duty Officer to request Water Bombers via formal requests to DFES/Parks.

The IC is to ensure the following actions are undertaken when utilising aerial suppression assets:

- The tasks for aerial assets are to be achievable, clearly defined and communicated to the aerial suppression resource.
- A dedicated radio communications channel is to be established (usually channel 525).
- The aerial suppression task is supported with sufficient ground-based firefighting resources.
- A suitably qualified Ground Controller is to be appointed. The Ground Controller must be briefed on the tactical requirements of the IC and operating on the appropriate control channel.

(Refer to DFES SOP 3.5.3 – Ground Control of Aerial Suppression Platforms)

4 Backburning.

When conditions are favourable, backburning is a legitimate method of controlling a running bushfire. However, backburning involves inherent risk and should not be used if conditions are unsuitable.

Backburning is only to be conducted at the direction of the IC.

Note: backburning and burning out are distinctly different actions

Backburning is employed as part of an Indirect Attack tactic to remove fuel from an approaching head fire – i.e., lighting a new fire to control an existing fire and thus requires IC approval.

Burning out is the practice of taking out 'pockets' in a parallel attack, and this practice can be authorised by the Sector Commander.

The IC is to ensure that prior to conducting a backburn, the following prerequisites have been met and noted in the incident diary.

PREREQUISITE	NOTES
Reasoning Justified	• The requirement/opportunity to backburn has been reasoned and established and recorded in an incident diary.
Risk Assessed	• Meteorological conditions are suitable (and BOM forecast indicates conditions will remain suitable) • Vegetation types/fuel loading are suitable.
Resources Assessed & Positioned	• Sufficient resources are in position to safely establish the new containment line created by the backburn.

	• A reserve of resources is in position to safely respond to any breakout created by the backburn.
Safety/Notifications	All personnel on the fireground have been made aware of the following: • The intention to conduct a backburn . • The timing, location and extent of the backburn • The route/s and system of reporting the evacuation of operational personnel from any known or potentially hazardous locations created by the backburn

Guidance for the use of drip torches in support of bushfire operations is at *BOP 4.05 Using Drip Torches Safely.*

5 Use of Suppressants -Foam and Retardants

Firefighting foam contains surfactants and wetting agents that improve the efficiency of water as an extinguishing agent.

However, suppressants pose some dangers to the environment; therefore, it is the IC's responsibility to decide whether or not it is appropriate to use suppressants at an incident.

(Refer *BOP 3.14 Use of Class A Foam)*

Retardants are primarily used by aircraft but may be used in vehicles if available. Use of Retardants should be discussed with the IC.

6 Heavy Machinery

Earthmoving equipment can be used to quickly and effectively create firebreaks. ICs are permitted to use earthmoving machinery to assist with fire management. (*Refer BOP 3.15 Use of Heavy Machinery at Bush Fires for details*).

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	22/01/2014	Draft	S Lees	New procedure based on DFES Directive 3.5 V1.5 DFES SOP 3.5.1 V1.1
1.01	5/1/2015	Final	D Jones	Clarified earthmoving equipment use and reviewed remainder of document.
1.02	3/1/24	Update	D.Little	Updated strategies/tactics, included the use of Retardants.

BOP 3.12 Briefings

1 Introduction

Incident briefings ensure that consistent, relevant, and accurate information is communicated to all personnel and to ensure a well-coordinated operation is carried out. The level of detail provided at a briefing will depend on the amount of information available to the IC at the time.

All briefings shall adhere to the SMEACS format and be clear and concise.

All briefing notes, display material and maps shall be retained and filed with other relevant incident documentation. *(Refer BOP 3.09 Incident Records)*

2 Responsibilities

Personnel with leadership roles shall ensure that the crew/s under their command do not commence any task until the crew has been briefed. It is the responsibility of every person at an incident to ensure they personally understand the details of the briefing before accepting a task.

3 Briefing Schedule

It is essential that new and updated information is provided to all personnel and that changes are communicated in a timely manner.

Information disseminated at a briefing shall be consistent with the available information and relevant to the circumstances.

Briefings should be conducted as follows:

3.1 Initial Tasking Brief(s):

Are provided by the Incident Controller (IC) to the crews responding to the initial turn-out. May be given verbally with the key details recorded in the IC's incident log.

3.2 Subsequent Tasking Briefings:

Provided, by the IC, to crew members of additional appliances arriving at the incident. May be given verbally with the details recorded in the IC's incident log.

3.3 Situation Update Briefings:

Provided to advise personnel of situational changes, adjustments to the Incident Action Plan (IAP) and safety alerts. May be provided verbally but shall be supported by written updates to the IAP and recorded in the incident log.

3.4 Delegation Briefings:

Provided to personnel who have been delegated responsibility for any function or position within the Incident Management structure.

3.5 General Information Briefings:

Provided to incident personnel, media representatives, other agencies and the public in locations such as staging areas and welfare centres.

3.6 Handover Briefings:

Where there is a change of IC a formal handover is to occur ***irrespective of the size/level of the incident***. Incident handovers are to adhere to the standard SMEACS format.

4 Briefing Format - SMEACS

The standard SMEACS briefing format is to be used for all briefings (see Appendix 1 for sample SMEACS checklist):

SMEACS stands for Situation, Mission, Execution, Administration, Command/Control/Communications, and then Safety

Appendix 1 – Sample SMEACS form

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/11/2014	Draft	S Lees	
1.01	5/1/2015	Final	D Jones	Reviewed
1.02	3/1/24	Review	D.Little	No changes

SMEACS BRIEFING CHECKLIST

AIIMS - 2.2 / V1.0

Operation Period Fm:_____ To:_____	Incident Name:	Inc / OCN #:	Date Prepared	Time Prepared	Prepared by:	Sector:

BRIEFING PRELIMINARIES:	
•Decide type of briefing, e.g. overview, delegation, changeover • Identify relevant briefing points from checklist.	• Introduce yourself • Outline the purpose of the briefing • Set the rules of the briefing

S – SITUATION ***Overview of the Situation***

History	
Current Situation	
Predicted Situation	
Values at Risk	
Forecast Weather	
Current Weather	
Resource Deployment	

M - MISSION

Incident Objectives	

E – EXECUTION

Divisions & Sectors	
Strategies for each Incident Objective	
Tactics	
Task & Resource Allocation	
Authority to Act – Responsibilities	
Known Hazards	
Welfare Requirements	
Part to play for those receiving briefing	
Implications of not achieving work targets	
Dress requirements (including PPE)	
Time constraints & deadlines	

A - ADMINISTRATION and LOGISTICS

Location of control, command & support facilities	
Ground support, Catering & Medical Assistance	
T-Cards, Logs & Diaries, Record Keeping	
Finance and Accounting requirements	

C- COMMAND and COMMUNICATIONS

Incident Management Structure	
Incident Status (Level 1,2 or 3)	
Communication Plan (who, when, why)	
Radio Channels / Equipment	
REPORTING: - To whom - By whom - When - Detail required e.g. sitrep proforma - HOW (equipment, channels, No's)	

S- SAFETY

Injury / Near Miss	
Safety Issues	

BRIEFING SUMMARY

Ask questions to confirm understanding	
Issue supporting documents	
Summary	

Name		**Date**		**Time**		**Sign.**	

Details of Group Being Briefed:	
To be Used by all briefing Officers at Sector, IMT and SCC / RCC levels.	**To go to all incoming staff at Sector, Division, Division, IMT and SCC / RCC levels.**

BOP 3.13 Declaring an Incident Safe

1. Introduction

The final step in the management of every incident is the act of 'declaring it safe. Incident controllers are to continue to commit appropriate numbers and types of resources until the incident is deemed safe for the community.

2. Characteristics of a Closed Incident

A bush fire can be declared safe and handed back to the land owner when;

- The fire perimeter is extinguished.
- The fire perimeter is blacked out to a minimum of 20m, or as specified by the IC, dependent upon forecast weather.
- Vertical ignitions removed and/or extinguished within 100m of fire perimeter or as specified by the IC, dependent upon weather forecast.
- The scene has been handed back to the owner or legitimate authority.[1]
- No further tasking will be required, including no further requirement for patrols and/or mop up.

3. Closing Off an Incident

After determining an incident is ready to be declared safe the IC will notify the relevant base who, in turn, will advise Comcen.

Comcen require some/all of the following details: brigades and agencies attending, Incident Controller, cause and fire size.

N.B. Comcen require regular updates (min once daily) until an incident is declared safe.

Version	Date	Status	Author/Position	Details of change
1.0	11/2/15	Final	D Jones	Based on DFES SOP 3.2.3 Making Safe
1.01	3/1/24	Update	D.Little	Minor administrative changes

[1] Pamphlets have been developed for the Handover of incidents to landholders and should be handed to the landholder as part of the handover, and this action diarized.

BOP 3.14 Use of Class A Foam

1 Introduction

The use of Class A foam can enhance the effectiveness of firefighting operations.

2 Application Ratio

Foam is supplied in concentrated form and must be mixed with water and aspirated for use. As a guide, the recommended mix ratio is up to 0.03% concentration for bush firefighting operations (equates to approximately one cup of concentrate to 2,000 litres of water).

Higher foam application rates (i.e., up to 3%) should be used when using foam branches.

3 Environmental Considerations

The use of foam can pose environmental risk to waterways, some agricultural operations, and some fauna.

The IC is to ensure Dept. Environment Regulation (DER) and the applicable water authorities are notified if foam enters a water body.

The following factors should be taken into consideration by the IC before authorising the use of foam:

- Protection of Domestic Water Supplies:
  Domestic water storages contaminated with foam or wetting agents are to be flushed before re-use.
- Protection of Aquatic Environments:
  All possible care is to be taken to ensure that foam does not enter water bodies.
- Protection of Agricultural Interests:
  Care should be taken when using foam near agricultural operation to ensure that the foam does not contaminate crops or produce.

4 Safety Precautions

Safety considerations and guidance for operators using A Class foam concentrate and suppressants are as follow.

- All personnel are to adhere to the manufacturers guidance as detailed on the product MSDS (See Appendix 1)
- Avoid Inhalation of Foam Vapours. Decant foam concentrate in well-ventilated areas.
- Avoid Ingestion of Foam Concentrate.
- Foam concentrate, and to a lesser degree foam solution, can be harmful. If ingestion occurs, seek IMMEDIATE medical attention.
- Wear Level 1 PPE, gloves and goggles where the risk of contamination exists (e.g. decanting)
- Wipe up any spilt concentrate.
- In the event of personnel coming into contact with foam concentrate:
  - Eyes or skin - immediately flush with clean water and seek medical assistance if required.
  - Soaked clothing - remove and flush with copious amounts of water as soon as possible.
  - If any side effects occur from exposure to the foam concentrates (i.e., dry red itchy skin) seek medical advice
- Dispose of all used foam containers in an environmentally responsible manner.

5 Clean-Up

As the foam concentrate is corrosive and will cause damage to equipment all firefighting appliances and equipment used with foam are to be thoroughly flushed with clean water after use.

On return to the shed, or at the first available opportunity, the foam system should be flushed with fresh water to clean and protect the system and pump from corrosion.

Note: The City has purchased ex Parks and Wildlife heavy duties. The installed Foam System (ROBWEN) requires users to understand the nuances of this system. The bladders hold approximately 70lt of concentrate, and must be refilled regularly.

6. Appendix

Appendix 1 - MSDS for Class A Foam

7 Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on DFES SOP 3.5.5 V1.2
1.01	5/1/2015	Final	D Jones	Review and edit.
1.02	3/1/24	Review	D.Little	Minor administrative changes

Appendix 1 MSDS

SAFETY DATA SHEET

Product Name: SOLBERG FIRE-BRAKE 3150A CLASS A FOAM	Issue Date: 01 Dec 2015
SDS No.(Rev No.):Fire-Brake3150A No:001 Rev:00	Revision Date:N/A
Region: Australia	Page: Page 1 of 9

1. Identification of the substance/preparation and of the company/undertaking

1.1 Identification of the substance or preparation:

Product name : SOLBERG FIRE-BRAKE 3150A CLASS A FOAM
Synonyms : Fire-Brake; Solberg Fire-Brake Class 'A' Foam; 3M FC-3150 FIRE-BRAKE BFFF FIRE FIGHTING FOAM CONCENTRATE; FireBrake Class 'A' Foam; WFFF (Fire Break)

1.2 Use of the substance/preparation:
Fire extinguishing medium: concentrate

1.3 Company/undertaking identification:

Australian Supplier
Solberg Asia Pacific Pty Ltd
3 Charles Street
AU-NSW 2760 St. Marys - Australia
Tel: +61 2 96 73 53 00

Overseas Supplier:
SOLBERG SCANDINAVIAN AS - NORWAY
Olsvollstranda
NO-5938 Sæbøvågen
Tel: +47 56 34 97 00
luc.jacobs@solbergfoam.com

The Solberg Company
1520 Brookfield Avenue
US-WI 54313 Green Bay - USA
Tel: +1 920 593 94 45
dave.pelton@solbergfoam.com

1.4 Emergency telephone:
24HR EMERGENCY: 1800 802 902 or (02)9430 6396

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

2. Hazards identification

2.1 Classification of the substance or mixture

Classification according to the *Globally Harmonised System for the Classification and Labelling of Chemicals* (GHS), as adopted for industrial chemicals in Australia.

Serious Eye Damage/Eye Irritation Category 2AAquatic
Acute Category 3.

Australian Dangerous Goods Code:

Not classified as Dangerous Goods and would not require any specialtransport, storage, packaging, or placarding.

2.2 Label elements

Hazard pictograms

GHS07

Signal Word: **Warning**

Hazard statements:

H319 Causes serious eye irritation.
H402 Harmful to aquatic life.

Precautionary statements:

P202 Do not handle until all safety precautions have been read andunderstood.
P280 Wear protective gloves/protective clothing/eye protection/faceprotection.
P281 Use personal protective equipment as required.
P305+P351+P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.

P302+350 IF ON SKIN: Gently wash with plenty of soap and water. P333+P313 If skin irritation or rash occurs: Get medical advice/attention.P308+P313 IF exposed or concerned: Get medical advice/attention.

P273 Avoid release to the environment.

2.3 Other hazards

This substance is not considered to be persistent, bioaccumulating nor toxic(PBT)

This substance is not considered to be very persistent nor very bioaccumulating (vPvB).

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

3. Composition/information on ingredients

Hazardous ingredients	CAS No.	Conc. (%)	Hazards	Hazard Statement
2-(2-butoxyethoxy)ethanol	112-34-5	<10	Eye Irrit. 2	H319
Alcohol sulfate C12-14, triethanolamine salt	90583-18-9	<5	Acute Tox. 4 Skin Irrit. 2 Eye Damage 1 Aquatic Chronic 3	H302 H315 H318 H412
1-propanaminium, 3-amino-N-(carboxymethyl)-N,N-dimethyl-, N-coco acyl derivs., hydroxides, inner salts	61789-40-0	<2	Skin Irrit.2 Eye Irrit. 2 Aquatic Acute 1	H315 H319 H410
Anionic surfactants	Proprietary	<5	Skin Irrit.2 Eye Irrit. 2	H315 H319

4. First aid measures

4.1 After inhalation:
- Remove the victim into fresh air
- Respiratory problems: consult a doctor/medical service

4.2 Skin contact:
- Rinse with water
- Soap may be used
- Take victim to a doctor if irritation persists

4.3 Eye contact:
- Rinse immediately with plenty of water
- Take victim to an ophthalmologist if irritation persists

4.4 After ingestion:
- Rinse mouth with water
- Immediately give lots of water to drink
- Consult a doctor/medical service if you feel unwell

5. Fire-fighting measures

5.1 Suitable extinguishing media:
- Non flammable, non combustible
- For surrounding fires: all extinguishing media allowed

5.2 Unsuitable extinguishing media:
- No data available

5.3 Special exposure hazards:
- On burning: release of toxic and corrosive gases/vapours (nitrous vapours,sulphur oxides, carbon monoxide - carbon dioxide)

5.4 Instructions:
- Dilute toxic gases with water spray

5.5 Special protective equipment for firefighters:
- Heat/fire exposure: compressed air/oxygen apparatus when concentrated productis on fire.
- Protective clothing for exposure to chemicals

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

6. Accidental release measures

6.1 Personal precautions:See heading 8.2/13

6.2 Environmental precautions:
- Contain released substance, pump into suitable containers
- Plug the leak, cut off the supply

6.3 Methods for cleaning up:
- Take up liquid spill into inert absorbent material, e.g.: sand/earth
- Scoop absorbed substance into closing containers
- Clean contaminated surfaces with an excess of water
- Wash clothing and equipment after handling

7. Handling and storage

7.1 Handling:
- Observe normal hygiene standards

7.2 Storage:
- Keep container in a well-ventilated place
- Meet the legal requirements
- Keep away from: heat sources

Storage temperature	: 0/50	˚C
Quantity limits	: N.D.	kg
Storage life	: N.D.	days
Materials for packaging	:	
- suitable	: HDPE	
- to avoid	: no data available	

7.3 Specific use(s):
- See information supplied by the manufacturer for the identified use(s)

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

8. Exposure controls/Personal protection

8.1 Exposure limit values (OEL):

8.1.1 Occupational exposure:

2-(2-butoxyethoxy)ethanol

Australia				
8h TWA	: none	mg/m³	none	ppm
AU-STEL	: none	mg/m³	none	ppm
New Zealand				
NZ WES 8h	: none	mg/m³	none	ppm
NZ-STEL	: none	mg/m³	none	ppm

Note: While no OELs have been set for this chemical in Australia and New Zealand, it should be noted that The European Committee on Occupational Exposure Limits have recommended an 8hr TWA of 10 ppm (67.5 mg/m3) and STEL of 15 ppm (101.2 mg/m3).

8.1.2 Sampling methods:

- Sulfites, & Sulfates NIOSH 6004

8.2 Exposure controls:

8.2.1 Occupational exposure controls:
- Measure the concentration in the air regularly if likely to exceed OEL
- Work under local exhaust/ventilation

Personal protective equipment:

a) Respiratory protection:
- Wear gas mask with filter type A if conc. in air is likely to exceed OEL

b) Hand protection:
- Gloves

Suitable materials: Butyl rubber

- Breakthrough time: Not determined

c) Eye protection:
- Safety glasses

d) Skin protection:
- Protective clothing

Suitable materials: Butyl rubber

8.2.2 Environmental exposure controls: see headings 6.2, 6.3 and 13

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

9. Physicochemical properties

9.1 General information:

Appearance	:	Liquid
Odour	:	Mild
Colour	:	Light yellow

9.2 Important safety and environmental information:
health,

pH value (at 100%)	:	7/8.5	
Boiling point/boiling range	:	100	°C
Flash point/flammability	:	N.A.	°C
Explosion limits (explosive	:	N.D.	vol%
properties) Oxidising properties	:	N.D.	
Vapour pressure (at 20°C)	:	24	hPa
Vapour pressure (at 50°C)	:	N.D.	hPa
Relative density (at 20°C)	:	1.01	
Water solubility	:	COMPLETELY	
Soluble in	:	No data available	
Relative vapour density	:	1	
Viscosity (at °C)	:	<0.003	Pa.s (25°C)
Partition coefficient n-octanol/water	:	N.D.	
Evaporation rate			
ratio to butyl acetate	:	N.D.	
ratio to ether	:	N.D.	

9.3 Other information:

Melting point/melting range	:	0	°C
Auto-ignition temperature	:	N.D.	°C
Saturation concentration	:	N.D.	g/m^3
Specific conductivity	:	N.D.	pS/m

10. Stability and reactivity

10.1 Conditions to avoid:
- Stable under normal conditions

10.2 Materials to avoid:
- Keep away from: heat sources

10.3 Hazardous decomposition products:
- On burning: release of toxic and corrosive gases/vapours (nitrous vapours,sulphur oxides, carbon monoxide - carbon dioxide)

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

11. Toxicological information

11.1 Acute toxicity:

Whole Mixture:

Acute oral toxicity (rat): LD50 >5000 mg/kg Acute dermal toxicity (Rabbit): LD50 > 2000 mg/kg

Acute primary dermal irritation (Rabbit): Non-irritating to slightly irritating.Eye irritation (Rabbit): Moderately irritating

Ingredients:

2-(2-butoxyethoxy)ethanol

LD50 oral rat	: 2410	mg/kg
LD50 dermal rabbit	: 2764	mg/kg

11.2 Chronic toxicity: No data available.

11.3 Routes of exposure: ingestion, inhalation, eyes and skin

11.4 Acute effects/symptoms:

AFTER EYE CONTACT
- Redness of the eye tissue
- Irritation of the eye tissue

11.5 Chronic effects:

- No data available

12. Ecological information

12.1 Ecotoxicity:

- LC50 (96 h) : 22 mg/l (ONCORHYNCHUS MYKISS – RAINBOW TROUT)
- LC50 (96 h) : 75 mg/l (PIMEPHALES PROMELAS – FATHEAD MINNOW)
- EC50 (48 h) : 72 mg/l (DAPHNIA MAGNA)

- Effect on waste water purification : harmless to activated sludge at sufficient dilution

12.2 Mobility:

- Volatile organic compounds (VOC): 0%
- Soluble in water

For other physicochemical properties see heading 9

12.3 Persistence and degradability:

- biodegradation BOD_5 : - Not available
- water : - Readily biodegradable in water
  - test: BOD 86%, 28d, OECD 301D

- soil : $T_{1/2}$: Not determined

12.4 Bioaccumulative potential:
- log P_{ow} : <3 (components)
- BCF : Not determined
- Not bioaccumulative (components)

12.5 Results of PBT assessment:
- Does not meet PBT criteria

12.6 Other adverse effects:

- Effect on the ozone layer : Not dangerous for the ozone layer
- Greenhouse effect : No data available

SOLBERG FIRE-BRAKE 3150A CLASS A FOAM

13. Disposal considerations

13.1 Provisions relating to waste:
- Dispose according to the requirements of local waste disposal authority.

13.2 Disposal methods:
- Dilute
- May be discharged to wastewater treatment installation or reed bed
- Contains no organic halogen which may add to the AOX value
- Discharge or disposal must be handled according to national or locallegislation regulations.

13.3 Packaging/Container:
- Dispose according to the requirements of local waste disposal authority.

14. Transport Information

14.1 IMDG (maritime transport)

CLASS	:Not classified as Dangerous Goods
SUB RISKS	:
PACKING GROUP	:
MFAG	:
EMS	:
MARINE POLLUTANT	:

14.2 ICAO (air transport)

CLASS	: Not classified as Dangerous Goods
SUB RISKS	:
PACKING GROUP	:
PACKING INSTRUCTIONS PASSENGER AIRCRAFT	:
PACKING INSTRUCTIONS CARGO AIRCRAFT	:

14.3 Australia ADG Code

CLASS	: Not classified as Dangerous Goods
SUB RISKS	:
PACKING GROUP	:

14.4 New Zealand NZS 5433:2007

CLASS	: Not classified as Dangerous Goods
SUB RISKS	:
PACKING GROUP	:

15. Regulatory information

15.1 Australia

All components are listed on the Australian Inventory of Chemical Substances (AICS).

15.2 New Zealand

Approval: Fire Fighting Chemicals Group Standard 2006 (HSR002573). NZIoC: All components are listed on the New Zealand Inventory ofChemical Substances

HSNO Classification: 6.4A Eye irritancy, 9.1D Ecotoxic.

16. Other information

The information provided on this SDS is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered as a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other material or in any process, unless specified in the text. As we cannot anticipate all use conditions, the user should conduct their own risk assessment.

BOP 3.15 Use of Heavy Machinery

1 Introduction

The use of earthmoving equipment can greatly enhance the establishment and the effectiveness of firebreaks which, in turn, assists firefighting operations.

2 Ordering Heavy Machinery

ICs can request heavy machinery to assist in fire operations through the CBFCO or duty officer. The approval for the request to deploy heavy machinery must be obtained from the City of Albany Emergency Management team.

Approval for expenditure on heavy machinery must be made in line with the City of Albany delegation *2016:013 - Payment of Municipal Funds*.

Significant time delays are often experienced before heavy earthmoving equipment arrives on a fire ground. For this reason, ICs should make allowances for this time delay when requesting heavy machinery equipment and planning strategies and tactics.

Once on site, the IC or delegate is to note the type of machine and time it commences and completes work. This information is required to be provided to the IC and City base to ensure costs can be allocated appropriately. Accurate diary notes are to be kept in this regard, and dockets kept and provided with diary notes at the end of each shift.

Machinery is to be inspected for any hygiene issues prior to tasking.

3 Protracted Incidents – Additional Machinery

Whilst every effort is made to provide support at incidents, resources are limited. Where additional machinery is required, or the incident is prolonged, consideration should be given to escalating the incident level (refer to BOP 3.02 Incident Level Escalation). Approval from the CBFCO/CESM/City Base must be obtained prior to ordering additional machinery.

4 Tasking Heavy Machinery

While heavy earthmoving provides a valuable resource in firefighting due consideration must be given to the sensitivity of vegetation of the area.

When deploying heavy earthmoving equipment, the following operational requirements should be applied.

STANDARD	DESCRIPTION
Ground Support	Heavy machinery is not to operate without supporting ground crew and appliances
Safety	Supporting ground crews are vulnerable to being physically contacted due to not being observed by the heavy machine operator. Support crews are to: • Operate from appliances located no less than 50m (or 2½ times the height of trees being pushed – whichever is the greater) from the supported plant, and • Remain in radio communications with the operator.
PPC/PPE	• Heavy machine operators are to be provided with bushfire PPC/PPE equivalent to the requirements stipulated at SOP 3.2.1 – Order of Dress - PPC Matrix.
Communications	• Heavy machine operators are to be provided with personal, sector level, communications and if available, a portable AVL.

5 Cost Incurred Using Heavy Earthmoving Equipment

Where the cause of a fire can be attributed to preventable circumstances the City of Albany may seek cost recovery from relevant parties. This will be at the discretion of the City of Albany.

6 Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	Department of Fire and Emergency Services – Installation Guideline
1.01	5/1/2015	Final	D Jones	Extended content to include cost recovery.
1.02	27/7/2016	Update	D Jones	CoA staff required to approve requests for the order of machinery.
1.03	17/02/2017	Update	T Ward S Lees	Added s3 Protracted Incidents
1.04	3/1/24	Review and update	D.Little	Added the requirement to note machine type and start/finish times, and AVL.

BOP 3.16 Electrical Hazards/Western Power

1 Briefing of Incoming Crews

All incoming crews must be advised of threats posed by live power lines and/or damaged poles before being deployed at an incident.

All incidents involving power lines must be treated with extreme caution. Any downed power lines must be treated, as 'live' and no attempt made to suppress fires on it or interfere with them in any way.

2 Procedure

- Brief all incoming crews on the possibility of live power being present at an incident.
- All incoming crew are to avoid direct and water contact with wires and infrastructure until it has been confirmed the power is off.
- Contact DFES Comcen on 1800 198 140 or 000 with the information listed below.
- This information will be passed by DFES directly to the Western Power Communication Centre for action, such as isolating the power supply to the area.

Information Required	Details
Contact Person and Phone Number	Name reporting:
	Phone No:
	Contact at scene:
	Phone No:
Issue of Concern	*i.e. Pole top fire, powerlines on ground etc.*
Pole Identification Number	*Nearest pole No. found on plate or triangle.*
Pole Location	*Nearest road, locality or property number.*
Requested Action	*i.e. crew required, disconnect power etc.*

Note: This procedure is for the use of emergency services only. General faults should be directed to the Western Power Fault Number 131 351

3 Introduction

Live electricity at structural fires is a deadly risk to firefighters. For this reason power needs to be isolated before commencing operations.

When electrical hazards are encountered Western Power is to be mobilised through base in order to assess and isolate risk.

Note: VBFB members can only isolate power at mains boards.

4 Isolation Method

Isolation method turns off power to a single property and should always be undertaken prior to commencing operations.

Isolation of power is affected by operating all switches at ‘arm’s length’ using the back of the hand and by turning the head away to avoid the possibility of flash injuries.

5 Structural Isolation Methods

- Isolation of mains electricity

Electricity should always be disconnected when the situation is not fully known and at any time where water is to be applied adjacent to a structure. Electricity should also be isolated at neighbouring property where fire impact is likely.

The IC is responsible for checking the power is off at the mains board and fuses removed prior to commencing a direct attack.

- Residual active power after isolation

After turning power off at the main board/meter the overhead line will remain alive. If the overhead line poses a threat to fire fighters the power should be isolated by Western Power. In these instances, appliances and fire fighters should not be positioned under live, or possibly live, wires.

A cleared area needs to be maintained around the power line.

- Isolation of Solar Electrical Systems

Even with power isolation (above) solar panels will continue to produce electricity until denied solar energy.

Initially isolate mains power at the meter/power board, then AC and then DC power and cover the panels with non-light penetrating material.

N.B this should only be attempted if there is no fire activity underneath and it is safe to do so.

Only attempt to extinguish solar components using CO2 extinguishers.

6 Open Electrical Sources

When an electrical hazard is found the IC and all crew members are to be immediately notified.

Cease all water based until it can be determined it is safe to do so. As a safety measure the area should be marked off for a 10m minimum distance and a demarcation line of 30m minimum for members of the public.

Where wires have made contact with the ground treat all wires as being live and maintain a 10m safe distance from the wires. Western Power should be contacted to isolate the power.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on DFES/Western Power circular
1.01	5/1/2015	Final	D Jones	Procedure clarified
1.02	1/3/24	Review	D.Little	Combined old BOP4.10 into this BOP

BOP 3.17 Tree Removal at Bush Fires

1 Introduction

Fire Line staff are to identify and report unsafe trees in order to minimise the risk of harm to their crew members. The following procedure is designed to ensure the safe identification, inspection, and if necessary, removal of unsafe trees at bushfires.

Trees identified as being suspect may be removed to eliminate potential hazards to fire fighters. They may also be removed to prevent hop-overs caused by embers blowing over control lines.

The default is to use equipment, however where this is impractical, the use of qualified dangerous tree fellers should be considered.

2 Tree Removal

Following identification of a potentially dangerous tree a safe working area equivalent to, or greater than, the height of the tree will be marked off. The same demarcation must also be in place before any felling operations are commenced.

Crews should mark offending trees using red and yellow surveyors tape. Any tracks in the immediate vicinity should also be taped off so passing traffic avoids potential danger.

Offending trees should be brought to the attention of the Sector Commander and IC for briefing of incoming crews and personnel. Necessary arrangements shall be put in place to remove trees either through qualified tree fellers or suitable earth moving equipment.

The use of unqualified operators to fell trees at bushfires ***is strictly prohibited***.

3 Identification and Reporting.

Where the integrity of a tree at a bushfire is suspect, the following identification and reporting process is to be implemented.

RED	Tree is suspect.
BLUE	Tree should be extinguished.
YELLOW	Tree should be felled.

4 Procedure

	NOTES
Mark the Tree as a Hazard	In accordance with marking methods.
Isolate the Hazard	Cordon-off any tracks, roads or areas to prevent personnel from entering potentially hazardous areas.
Report	Inform the IC who will request the assistance of qualified tree fellers where required. Record information related to all saves and fells in incident log.
Identify Tree Location/s	Mark the nearest point on the track to identify tree location/s. Identify map references and, if possible, plot GPS location of the tree
Alert	IC is responsible for alerting all personnel of all risks on their sector. IC must brief incoming relief crews and provide updates when the situation changes.

5 Minimum Safe Deployable Crew

Tree Felling Teams are to be deployed in pairs – one operator is to be qualified as an Advanced Feller status. Teams are to be deployed with communications, recording (GPS), assessment (TIC) and felling equipment unless prior arrangement has been made for the IC to provide such equipment.

6 Response

IC is to request *Tree Felling Teams* through City of Albany base.
Note: For safety reasons chainsaw operations will only be available during daylight hours.

7 Reporting and Tasking of Tree Felling Teams

Tree felling teams are to report to the IC for a full briefing before being deployed on the fire ground. Tree felling teams often require firefighting crew support. This should be provided wherever possible.

8 Hazard Assessment

Decisions to fell trees should only be made by qualified advanced tree fellers or other environmental officers who are trained to 'sound' trees. Tree Fellers will in the first instance attempt to save all trees where possible and are trained to "sound" the tree to assess its viability. All decisions are to be reported to the IC.

The Environmental impact of tree removal is to be considered, as many old trees contain valuable hollows and provide habitat for fauna.

9 Safety Warnings

Communications and liaison with all crews in the area are to be maintained throughout felling operations. Safety whistles and horns are to be sounded prior to and after felling operations.

10 Recording and Reporting Tree Removal

The following records are to be made of tree removal:

- **Tree Felling Team.** When Tree Fellers are engaged they are to record details of assessed (saved) and felled trees through GPS and photographic evidence.

- **IC.** Post incident, records of tree removal is to be submitted with all incident records to Information Management.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on DFES SOP 3.5.12 V2.1
1.01	5/01/2015	Final	D Jones	Reformatted and updated to include reference to DPaW.
1.02	3/1/24	Review and update	D.Little	Minor administrative updates. Added environmental considerations

BOP 3.18 Traffic Management At Bush Fires

1 Introduction

Any person with authority to act under various Emergency Services Legislation and Acts, can erect portable road signs and manage traffic in order to provide for the safety and welfare of themselves, their emergency workers and members of the public during emergency incidents occurring on, or near roads.

2 Traffic Management at Roadside Fire Emergencies

When responding to roadside incidents the Incident Controller is to ensure appropriate control measures and management structures are in place to maximise the safety of crews and road users. This is the primary consideration of all traffic management plans.

Where firefighting operations are conducted along roads with reduced visibility caused by smoke, high speed traffic passing and restricted visibility due to bends and dips in roads traffic management should be undertaken as a high priority.

A request for traffic management shall be placed with the CBFCO or duty officer if crews are working within 1.2m of the roadside as a matter of priority. Crews not directly involved in emergency operations should position themselves off the road, and clear of the incident scene for added personal safety.

The IC has overall responsibility for the management of traffic during an emergency. All traffic management plans are to be implemented in accordance with plans put in place by the IC. These shall not be altered, unless a life-threatening situation exists, without the prior approval of the IC.

Vehicle Control Points (VCPs) are the last line of incident site control. For this reason, they must be permanently staffed. Staff at VCPs must have radio communications with the IC or IMT at all times.

Main Roads must be notified in the event of a major road closure or if impacted by the incident. Contact number is 138 138.

WA Police may provide assistance at road closures affecting major roads. The IC will need to liaise with the WAPOL Commander at scene in the development of a traffic management plan. Major road closures will also include Main Roads WA involvement to assist with the re-direction of vehicles.

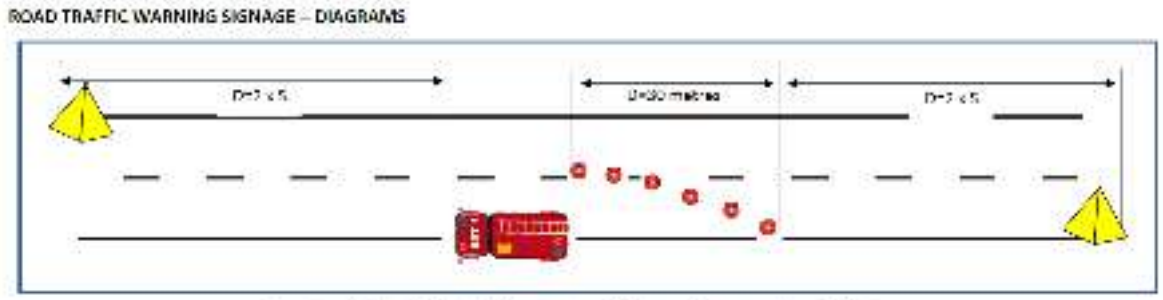
Where Main Roads WA and WAPOL are involved in traffic management at an incident an agency representative should be included in the IMT.

3 Visibility

To maximise visibility of crew and appliances all crew must wear full PPE. All appliance beacons and hazard lights will be on throughout roadside fire operations.

As soon as possible after arrival at a fire site portable hazard signs (fold-up tripods or similar) and road cones with night time warning lights are to be used to at the incident. The location and distances required for this are outlined in the diagram below.

Note. S = maximum road speed limit in the area E.g., 80kmh = 2 X 80 = 160m. Cones are to be spaced 6m apart.

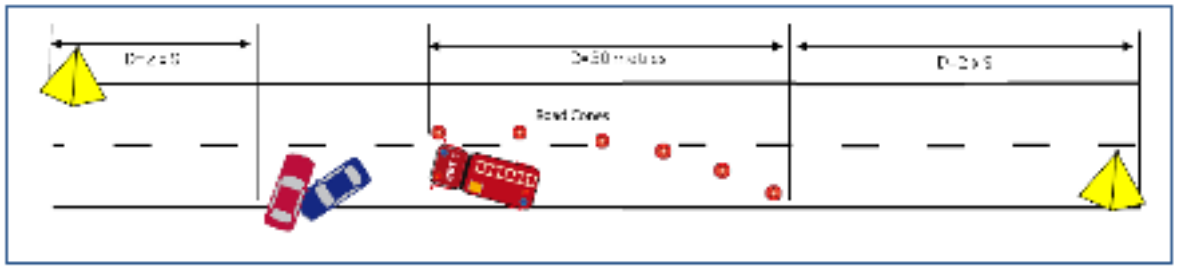


All signs are to be clearly visible to drivers. For this reason, emergency signage should be placed in a position away from other signs, bends in the road, railway crossings, shade etc.

If smoke obscures the vision of drivers, it is essential all crew members, particularly those managing the flow of traffic remain in clear view of traffic travelling in both directions. Where it is deemed necessary to close the road (partially or totally) fire crews shall use the 'stop' 'slow' signs provided with each appliance.

4 Protection of fire crew

If the emergency incident is on the road then an appliance will need to be placed in a fend off position. This position affords greatest protection to crews working on the road, or in the immediate vicinity of the road.



5 Road Closures

5.1 Full Road Closure

Access beyond a full road closure VCP can only be authorised by the IC and typically includes vehicles from the controlling agency, a combat agency and support organisations. In addition, the IC may give specific permission for a designated vehicle or person to proceed beyond a VCP.

5.2 Partial Road Closure

Partial road closures may be realised though lane control measures.

In some cases, an IC may allow restricted access. Such situations may arise from residents returning home to check property for damage, to salvage their possessions, to deliver relief to residents or their stock and for essential service crews.

5.3 Detours

At times it may be possible for detours to be created. In these instances, the IC should consult with the relevant authorities to ensure selected detours are capable of carrying any diverted traffic. At no point should Fire Fighters (including the IC) provide recommendations to the public regarding alternative routes.

6 Protracted Duration Emergency

If the incident is likely to be prolonged (more than 4 hours) the IC needs to ensure WAPOL or traffic management contractors are in place. Under these circumstances it is important for communications to be maintained between the IC and traffic management authorities – usually UHF Channel 40.

The welfare of people affected by short term road closures remains the responsibility of the controlling agency in consultation with Department of Child Protection and/or City of Albany. Extended closures will require a more active involvement by Department of Child Protection who may need to organise and coordinate the provision of welfare centres.

7 Evacuation of Affected People

Selection of suitable evacuation routes and allowing unrestricted egress from incidents is also a consideration of any traffic management plan at an incident. Designated evacuation routes should be for one way traffic only, apart from emergency vehicles that may be attending the scene which may also use the same route.

8 Public Information

The IC should consider the release of public warnings through DFES alert system especially if the road is, or is likely to be, impacted by smoke and/or fire and/or the incident will be of a protracted duration. (Refer BOP 3.08 Public Information)

While the IC has authority to partially/totally close a road during fire emergency situations they have no authority to direct and divert traffic via alternative routes. This authority remains with Main Roads or Local Government.

9 Record Keeping

All critical decisions and requests relating to traffic management and/or road closures need to be recorded in the incident log.

Vehicle Control Points need to be clearly identified and an agreement to locate the VCP agreed to by the IC. The IC will need to sign an agreement for each and every VCP at an incident.

10 Re-Opening of Roads

An IC cannot re-open a major road. On determining the road as being safe the IC hands the road back to the relevant authority for them to make the decision to re-open a road.

The City of Albany gives approval for IC to open 'local roads' – before doing this an IC should liaise with the City of Albany to ensure all necessary precautions have been taken. See BOP 3.21 Roadside Tree Walks

All traffic management signs need to be removed as soon as possible after the roads have re-opened.

Related Documents:
Traffic Management During Emergencies State Emergency Management Policy No. 5.8
SEMC Traffic Management during Emergencies Guideline 37/2022v3

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on DFES SOP 3.5.12 V2.1
1.01	12/2/2015	Update	D Jones	Included WAPOL procedures when WAPOL involved in major road closures.

1.02	27/2/15	Final	D Jones	Aligned policy to SEMC Policy 4.8
1.03	3/1/24	Review	D.Little	Minor administrative changes

BOP 3.19 Transfer of Incident Control - Interagency

1 Introduction

Under the *Bush Fire Act 1954*, a local government Fire Control Officer may request that the incident control of a fire be transferred to Department of Parks and Wildlife (DPaW) or Department of Fire and Emergency Services (DFES).

The existing Incident Controller (IC) is to consult with the Chief Bush Fire Control Officer when considering handing over the control of a fire to another agency.

2 Handover Briefings

Where the control of an incident is handed to another agency, the current IC must conduct a formal handover to the incoming IC using the standard SMEACS format (*refer BOP 3.12 Briefings*).

3 Transfer of Control between City of Albany and DPaW:

Under Section 45(a) of the *Bush Fire Act 1954*, control of bush fires may be transferred between Local Governments and Department of Biodiversity, Conservation and Attractions (DBCA) at any time after considering which agency is best placed or resourced to deal with the emergency.

The request for transfer of control to DBCA should be made by the CBFCO (or delegate) to the DBCA Duty Officer. The request can be verbal but the request for handover must be noted in the incident log. The outcome of the request must also be recorded in the incident log.

The current IC must notify the DFES Duty Officer or COMCEN and all other personnel involved in the incident of the handover.

If a DBCA IC assumes control of a bush fire, the Incident Management Team (IMT) may move to the DBCA's Albany Operations Centre. (*Refer City of Albany Policy – Incident Control*)

4 Transfer of Control to DFES:

An IC may request DFES to assume control of the incident under Section 13(4)(a) of the *Bush Fire Act 1954*.

The request for transfer of control should be made by the CBFCO (or delegate) to the DFES Duty Officer. The request can be verbal but the request for handover must be noted in the incident log. The outcome of the request must also be recorded in the incident log.

The current IC must notify all other personnel involved in the incident of the handover.

5 Transfer of Control from DPaW or DFES to City of Albany

DFES or DBCA may request that incident control of a fire to be transferred to the CoA. This request should be made to the CBFCO (or delegate) who will determine if the CoA is suitably placed to accept the transfer of control.

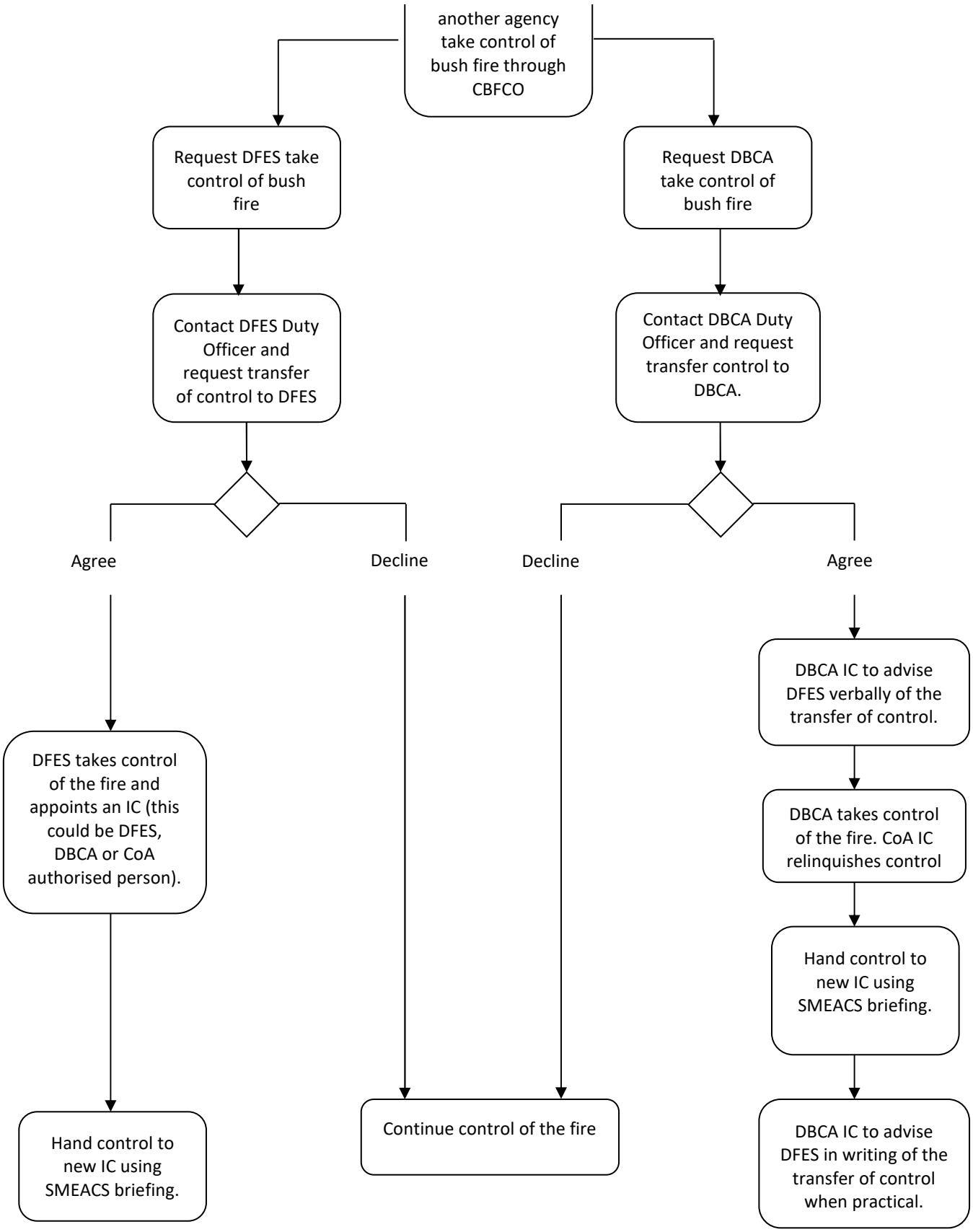
The IC must notify all other personnel involved in the incident of the handover.

Appendices:

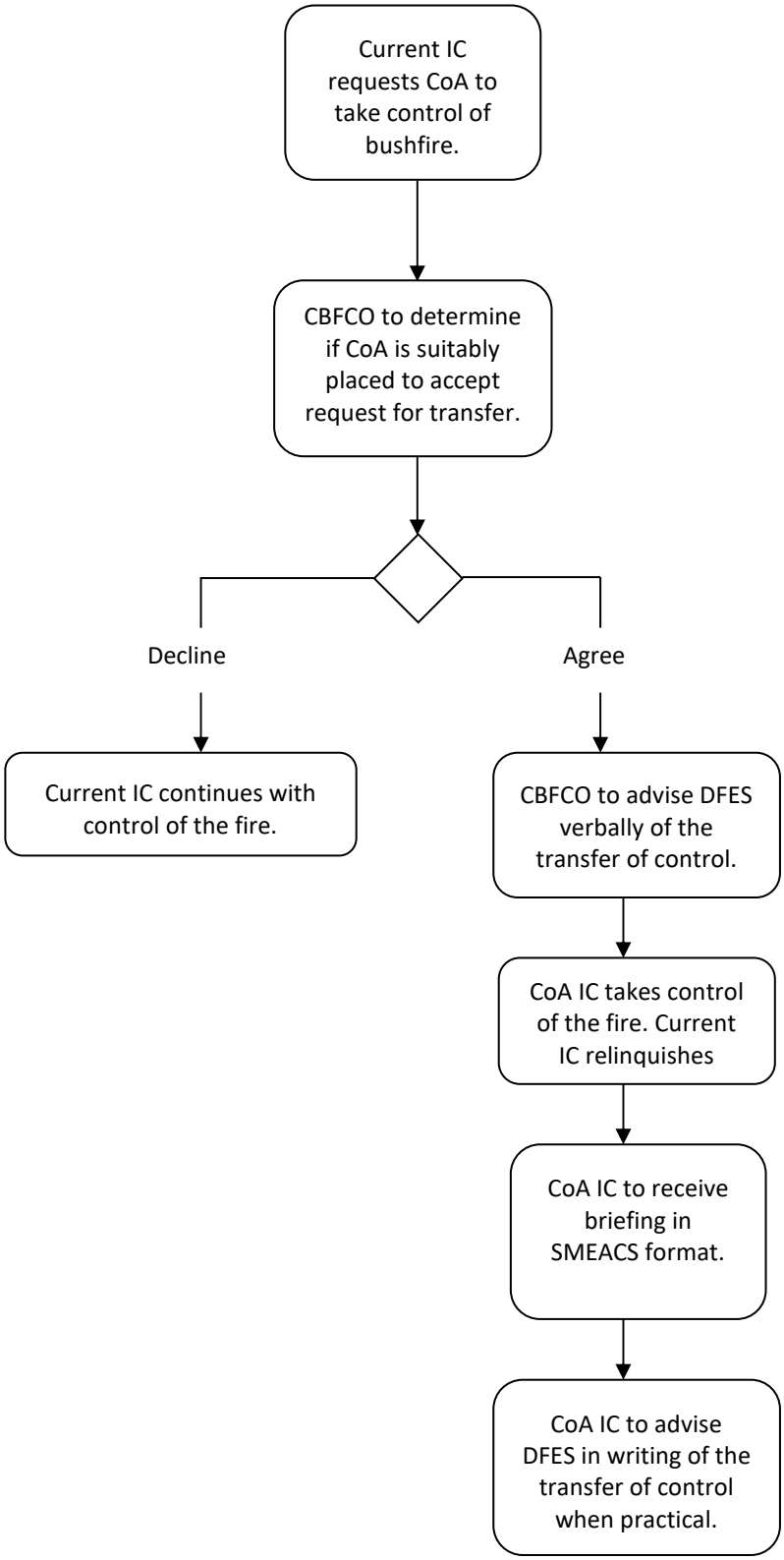
Appendix 1 – Transfer of Control to another Agency Flowchart

Appendix 2 – Transfer of Control from another Agency

Appendix 1 – Transfer of Control to another Agency



Appendix 2 – Transfer of Control from another Agency



Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on WESTPLAN - FIRE
1.01	6/1/2015	Update	D Jones	Reviewed
1.02	1/3/24	Review	D.Little	Minor administrative changes

BOP 3.20 Complex Fires

1 Introduction

City of Albany Volunteer Bush Fire Brigades are trained and equipped for bush firefighting. However, there are occasions when volunteers may be confronted by fires other than those in grass, scrub or bush. In most cases these will be structural in nature and often require specialised equipment and/or training.

2 Responding to complex fires

When confronted by more complex fires it is important that a careful and considered approach be adopted to ensure the safety of all.

This includes the following:

- Initially standing off at a safe distance and carefully appraising the situation.
- Providing a comprehensive and detailed SITREP to the duty officer. *See also 3.03 Situation Reporting*
- The Duty Officer will then provide and/or seek external advice from DFES Duty Officer or similar.
- Only after advice has been obtained, and only if the required resources, equipment, and trained personnel are available, should any form of attack be commenced.
- Up until this stage the focus should be on defending other assets at risk, provided this can be done in a safe manner.
- **When unsure, seek further advice before commencing operations.**

3 Clandestine Drug Laboratories

Clandestine drug laboratories may be encountered by crews responding to bushfires. As they pose special risks to all emergency responders due caution is required.

Principle	Description
Crew Safety	Withdraw immediately. Contact Police immediately and withdraw 70m upwind of laboratory. Level 2 PPC/E
Notifications	WA Police, DFES Duty Officer and FRS. Radio communications to be minimised – preference given to mobile phone.
Incident Control	WA Police. Bushfire brigades will operate under direction of Police IC.
Known Hazards	Chemicals, potential for explosion and fire and the possibility of secondary booby traps.

4 Positioning of appliances and crews

Pending receipt of suitable advice crews and appliances should be located upwind and out of the smoke plume in case toxic fumes are emitted.

Version	Date	Status	Author/Position	Details of Change
1.0	4/2/2015	Final	D Jones	
1.01	25/8/2015		D Jones	Inclusion of clandestine drug laboratory response.
1.02	3/1/24	Review	D.Little	No changes

BOP 3.21 Roadside Tree Inspection (Tree Walk)

1 Introduction

It is the Incident Controller's (IC) responsibility to ensure that a road is safe prior to handing over or opening roads to traffic after a fire that impacts on a Local Government Road verge. The following procedure is designed to ensure the safe inspection and identification of unsafe trees within roadside corridors.

Vegetation on Main Roads controlled roads is to be inspected by Main Roads appointed personnel.

Prior to opening local government roads, the IC is to ensure that any road verge vegetation damaged by fire will not pose a risk to road users. The IC is to engage suitably experienced personnel to visually inspect the vegetation to identify any dangerous or suspect trees.

2 Safety

The IC should note and advise crews of any power lines or utilities that may be in the area prior to a tree walk being undertaken. Any restrictions in operations due to utilities should be communicated by the IC to crews. If there is any threat posed by suspected live power lines and/or damaged poles, Western Power must be contacted, as per **BOP 3.16 Callouts Involving Western Power Infrastructure**

The IC is to note tree walk instructions, road names, start and finish times and names of personnel in the fire diary, including road status and recommendations and ensure that all personnel working in the vicinity are notified that a tree walk is being conducted.

Personnel conducting tree walks are to wear correct PPE (helmets/head lamps etc.) and carry the relevant tapes for marking trees.

Each 'tree walker' is to be accompanied by a second person to act as a spotter who remains within visual contact in a safe area, such as the road shoulder.

3 Road verge inspection

Trees and shrubs are to be inspected to determine if they likely to fall onto the road due to destabilising impacts such as fire damage or soil disturbance to root zones caused by machinery.

Within the south coast district, some vegetation is more susceptible to fire failure than others. Personnel who are experienced in tree husbandry and familiar with local vegetation should be used to conduct inspections. The IC may request support from City of Albany Reserves staff trained in tree risk assessment or request the services of a suitably qualified arborist.

4 Procedure

The tree walker is to inspect all trees that may impact the road area (this includes trees that may affect the maintenance zone). This requires the tree walker inspecting trees up to a tree height[1] and a half back from the road or more if the vegetation is more susceptible to failure. Once a road has been inspected, the tree walker is to report the status of the road, and any recommendation for action to the IC.

Any trees that have been identified as being suspect, dangerous or require further mopping up are to be marked with the relevant tapes as identified below (combinations of tapes can be used) for arborists or Reserves staff to survey and provide recommendations:

- RED Tree is suspect.
- BLUE Tree should be extinguished.
- YELLOW Tree should be felled.

[1] The distance to survey is dictated by the height of the tallest tree given the vegetation type present and adding a half tree-height to this distance as a safety margin. For example, if the trees were Watties – generally 20m high – the survey distance back from the road would be 30m. Example: an otherwise safe tree may be knocked over by an unsafe tree closer to the road reserve or vegetation adjacent to the road reserve.

As some trees requiring attention may be located away from the road edge, the coloured tape should be tied from the road edge leading to the area of concern. As an example, tapes leading to a suspect area should be short, and the area of concern taped off with longer, more obvious lengths of tape.

Any trees posing an immediate danger are to be reported to the IC. The IC is to advise crews adjacent to the danger of the risk and of safety procedures to be followed for the particular risk.

Any trees to be felled or pushed are to be dealt with as per **BOP3.17 – Tree removal at Bush Fires.**

Any damage to road furniture (signs/lines) is to be noted and passed to the road owner via the IC.

The road is not to be considered open until declared safe by the IC.

Document History:

Version	Date	Status	Author/Position	Details of Change
0.01	20/02/2019	Draft	D.Little	Draft for comment
0.02		Final Draft	D.Little	
1.01	02/02/2019	Feedback	S.Lees	Removed sections referring to removal and felling of trees, including environmental considerations and incorporated those into the existing BOP 3.17 Tree Removal at Bush Fires.
1.02	3/1/24	Review	D.Little	Minor administrative changes

BOP 3.22 Forward Control Van Operations

1 Introduction

Based at the Mercer Road Depot is the Forward Control Van. This BOP documents the mobilisation, set up and use of the FCV.

2 Capabilities of the FCV

The FCV is available to provide a designated Control Point for incidents.

The FCV can provide communications via VHF (one radio has mid band capacity) and UHF (only one WEARN radio has UHF capacity). Radio Logs are provided.

It is set up as a mobile 'hot spot' for communications, and the aerial provides both 4g and 5g communications support via Telstra Mobile Network.

Limited Spare hand held (VHF/UHF) are available.

Two computers can connect to the internet via both Telstra and StarLink connections (Starlink is the default).

Basic documentation such as diaries and AIIMs aide Memoirs and tabards are available. for identification

Power is provided by means of a mobile generator (ULP fuel).

Starlink capacity permits WIFI phone, as well as stream-able TV and hi-speed internet capacity. Microsoft Teams permits connectivity (including video/voice meeting ability) to the IMT is available.

It has numerous communications ports for outside organisation support (i.e., DFES/DBCA).

A printer with the capacity for A4 printing is available.

An urn and beverage supplies are available. As is a fridge stocked with cool drink. 3x 120lt bins are onboard for waste.

NOTE: due to the weight of the van, the onboard potable water cannot be used. Limited drinking water/water for the urn is kept onboard.

3 Pre/De Mobilisation and Mobilisation

The FCV can only be towed by vehicles with a towing capacity of **3.5 tonne.**

Prior to departure, the following is to be checked:

- Power cord is removed from the van,
- Chocks removed.
- Generator is secure; fuel container (unleaded) is full.
- Aerials are down.
- Side awning is secured, steps are retracted.
- Tyres are inflated.
- Tow hitch is secured, latched and safety pin in place.
- Chains connected.
- Lights connected and checked.
- Reversing camera working.
- Internal equipment is tethered.

4 Placement of the FCV at an incident.

Once at the incident site, the ICV should be set up in a suitable position, outside and away from the current, and expected fire position. If the security of the position is not known, the van should remain hitched to the tow vehicle.

The FCV should be set up in a position with clear egress routes, on cleared ground, away from power lines or buildings, on flat ground. Preference should be given to positions with good line of site to the fire ground.

5 Set up of the FCV.

Once on Site, the van should be unhitched (if safe to do so), brake applied, and the 4 support legs deployed.

Deploy the awning and secure the arms in place using the split pins.

Deploy the steps and open the doors.

Once stable, the Generator should be unhitched and lowered (using the hand winch inside the FCV). The Generator is to be placed to the Right-hand side of the van (preferably) approximately 20m away, and on bare ground. Run power from the van to the Generator and start the Generator. Turn the power point on the van to 'On'.

Inside the Van, will be further instructions on the set up of computers and aerials.

6 Staffing of the FCV

It is anticipated that the following minimum number of personnel are supplied to staff and run the van, per shift. This recommendation is 'outside' of normal IMT staff (IC/deputy, Ops/deputy etc.)

- A van supervisor (i.e., Management Support Officer), who manages and maintains the van and systems, who can assist the Operations Officer utilise the van's capacity, and
- A radio operator, minimum of one.

7 Mapping Capability

The FCV has the capacity to produce basic incident mapping as a 'rough and ready' plan for provision to the IC/Operations Officer/Planning officer to permit accurate fire maps to be produced.

Version	Date	Status	Author/Position	Details of Change
0.1	14/2/22	Draft	D.Little	Initial draft
1.01	3/1/24	Accepted	D.Little	

BOP 3.23 Mercer Road Operations Centre

1 Introduction

The City of Albany Emergency Management Team office, at Mercer Road, may be used for incident support or control. This BOP provides guidance for the office set up and support or control functions .

2 Mercer Road, Daily Operations

The Mercer Road office is set up daily to assist brigade operations. The office has the capacity to:

- Monitor and scan radio traffic (VHF hi Band).
- Screen based information to view web-based applications.
- Web view, twice weekly State Weather briefings
- Offer IMT role support for on ground operations,
- Accept Control of fires from on ground staff
- Provide Incident Weather Forecasts, produce incident maps and produce Rate of Spread predictions.
- Send Harvest and Movement Ban SMS's
- Advise brigades of escalating situations
- ICV Mobilisation.
- Teams Meeting (video/voice)

The office is manned during office hours (0730 -1630). However, on occasion, staff may be out of the office. The two VHF High Band radios in the office are set to scan local channels and scan our neighbour Local Governments as required.

3 Mercer Road Pre-Planning.

City staff, along with Senior Brigade Personnel may undertake pre-planning for incidents. This may include, but is not limited to:

- Establishing triggers for the set up the Emergency Management Incident Control System (cloud based Functional Position computers – i.e., IC, Operations, Planning, PIO, Logistics etc.)
- Set triggers for escalation or for support of ground-based operations.
- Monitoring of forecast weather, on occurring weather events
- Liaising with Agencies (DFES/Parks for example) and Neighbouring LG's.
- Consulting with Senior Brigade personnel for resource allocation.
- Act as a base for transport or logistical support.
- Stand by IMT support (i.e., MSO provision etc.).

4 Establishment of the IMT

Through pre planning, or from request, the Mercer Road office may establish an IMT for support of on ground operations. The office has an established IMT system to support Key IMT positions. This can be established on a scale relevant to the operation itself (i.e. only one or two positions), and upscale if and when required.

The IMT can provide assistance to on ground operations such as escalating an incident, provision of basic or incident weather forecasts, mapping functions and logistical support including Public Information.

Document History:

Version	Date	Status	Author/Position	Details of Change
0.1	14/2/22	Draft	D.Little	draft
1.01	3/1/24	Accepted	D.Little	

BOP 4.01 Bush Fire Crew Safety

1. Introduction

While every volunteer is responsible for his or her own safety the IC ***sets the standard for safety*** and carries primary responsibility for safety at an incident. Safety is enhanced by adhering to operational procedures.

The IC must risk assess objectives and tasks to evaluate their suitability and to resource them appropriately to ensure safety.

The IC must also provide a safe working environment to support agencies and civil contractors who may not be trained or equipped to the same level as emergency responders.

2. General

The conditions experienced at bushfires involve considerable risk. Bush fire volunteers may be exposed to uncontrolled, running fires with associated risk.

The city has established a 'minimum skills' training requirement for personnel, before being able to attend incidents/burns. No untrained personnel are permitted forward of the control point.

The following safety measures have been implemented to minimise the risk to personnel operating at bushfires.

3. Crew and Sector Safety – LACES

In bushfire situations the changing dynamics of the fire must be continually assessed to ensure a safer environment for all. Fire Fighters, irrespective of their role, are to employ **LACES** principles to ensure the safety of their crews:

FACTOR	ALL FIRE FIGHTERS	CREW/SECTOR LEADERS
L **Lookouts**	Everybody looks out for everybody else. All personnel continuously re-evaluate their situation and are able to communicate changes to the environment that may threaten their safety.	Assign a lookout to a safe vantage point who remains in communications with the Crew Leader. Task all crew members to be alert.
A **Awareness**	Everybody is aware of the current and anticipated behaviour of the fire and other incident hazards. All personnel have a responsibility to be alert and act decisively before situations become critical.	Remain aware of the fire situation including: • Current and potential weather • Terrain • Fire behaviour • Fuel types and fuel loads • Hazards • Crew locations • Nearby activities.
C **Communication**	Everybody speaks up about what is happening and their concerns at the incident, and everybody listens.	Stay in communication with your people. Maintain suitable radio contact. Communicate changes in situation. Provide regular updates.

		Use briefing procedures (SMEACS)
E **Escape Routes**	Know your escape route at all times.	Ensure your crew know the escape route. Position vehicles to allow for rapid escape
S **Safety Zone**	Identify a safety zone (anchor point) to which you can retreat if fire behaviour escalates. Everybody helps everybody to survive.	Ensure all crew are aware of suitable safety zones. The safety zone must be large enough, close enough and free of hazards.

4. Crew Safe Working Practices

PRACTICE	NOTES
Personal Safety	• Understand your task. • Maintain visual or electronic communications. • Always adhere to PPE standards • Work from an anchor point – where practical work from burnt or clear ground - at a minimum do not work too far from safe ground. • Identify suitable escape routes. • Withdraw if you feel threatened. • Avoid burnt out trees as branches or the tree may fall without warning.
Protective Water Supply	• Ensure that the appliance maintains a 25% minimum reserve of water for crew and vehicle protection.
Safe Driving	• Observe safe driving practices - drive cautiously when driving in smoke or rough terrain. • Activate beacons and headlights on the fireground. • Do not park appliances where they may obstruct or limit access to escape routes. • Park appliances on burnt or clear ground facing the escape route
Aerial Suppression	• Clear the drop zone where water bombing is being undertaken. If this is not possible, take precautions as per item 31 in the Operations Checklist booklet.
Report Near-Misses	• All near miss accidents are to be reported.

5. Crew Leader Task Safety Check

Crew leaders are charged with the safety of their crews. Before commencing a task, crew leaders are to undertake the following safety check.

ITEM	NOTES
Task Understood	• Obtain a briefing at the control point before being allocated a sector and undertaking firefighting operations - if unsure, ask.
PPE	• Ensure all crew members are wearing the correct PPE
Communications	• Ensure communications are established with the Sector Commander, Divisional Commander and Incident Management Team.
Recall Signal	• Ensure all crews are aware of the agreed emergency warning signal (e.g., Three short blasts with the horn or siren)
Protective Water Supply	• Ensure that the appliance maintains a 25% minimum reserve of water for crew and vehicle protection.
Anchor point	• Identify an anchor point (a secure point from which to start the construction of a fire line). A secure anchor point will minimise the chance of being out flanked by the fire while the line is being constructed).
Escape Routes	• Escape routes should be marked on the sector map. If there are none marked on the sector map, reverse down the fire line to identify if there is room to turn around in the event of an emergency.
Safe Work Practices	• Avoid driving into dense smoke where visibility is reduced. • Avoid parking in areas at risk from direct impact of flames or radiant heat. • Remain alert at all times to the location of the fire - if unsure, ask. • Be aware of the potential for the fire to generate its own local conditions in addition to the prevailing weather conditions.

6. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is provided by the City of Albany to all Bush Fire Brigade volunteers, as defined in *BOP 4.02 Personal Protective Equipment*.

Personnel must be dressed in the prescribed PPE when attending a fire incident. Any personnel arriving at a fire without the required PPE must not be allowed on the fire ground but can be allocated non-firefighting tasks.

Fire blankets are mandatory for all persons on the fire ground.

Refer to BOP 4.04 Personal Protective Fire Blankets.

7. The Dead-Man Zone

Crews working within 5 min fire travel time are in the 'dead-man zone'. A sudden wind change can suddenly alter the direction of fire spread and impact crews with little or no warning. All crews must maintain high levels of situational awareness at all times.

8. Riding on Appliances

Appliances are not to carry more people than its designated seating capacity. Deaths and injuries have occurred at bushfires to personnel travelling on the back of firefighting appliances.

Riding on the back of appliances is ***only to occur*** under the following circumstances:

- When the appliance is directly involved in firefighting operations or at approved public relation activities and moving at a safe working speed.
- Where the appliance has been specifically designed to do so.
- Riding on the back of appliances while travelling between sectors or divisions is ***not to occur***. Personnel are to be seated in the cabin wearing a seat belt.

9. Entrapment/Burnover

Entrapment situations and burn overs at bushfires usually happen due to a breakdown in communications and a loss of situational awareness. All crew must maintain situational awareness in order to minimise risks to their crew.

Burnover and fire blanket deployment training and fire blankets are mandatory for all persons on the fire ground. Fire blankets are for use in entrapment situations as protection from radiant heat and flames and are to be used in accordance with burn over procedures Entrapment procedures for crews are detailed in BOP 4.07 Entrapment at Bushfires and at *DFES SOP 3.5.11 – Entrapment at Bushfire.*

10. Red Flag Warnings

Red Flag Warnings provide a process to ensure critical information (such as weather changes) are received, understood and confirmed by **all** personnel at an incident. Red Flag Warnings consist of precise messages that convey present or impending hazards to fire fighters. All personnel must be aware of the Red Flag Warnings procedure.

(Refer to BOP 3.06 Red Flag Warnings)

11. Heat Related Illness

Conditions experienced during bush fires expose personnel to the risk of heat stress, heat exhaustion and heat stroke. Heat related illnesses are best avoided through careful monitoring of all personnel by Crew Leaders.

12. Crew Fatigue

Fatigue reduces the safety and effectiveness of individuals, increasing the risk of accidents occurring. During prolonged incidents, crew fatigue must be managed in order to maximise safety. *(Refer to BOP 4.03 Fatigue Management)*

13. Falling Trees and Limbs

Fire can weaken tree trunks and limbs. Limb failure or tree collapse can happen well after the fire front has passed and presents a hazard to fire crews. Crews must remain aware of the risk to their personal safety from falling limbs and unstable trees. Trees suspected of posing a risk are to be marked in accordance with *BOP 3.17 Tree Removal at Bushfires* and recorded for inspection by qualified tree-fellers whereupon the decision will be made to trim/lop limbs or fell the tree.

Such events are to be reported through the chain-of-command to the IC. Further procedures for the identification and removal of dangerous trees at bushfires are detailed in *(BOP 3.17 Tree Removal at Bushfires)*.

14. Power Pole Support Wires

Some power poles are stabilised using an anchored wire rope (guy wire) to provide tension. Such cables pose a hazard as they may not be visible to crews due to vegetation, smoke, dust or darkness. If such cables are encountered at an incident, high visibility indicator should be used to mark the hazard.

For incidents involving power lines or power poles, refer to *BOP 3.16 Callouts Involving Western Power Infrastructure*.

15. Smoke Hazard on Roadways

Smoke over roadways poses a risk to both members of the public and operational crews. This risk is minimised through the use of warning signage, protective techniques and procedures, and safe, considered driving behaviours. Where the risk is assessed as beyond the control of local crews, the IC is to establish formal Vehicle Check Points (VCP) under the control of WAPOL. *(Refer to BOP 3.18 Traffic Management)*

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on: DFES Directive 3.5 V1.5 DFES SOP 3.5.1 V1.1
1.01	6/1/2015	Final	D Jones	Review and edit
1.02	3/7/23	Review	D.Little	Minor administrative changes

BOP 4.02 Personal Protective Equipment (PPE)

1 Introduction

The City of Albany is responsible for ensuring all active Volunteer Bush Fire Brigade fire fighters are equipped with Personal Protective Equipment to provide the minimum safe standards required to fulfil their duties.

Only correctly attired personnel will be allowed to crew City of Albany VBFB appliances.

Personnel arriving at fires without the required minimum PPE must don the appropriate PPE, leave the fire ground or be assigned a non-firefighting task.

It is the responsibility of each individual and his or her supervisor to ensure the correct level of PPE is worn in the correct manner. It is recommended for safety reasons that undergarments also be made of natural (non-synthetic) fibre.

2 Minimum PPE Dress Standards for Bushfire Fighting

The minimum standard of dress for all firefighting personnel is**:**

a. Proban overalls or Proban pants and jacket.
b. Helmet (level 1);
c. Level 1 wildfire boots;
d. Gloves.
e. Goggles; and
f. Smoke mask/respirator

The minimum standard PPE will be provided to all bush fire volunteers when they have completed the required initial training and have demonstrated a commitment to their brigade.

Full face smoke masks are provided on the basis of 2 masks per seat per appliance. These should be worn by volunteers in accordance with BOP 4.09 Bushfire Smoke Exposure. Personal issue particle masks may be made available upon request to active volunteers.

3 Minimum Standard of Dress at Public Relations & Media Events

To enhance perception of bushfire volunteers those personnel involved in public relations and/or media events when photos and/or videos may be taken shall wear overalls/pants & jackets, boots and helmets.

Photos taken on an active fire ground should only include people with full PPE.

4 PPE Maintenance

All brigade personnel are responsible for the availability, care and cleanliness of their own kit in accordance with the manufacturers care instructions.

See Appendix 1 for care instructions for Proban treated garments.

5 PPE Inspections and Audit

All volunteers should inspect their PPE (kit) each and every time it is used.

Each brigade must conduct an annual audit of all volunteers' PPE. (See Appendix 2)

Equipment Officers shall order replacement PPE items as required through City of Albany.

6 PPE Replacement

PPE equipment may be replaced on a 'like for like' basis and only when an audit indicates replacement of equipment is warranted.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on : DFES SOP 3.2.1 V2
1.01	6/1/2015	Final	D Jones	Included City of Albany role in PPE provision and outlined initial provision process and replacement process.
1.02	25/8/2015	Update	D. Jones	S5 – requirement to check PPE after every use. Included smoke masks in PPE list
1.03	3/7/23	Review	D.Little	Minor administrative changes only

When It Counts, We've Got You Covered

S&H PROTEX®

Specialist Garments for Specialist Applications

CARE & MAINTENANCE OF PROBAN® TREATED GARMENTS

What is Proban® ?

Proban® is a chemical additive and process that is applied to fabrics made of cellulous type fibres (such as cotton) to provide flame retardancy. During the **Proban®** process, an inert cross-linked polymer is formed. This polymer is embedded within the individual fibres and is insoluble. It can not be removed by washing and can only be removed by mechanical abrasion or rendered ineffective through incorrect laundering (see below).

What is meant by "flame retardant" ?

"Flame Retardant" means that the fabric will self-extinguish upon removal from a flame source. This compares to untreated cotton that would continue to burn and to polyester/cotton which burns/melts/sticks at a very rapid rate. When exposed to a flame, **Proban®** treated fabrics will still char and burn however when removed from the flame source, the fabric self-extinguishes.

How does the fabric self-extinguish ?

At the point where a **Proban®** treated fabric is exposed to flame, the fabric forms a localised char that acts as an insulating layer. Upon removal from the flame source, the **Proban®** fabric will not continue to burn outside of this localised char area, nor does it continue to smoulder or exhibit after-glow effects.

How long will a Proban® garment remain flame retardant ?

Proban® fabrics meet the minimum standards set out in EN 531:1995 (50 washes @ 75°C). Each batch of **Proban®** treated fabrics are independently tested to this Standard and are certified by ***Rhodia Consumer Specialties Limited***, the producers of the **Proban®** chemical, to maintain its flame retardant characteristics for 50 washes providing the correct laundering instructions are followed. However, numerous independent tests have shown **Proban®** treated garments still pass this flammability test after 100 to 150 washes. Conversely, garments can fail flammability tests after just a few washes if they are not laundered correctly.

What situations are garments made from Proban® fabric best suited ?

Garments manufactured from **Proban®** treated fabrics are best suited for situations where there is a risk of being exposed to flame for a short duration (such as a flash fire) and the garments will be worn for an extended period of time and thus comfort is a consideration. Examples of this include wildland fire fighting garments and general workwear in the chemical, electrical, oil, gas and petrochemical industries. Suitable grades of **Proban®** fabric can be used in garments for ferrous metal foundries, welding and flame cut applications.

What situations are garments made from Proban® fabric not suited ?

Garments made from **Proban®** treated fabrics should not be worn in environments where they could be exposed to acids, strong reducing agents and/or oxidizing chemicals. Unless a specific finish has been applied to the **Proban®** treated fabric, it should not be viewed as specific personal protective clothing in any chemical environment (consult with your nearest S&H office if unsure). Nor are they suited for white molten metals such as zinc, aluminum and magnesium where such molten metals will stick to the fabric.

What are the do's and don'ts when laundering Proban® garments ?

The DO'S:

- Proban® treated articles can be washed in any conventional washing machine
- COLD or WARM wash for both whites and colours (temperature not to exceed 60°C)
- Wash programme used should be for non-colour fast articles
- Only SYNTHETIC detergents should be used e.g. Bio-zet Castle, Cold Power Drive, Dynamo FAB, OMO Radiant, Spree or Surf
- For heavily stained or soiled articles a short pre-soak (up to two hours) may be useful
- Regular washing will help prevent soiling build up
- Garments may be tumble dried (take care not to over-dry as excessive shrinkage may occur)
- Garments may be dry-cleaned

The DON'TS:

- DON'T wash **Proban®** garments in traditional soap based powders e.g. Lux, Velvet, Advance. These soap powders can form flammable deposits, which may adversely affect the flame retardant performance of the fabric.
- DON'T use hypochlorite based bleaches. Bleaches such as Domestos, White King (and all supermarket blends) attack the **Proban®** finish and can lead to the flame retardancy becoming ineffective.

For more information about **Proban®**, please visit the official Rhodia Consumer Specialties Ltd website, **www.rhodia-proban.com** or contact your nearest **S&H Clothing** office.

Brigade Name: _____ Date: _____

Volunteers' Names: (Sheet _____ of _____)

1:	**4:**
2:	**5:**
3:	**6:**

Helmet (Level 1- General Purpose)	**1**	**2**	**3**	**4**	**5**	**6**
Impact damage (replace immediately)						
Large cracks or dents (replace asap)						
Grazes (await next issues)						
Dirty, small nicks (serviceable after cleaning)						
Check front and rear comfort headbands (serviceable after replacement)						
Good condition (serviceable)						
Tunic	**1**	**2**	**3**	**4**	**5**	**6**
Large rip or burn holes (replace immediately)						
Small rips or burn holes (replace asap)						
Scuffs and grazes (serviceable)						
Dirty (serviceable after cleaning)						
Good condition (serviceable)						
Pants or Overalls	**1**	**2**	**3**	**4**	**5**	**6**
Large tear (replace immediately)						
Rips or burn holes (replace asap)						
Braces (replace asap if damaged or distorted)						
Large scuff marks (await next issue)						
Small scuff marks (serviceable after cleaning)						
Good condition (serviceable)						
Gloves (Level 1- Bushfire)	**1**	**2**	**3**	**4**	**5**	**6**
Large tear (replace immediately)						
Rips or burn holes (replace asap)						
Large scuff marks (await next issue)						
Small scuff marks (serviceable after cleaning)						
Good condition (serviceable)						

Boots	1	2	3	4	5	6
Holes in leather or soles (replace)						
Dirty (serviceable after cleaning)						
Clean, good condition (serviceable)						
Eye Protection (Goggles, Safety Glasses)	**1**	**2**	**3**	**4**	**5**	**6**
Cracks in lens, seals perished (replace immediately)						
Scratches effecting vision (replace asap)						
Minor scratches (await next issue)						
Good condition (serviceable)						
Masks (Particle, Respirator, and filters)	**1**	**2**	**3**	**4**	**5**	**6**
Dirty, heavily soiled, blackened (replace)						
Slightly soiled (replace when convenient)						
Clean (serviceable)						

FCO Comments: Where action is required, please make comment below for follow up.		
1		
2		
3		
4		
5		
6		
Equipment Officer Signature:	**FCO Signature:**	**Date:**

BOP 4.03 Fatigue Management

1 Introduction

As part of its overall commitment to the safety and health of all personnel, including volunteers, the City of Albany will ensure there is a system in place to manage fatigue.

Fatigue management is a shared responsibility, at all levels, including by the individual.

For the purpose of managing fire-fighter fatigue shift hours of work (time on fire ground) will be calculated as follows:

a. Start Time is to be recorded from time of call out.
b. Travel time is to be recorded against the first shift.
c. Finish time is calculated from arrival back at the shed/place of residence.

2 Responsibilities

The sourcing and movement of personnel resources to achieve fatigue management objectives is a Logistics function.

Crew resourcing is a Planning function of Incident Management. The Incident Controller (IC) (or delegate) are to monitor and maintain records of personnel work periods. Time keeping is critical during extended incidents and must be established early to allow for effective crew rostering.

3 Fatigue Management Guidelines

3.1 Crew Fatigue

Fatigue reduces the safety and effectiveness of individuals, increasing the risk of an accidents occurring. Prolonged incidents create special challenges for the IC.

3.2 Shift Length

It is acknowledged that defining concrete change over times is unlikely to be appropriate for every incident. However, brigades should aim for changeovers at 0700 and 1900. To aid in planning for fatigue, brigade call out officers should assume each fire may require a second shift, and plan accordingly.

3.3 Crew Fatigue Planning Guidance

There are recognised difficulties in setting absolute timings on tasks during emergencies. All parties are to approach the issue in line with the priorities of preserving life and property – the durations of tasks may need to be adjusted to meet the specific circumstances.

On days with a Fire Danger Level (FDR) of Extreme or above consideration may be given to rotating crews and tasks more frequently.

When calling for crew rotation, Crew Leaders must take into consideration the prior work, including non-fire ground work, of crew members, the tasks undertaken and the time elapsed since their last rest period.

On days with a Fire Danger Level (FDR) of Extreme or above crews and members of IMT are to be well rested and undertake essential activities only to ensure they are refreshed.

The following fatigue planning guidance is provided for extended incidents. All guidance remains subordinate to fatigue management limits recommended by WorkSafe.

4 Driving

Provision should be made to transport crews from the Control Point (or fire ground) on completion of shifts exceeding 12 hours. The Logistics Officer (or delegate) should

organise for transport to be organised. This may include supplying a 'fresh' driver to return the fire vehicle to the shed. Off-going shift personnel should be returned to their place of residence. Personnel may return to the fire shed if there is someone to drive their personal vehicle.

Where personnel are returned to their place of residence, the city should make arrangements for these personnel to pick up their personal vehicles from the Fire Shed. This may include supplying a driver to pick up from home and drop of at their vehicle after the required minimum break, or provision of Cab-Charge.

Function	Guidance
Established IMT	A bush fire IMT shift is to be of a maximum twelve (12) hours duration Operational shifts. IMT are to be rotated from duties after four (4) on-duty shifts. Rosters are to be developed taking into account previous hours of work, such that no individual works in excess of 84 hours in a 7-day period.
Fire Fighting	Initial responders are to be employed in fire attack duties for a maximum of 12 hours followed by an 8-hour break.
Crew Break	Crews should be provided with the opportunity to consume refreshments and ration packs at least every two hours. Dependent upon operational tempo, crews are to be removed from the fire ground and provided with sustenance at least every four (4) hours. Breaks should be sufficient to enable crews to rest and be provided with liquid refreshment, sustenance and shade.
Planning Crew Breaks	The options to plan crew breaks are as follow: - IMT complete sector rotation - Sector crew-by-crew rotation
Travel Time	Where personnel have been required to work in excess of a 12-hour shift or if personnel are too fatigued to drive home alternative travel arrangement (e.g. bus, taxi) must be arranged by the IC.

NOTE: The above must be adhered to at all times where operational requirements permit this to occur.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	Based on: DFES D 3.5 Bushfire V1.5 City of Albany Human Resource Policy – Fitness for Work Procedure – NP072749_5
1.01	6/1/2015	Final	D Jones	Review and edit
1.02	3/1/24	review	D.Little	Review and edit

BOP 4.04 Personal Protective Fire Blanket

1 INTRODUCTION

- This BOP provides guidance on the use and installation of personal protective fire blankets (fire blankets).
- **BURNOVER TRAINING AND FIRE BLANKETS ARE MANDATORY FOR ALL PERSONS ON THE FIRE GROUND.**
- Fire blankets are for use in entrapment situations to protect from radiant heat and flames and are to be used in accordance with burn over procedures.
  (Refer BOP 4.07 Entrapment at Bushfires and DFES SOP 3.5.11 Entrapment at Bushfires)

2 DIRECTIONS FOR USE

(1) Remove fire blanket from protective pouch.

(2) To open tear bag at V-slit on side of bag.

(3) Remove blanket and unfold.

(4) If in a vehicle - position vehicle in a cleared safety zone and crouch as low as possible. Cover whole body with the blanket and breathe shallowly.

(5) If in the open - lie face down on ground or dirt area away from trees and long grass and preferably in a wheel rut or depression.

(6) Cover all of body loosely with blanket, wrap long edges of blanket under the body and hold corners down with feet and hands. Note wind will likely be strong. Keep nose and mouth as close to ground as possible and breathe shallowly.

(7) After the fire front has passed, keep yourself protected from embers with your fire blanket and again continue to breathe shallowly.

(8) Once used contact City of Albany staff for cleaning or replacement arrangements.

3 DISTRIBUTION

- New fire blankets are stored in a vacuum sealed plastic bag which is kept inside a red material protective pouch.
- All operational vehicles are to be equipped with one fire blanket per allocated seating position.
- Stickers advising the location of fire blankets must be placed in a prominent location in each vehicle.
- Fire blankets are stowed in specified locations in each appliance.
- **Personal protective blankets MUST NOT be relocated or REMOVED from their stowage position.**

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4 STOWAGE

Crew cab heavy tanker 3-1P	Stow all blankets behind rear seats
Crew cab heavy tanker-Isuzu	Hang 4 on grab rail and place 2 or 3 above rear seats
Mercedes	3 behind front seats and 4 under seat in crew haven
Single cab heavy tanker	Parcel shelf behind seats and under crew haven seat
Single cab Isuzu medium	One behind driver's seat, 2 in front of rear window
Crew cab NPS Isuzu 4-1	Place 6 in pouch on grab rail
Crew cab Canter	Stow all blankets under rear seats
Single cab medium tanker	3 behind front seats in cab
Toyota Landcruiser	2 blankets stored behind driver and passenger headrests.
Group vehicles	In container in ute tray. To be relocated inside cab on rear seat under operational conditions

Blanket stowage per vehicle type, as determined by DFES.

	Fast Attack (*Behind the headrest of the driver and passenger seats).*
	Heavy Duty – Fire Blankets located on installed brackets that are located to the rear and between the driver and middle passenger seat.

	Fast Attack and Heavy Duty (All vehicles) - Fire Blanket Location Sticker Installed on dashboard.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0		Draft	S Lees Project Officer	DFES Installation Guideline
1.01	21/3/2014	Updated	D. Jones EMTO	Reflect DFES change of storage position in FA to in between seats.
1.02	6/1/2015	Final	D Jones EMTO	Proofed. Removed storage of blankets in tubs under ROPs
1.03	28/11/16	Final	S Lees ACRES	Reflect DFES change of storage position in FA to behind head rests.
1.04	3/1/24	Review	D.Little	No Changes

BOP 4.05 Using Drip Torches Safely

1 Introduction

Drip torches, also referred to as fire bugs, are used to deliberately start a fire. This BOP details the safe use of drip torches.

2 Authorised Uses

Drip torches are only to be used under the direction and control of an Incident Controller. (*Refer 3.10 Bush Fire Response*)

3 Drip Torch Operation

- The appropriate personal protective equipment (PPE) must be worn when filling, igniting, using or extinguishing a drip torch. (*Refer BOP 4.02 PPE*)
- Before filling a drip torch with fuel, ensure the following:
    - the tap is functioning.
    - the filler cap is secure, seals correctly and the 'O' ring is in place.
    - the drip torch air valve is oriented away from handle (see Figure 1 – drip torch components)
- Drip torches are to be fuelled with a mixture of diesel and petrol (75% diesel and 25% petrol).
- The fuel must be pre-mixed away from the fireground: do not mix individual fuels in the drip torch.
- Pre-mixed fuel is to be stored in a suitable container that is identified as containing the fuel mixture in the designated carrying cradle on the appliance. (This should be a green container as per the AFAC standards.)
- The following ignition sequence must be adhered to:
    - loosen air vent screw.
    - ensure wand tap is on
    - tilt drip torch so that wand is pointing to the ground.
    - allow the fuel to drop from the nozzle to the wick (gauze)
    - ignite pilot flame at the wick.
    - observe and regulate flow using the wand tap.
- Drip fuel onto vegetation under the direction of the IC and in accordance with operational plans.
- Store drip torches:
    - in the designated carrying cradle on the appliance.
    - no more than ¾ full of fuel; and
    - with the wand tap in the 'on' position.

4 General Safety Precautions

- Ensure that there is no risk to other personnel in the vicinity.
- Do not leave drip torches unattended.
- Do not use drip torches near stored or escaped flammable liquids or gasses.
- Ensure air valve faces away from the handle.

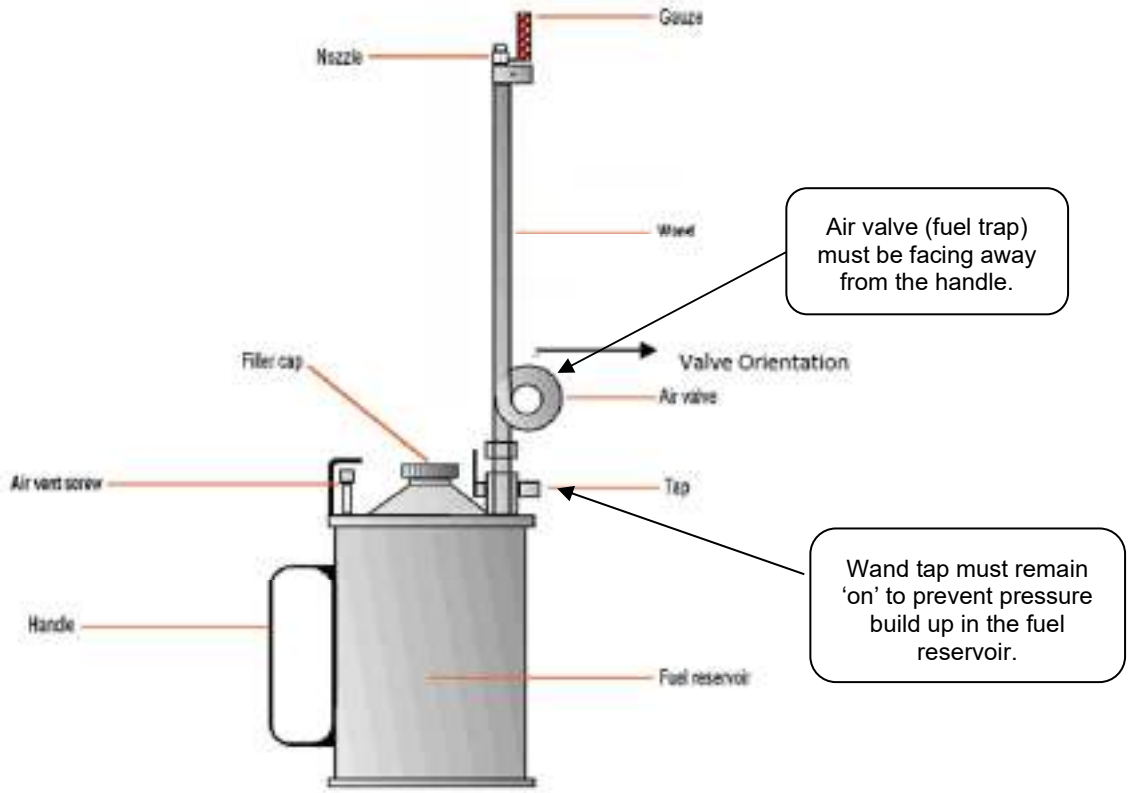


Figure 1 – Drip Torch Components

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	21/01/2014	Draft	S Lees Project Officer	New procedure based on DFES SOP 3.5.4 V1.1
1.01	21/3/2014	Review	D Jones	Review based on DFES Safety Circular 7/2012
1.02	6/1/2015	Final	D Jones	Review and edit.
1.03	3/1/24	Review	D.Little	No Changes

BOP 4.06 Refuelling Motors at Incidents

1 Introduction

Storing fuel in metal fuel containers is a common practice on all firefighting appliances as it allows additional reserves of ULP and/or drip torch fuel to be readily available.

If a fuel container is exposed to high temperatures, a build-up of pressure inside the fuel container will occur. Upon opening this pressure build up can cause a sudden and vigorous expulsion of fuel vapour.

There have been instances of firefighting personnel being doused in flammable liquid when opening fuel containers. The fuel ignited and caused burns to the fire fighters. Therefore, personnel opening a fuel container must follow the DFES six step process.

2 General

The DFES 6 step process is outlined below when refuelling from fuel containers:

1. Remove the vehicle to staging areas or water refilling point away from the fire ground to ensure any escaping fuel container fumes and/or liquid will not reach naked flames.
2. Remove the fuel container from the appliance and place on the ground prior to opening the container.
3. Only re-fuel engines in well-ventilated areas with the engine off. Where possible allow the engine to cool prior to refuelling.
4. Fully withdraw the retaining pin on the fuel container pourer.
5. Prior to pouring fuel make sure you earth yourself, the fuel container and funnel. This will reduce the possibility of static sparks.
6. Lift the cap **slowly** with the vent facing **away** from your body.

3 Filling Fuel Containers

Do not overfill the fuel containers. This ensures an expansion chamber is provided and helps to minimise any pressure build-up.

Ensure all fuel tanks and containers are full before entering the fire ground. Additionally, crews should check fuel levels whenever they leave the fire ground and use this opportunity to refill if required.

Dry weather, with humidity levels below 40%, increases the likelihood of static electricity being produced. Static electricity can be caused by movement on the vehicle, the type of shoes worn, ground surface and/or the earthing status of the container.

Reference- DFES Safety Circular, 01/2015. Refuelling static motors at incidents.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	26/03/2014	Draft	D Jones EMTO	New procedure based on: DFES Safety Circular 16/2012
1.01	6/1/2015	Review	D Jones	Proofed
1.02	4/2/2015	Final	D Jones	Change name to align with DFES Safety Circular and reviewed to ensure consistency.
1.03	3/1/24	Review	D.Little	No Changes

BOP 4.07 Entrapment at Bush Fires

1 Introduction

The prevention of entrapment through maintaining vigilant situational awareness and following safe work practices is of paramount importance on the fire ground.

The following procedure details the actions that should be taken by fire fighters to maximise their safety if caught in a potential burn over situation by an encroaching bushfire.

Further information is provided at DFES SOP *D3.5 – Bushfire - SOP 3.5.11 Entrapment at Bushfire*

2 Prevention

Prevention of entrapment situations is supported through the following:

PROCEDURE	NOTES
Maintain Situational Awareness	• Ensure crews are fully briefed on the task and risks. • Ensure crews remain aware of the current and forecast situation
Maintain Sound Work Practices	• Crews must ensure that a **minimum of 25% water reserves is maintained in the tank for personal protection**. The water deluge system requires 500 litres for a single cab appliance and 700 litres for a dual cab appliance to provide five minutes of protection. **Note:** under no circumstances are operations to continue once the water alarm has sounded without the approval of the IC. • Undertake suppression tasks with due reference to LACES: – **L - Lookout.** Seek positions of observation and regularly patrol – **A - Awareness.** Maintain situational awareness and act decisively. – **C - Communications.** Brief all incoming crews before tasking. Ensure lines of communication are maintained and reporting channels and chains of command known. – **E - Escape Routes.** Constantly identify and assess potential escape routes. – **S - Safety Zone.** Work from anchor points. Ensure all crew understand and adhere to recommended safety zones. • Ensure all crew understand the concept of the “dead man zone”.

3 Burnover Procedure.

Appliance based bushfire entrapment procedure is as follows.

PROCEDURE	NOTES
Notify Commanders of Emergency Situation	• Transmit Emergency Message *(as per BOP 3.04 – Incident Communications).* • Activate beacons and siren. • Notify Sector Commander or IC of the location and the situation. • Request aerial assistance (water bombers) if available. • Activate the Automatic Vehicle Locater (AVL) emergency button.
Cease Operations	• Branch operators close down all branches and place them on the ground. • All crews immediately return to the vehicle. • Close down and remove delivery lines at the pump (except for personal protection lines).
Prepare and Protect the Appliance	• Park appliance in a suitably sized safe zone and in a position that affords as much protection as possible for the crew with the rear of the appliance facing the fire front. • Leave the pump running at a speed that allows the protective sprays to operate (3 bar). • **Note**: In the case of appliances with a live drive system, the live drive will be disabled when the water deluge system is activated and the auxiliary pump will automatically start.
Prepare Crew	• Conduct a head count to ensure all the crew are present. • Close all doors, windows and air vents and leave the engine running on fast idle. Turn air conditioner to recirculate. • Drop heat curtains. • Turn on beacons and headlights (if not already activated). • Dress in full PPE and cover crew with fire blankets. • Don the In-Cab Air Dräger Oxy 3000 Unit. • Crouch below window level. • STAY INSIDE THE VEHICLE. • Drink water to minimise the risk of dehydration. • **Note**: **Do not** hose down crew members with water prior to the fire front passing as this may induce steam burns.
Protect Crew	• On imminent fire contact activate the water deluge system by moving the Cabin Crew Protection switch to the “on” position. • Press and hold the AVL button for 4 seconds. Stay close to the floor to minimize smoke inhalation. • Wait for the fire front to pass – **stay in the cab**.

4 What to Expect.

Cabin Internal Temperature Rise	As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers. Radiated heat will enter the cabin.
Cabin Infiltrated by Smoke	Smoke gradually enters the vehicle and fumes will be released from the interior.
Appliance External Fittings Catch Fire	Tyres and external plastic body parts may catch alight. In more extreme cases the vehicle interior may catch on fire.
Fuel Tanks	– Fuel tanks are very unlikely to explode. – Fuel containers and drip torches not fitted with anti-explosive mesh may however be at risk.

5 After the Fire Front has Passed.

Observe the Fire	**Stay in the vehicle** until the fire front has passed and the external temperature has dropped.
Exit the Vehicle	– After the fire front has passed, account for all crew and check the vehicle for damage. – Once the temperature has dropped cautiously exit the vehicle. Be careful – some parts will be extremely hot. – Take portable VHF and/or UHF radios with you. – Take first aid kits and fire blankets with you.
Move to a Safe Refuge	Move to an area that has already been burnt or cannot be burnt.
Check Health of Crew	Continue to wear PPE and cover yourself with blankets, continue to drink water and await assistance.
Re-Establish Communications	Send a SITREP to the Sector Commander/Ops Officer.

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	26/03/2014	Draft	D Jones EMTO	New procedure based on DFES Safety Circular 16/2012
1.01	7/1/2015	Final	D Jones	Review. Confirmed DFES SOP reference.
1.02	8/12/2016	Final	S Lees ACRES	Included reference to deluge system and in-cab breathing apparatus as per *DFES NUCOM – In-Cab Air Dräger Oxy 3000 Training Unit* and *DFES NUCOM Retrofitted Water Deluge Systems.*
1.03	3/1/24	Review	D.Little	Minor administrative changes

BOP 4.08 Consumption of Drugs and Alcohol

1. Introduction

Fire fighters affected by drugs and/or alcohol can pose a safety risk to themselves and their colleagues. Research endorsed by the International Labour Organisation (ILO) shows a strong correlation between drugs and alcohol, both of which impairs a person's capacity to work safely and efficiently.

As all aspects of fire suppression carry an element of risk this BOP aims to ensure the highest possible standards of safety and health are maintained by all volunteers and brigades.

2. Drugs

The definition of drugs, and issues surrounding drugs have been broken down into two; illegal and prescription drugs.

Illegal and/or Non-Prescribed Drugs

- Illegal/non-prescribed drugs must NOT be consumed by individual when involved in fire response, management and suppression activities.
- No-one shall be involved in fire incident response, management or suppression activities in they have consumed illegal or non-prescribed drugs in the previous 8 hours.
- The same requirements will apply to operational training exercises and hazard reduction burns.

Prescribed Medications

- All volunteers are expected to consult with their prescribing doctor in relation to any prescription drugs and their possible effect on fire response, management or suppression activities and comply with the direction provided by the prescribing doctor.

3. Alcohol

While consumption of alcohol is recognised as a legal and socially acceptable custom in Australia this acceptance can reduce the awareness, in some people, of the issues surrounding alcohol consumption.

For this reason the following will apply:

- Alcohol must NOT be consumed by individuals when involved in fire response, management or suppression activities.
- No-one shall be involved in fire incident response, management or suppression activities if they have consumed alcohol in the 8 hours prior.
- The same requirements will apply to operational training exercises and hazard reduction burns.

The Road Traffic Act (1974) stipulates drivers of vehicles with a GVM in excess of 8 tonne are to have zero alcohol. As most heavy duty appliances would exceed this GVM a zero alcohol tolerance is required.

4. Response to Actions In Breach of This Policy

If a volunteer is of the opinion that someone may be in breach of this policy they are to raise their concerns with anyone of senior brigade management and/or the City of Albany who will follow-up with the person.

It may be necessary to remove the individual from the fire ground. In these instances immediate arrangements need to be made to transport the person off the fire ground and the relevant FCO advised and independent testing arranged through City of Albany Human Resources.

Counselling through City of Albany, Human Resources, will be arranged for persons in breach of this policy.

A second breach of this policy will result in an official warning being issued and infringement recorded.

A third infringement will result in immediate termination of brigade membership.

5. Supporting Document/s:

City of Albany Drug and Alcohol Policy

Version	Date	Status	Author/Position	Details of Change
1.0	9/1/2015	Draft	D Jones	Updating original City of Albany BOP B6 to align with recent City of Albany Policy
1.01	11/2/2015	Final	D Jones	Update to include reference to RTA 1974.
1.02	3/1/24	Review	D.Little	No Changes

BOP 4.09 Bush Fire Smoke Exposure

1. Introduction

Bush fire smoke contains particulates and gaseous toxins with the potential to cause irritation to eyes and the upper respiratory tract. Compromised visibility can lead to trips and falls and can become disorientated in potentially dangerous situations.

Fire fighters working at a rural urban interface fire may also be exposed to gases created by burning man-made products.

2. Minimum Requirements

The minimum requirements for Grass/Scrub/Bushfire includes eye and respiratory protection. The IC should make recommendations regarding eye and smoke protection – ultimately the individual is responsible for their own safety and changes to strategies and tactics put in place should any discomfort be experienced.

If there is no alternative but to work in smoke then the following respiratory protection should be employed. Please note facial hair inhibits the performance of smoke respirators.

PPE	USE	DURATION	PROTECTION
Half-Face Respirator & A1 P2 Filter	Low to Heavy (bushfire) smoke	Extended periods (general operational use)	•Organic gases; •Particulate matter.
Full Faced Respirator & A2 P3 Filter	Low to heavy (bushfire) smoke	Extended periods (general operational use)	•Organic gases; •Particulate matter; •Added face/eye protection.

Smoke respirators should be worn at all stages of an incident, including mop-up. The following diagrams provide guidance on required smoke respirators. Smouldering materials produce more smoke than flaming materials and all fire fighters should be aware of this when working on a fireground.

Low Exposure	Light smoke and haze with minimal exposure to heavier smoke. Visibility greater than 25m. Carbon Monoxide = 0 – 25 ppm.
Respiratory Protection:	**Full face respirator or half face with eye protection.**

Moderate Exposure	Light to moderate smoke exposure with brief exposure to heavy smoke. Visibility between 8-15m. Carbon Monoxide = 15 – 30 ppm.
Respiratory Protection:	**Full face respirator or half face with eye protection.**

High Exposure	Continuous heavy to very heavy smoke. Visibility less than 5m. Carbon Monoxide = > 30 ppm.
Respiratory Protection:	**Full face respirator or half face with eye protection.** **Consider BA and limiting working durations to 30– 60 min.**

3. Wearing Smoke Masks

Maintaining a good seal on a face mask is critical to their effectiveness. For this reason those personnel wearing smoke masks should consider the following;

Smoke Mask	Personnel must be clean shaven.
Sideburns	Not permitted below the top half of the ear
Other facial hair	Hair or stubble below the lower lip is not permissible as it reduces the effectiveness of a smoke mask.
Moustache	Not to extend below the horizontal mouth line. Trimmed no wider than the mouth. All other facial hair will reduce the effectiveness of a smoke mask.
Beards	Any form of beard will reduce the effectiveness of a smoke mask.

Requests for smoke masks will only be accepted from volunteers who have completed compulsory initial training. New members will be trained in the use of smoke masks as part of their initial training.

4. Document Control:

Version	Date	Status	Author/Position	Details of Change
1.0	11/02/2015	Final	D Jones	DFES SOP 3.5.15 Bush Fire Smoke Exposure
1.01	24/8/2015		D. Jones	Included reference to smouldering materials. Added details about facial hair requirements. Training requirement added.
1.02	27/7/2016		D. Jones	Updated provision of smoke masks upon request. Training required.
1.03	3/1/24	Review	D.Little	No Changes

BOP 4.10 Use of Information Technology on the Fire Line

1 General

The purpose of this BOP is to provide guidance to volunteer bush fire brigade members regarding the responsible use of emerging technologies on the fire line. The objective is to ensure a safe and considered trial and acceptance of these technologies.

2 Emerging Technology

The use of emerging technologies to increase safety and efficiency in fire fighting is to be encouraged. However, incorporation of technologies such as tablets, applications, and drones should be carefully assessed and implemented to guarantee safe usage.

Tablets, applications, and drones are only part of the range of new technologies that can be adapted for use on a fire ground.

The Chief and CESM will determine the validity of any trails or adaptation suggested.

Discussions on IT and technology purchases should be held with the Chief and/or CESM before expending any funds.

3 Approval to Use

Members are urged to identify and propose the adoption and trial of new technologies through the process outlined in BOP 1.01 Brigade Operations.

Recommendations for trials should include a brief description of the technology, its potential problem-solving capabilities, details on how it will be tested, project costs, and any licensing or compliance issues.

Technologies under trial should not replace current practices until approved for full use by the Chief and CESM.

Whatever technology that is trialled must not impact or replace current practices until approved for full use by the Chief and CESM. Issues that may arise if technology is not carefully considered include:

- Bypassing the need for accurate briefings,
- Incident controllers Intent being mis-represented,
- Incorrect or irrelevant information being provided via platforms without specific request from IC/OPSO etc.
- Confused operational picture (many different sources of information being used to interpret the operational picture).

4 Information Sharing

Various methods for sharing fire ground information exist, including radio, phone, email, and QR codes.

Any deviation from current communication practices during incidents must be included in communication plans within the Incident Action Plan (IAP) and approved by the Incident Controller.

Note: information sharing using any technologies may experience delays due to connectivity issues with mobile networks.

5 Cell Fi/mobile phone boosters

Mobile phone boosters, such as Cell Fi, are being installed in some vehicles prioritised by the CESM.

Vehicles fitted with boosters require the use of the 'Xwave app' on suitable mobile devices for the booster to function.

Note: only one device may be connected to the Cell Fire device at a time. This needs to be considered when using Tablets to collect and share fire ground information.

6 Drones

The use of drones must receive approval from the Incident Controller and Duty Officer and must comply with the City of Albany's Policy on drones.

Drone operations during fire operations are strictly prohibited.

https://intranet.albany.wa.gov.au/documents/433/flying-drones-on-public-property-policy-(incl-model-aircraft)

7 Tablets

The careful consideration of tablet usage and installation in appliances is crucial. Consistent use of applications across brigades is imperative to avoid confusion in operational pictures.

Mounting of units on appliances must comply with Australian Design Rules and should not occur without direct consent from the City.

8 Applications

- Call Out Systems

While the City prefers BART as the default call out system, alternative options like WhatsApp are accepted. Brigades are encouraged to transition to the BART platform. Accepting there is a large scope of capabilities with BART, the City is solely applying the call out component of the application.

- Mapping Software (i.e., Fire mapper)

Fire Mapper is designed to create a situational picture quickly. It should provide initial information, including fire shape and rate of spread, for the Duty Officer, Planning Officer, and Forward Control Van to base predictions and IAP official fire ground maps on.

Fire Mapper is suitable to provide an overview to first arriving crews, or during small scale incidents (i.e., when city Base or the FCV is not stood up).

Care must be taken to ensure only one person, either the Incident Controller or Operations Officer, adds data to Fire Mapper. If fire ground personnel are asked to add information, care is to be taken to only add the specific information requested.

Note: Issues arise where there are multiple sources of situational information being used on a fire ground. If FES Maps (or an IAP is available), this is to be the default for crews. In such cases Fire mapper is to be used for discussion between IMT/IC regarding strategies and tactics only, and the Planning Officer will provide updated maps as required.

- AVL

AVL improves situational awareness by tracking appliance locations. It is imperative crews receive briefings, and attention focussed on maintaining awareness of appliance tasking and locations.

AVL primarily aids Sector and Divisional Commanders, OPSOs, ICs, and runners, not individual firefighters.

- Weather forecasts

Numerous applications assess weather conditions. However, when on the fire ground, only BOM Meteye (using the fire location) can be used, or an Incident Weather forecast (refer to BOP 3.07) if provided, must be utilised.

9 Documentation

Document History:

Version	Date	Status	Author/Position	Details of Change
0.01	10/1/24	draft	D.Little	Initial Draft
0.02				modified
0.03				
1.01				

BOP 4.11 Use of Chainsaws

1. Introduction

When responding to bushfires fire fighters may encounter trees that need felling or a situation where it is advantageous to clear a track of fallen timber. On occasions chainsaws have been used to undertake these tasks.

Changes to legislative requirements and the increased need for specific training on all items of equipment means that the ongoing use of chainsaws by untrained personnel is in breach of these legislative requirements.

In recognising the risks associated with chainsaw use neither DFES nor the City of Albany provide them as standard stowage items on fire appliances. Despite this some bushfire brigades have purchased their own chainsaw.

2. Tree Felling

The felling of trees with a chainsaw by a bushfire volunteer is **strictly prohibited**. Where it is necessary to fell a tree, earthmoving equipment or suitably qualified operators, as approved by the Incident Controller or the Manager Ranger & Emergency Services, must be used.

3. Clearing Fallen Timber

Bushfire volunteers who hold an appropriate chainsaw operator certificate, can only use a chainsaw to clear fallen timber in an emergency situation (e.g., blocked emergency egress route, vehicle or personnel entrapment, etc.) At all other times earthmoving machinery or approved operators shall be used.

4. Minimum Qualifications

Chainsaws may only be used by appropriately qualified and trained operators. The minimum qualifications to operate a chainsaw are:

- Trim and Cut Felled Trees (FPICOT2221A) or equivalent.
- Fell Trees Manually (Advanced – FWFWPCOT3348) or equivalent – knowledge and skills to assess, plan and safely carry out felling operations on problem trees (dead, forward leaning, side leaning, hollow, burnt out, co-dominant stemmed or large diameter trees) safely and with expert judgement.

5. Directions for Use

- Chainsaws may only be used with the prior approval of the CESM or the Incident Controller.
- All chainsaw operators must wear full personal protective equipment: chaps, steel boots, gloves, goggles, hearing protection and helmet.
- All chainsaw operators must be accompanied by a spotter at all times.

6. General Instructions

- All brigade owned chainsaws must be maintained in sound operational condition. This includes an annual service of the engine, bar and chain. N.B. These expenses are ineligible for LGGS funding and must be borne by the brigade.
- Those brigades with chainsaws will maintain a register of qualified (as per above) chainsaw operators within their brigade. Certificates must be sighted and details recorded at the City of Albany.
- Those brigades using chainsaws must ensure additional First Aid kit items, such as rigid cervical collars and bandages are available.

7. Related Documents

DFES SOP 3.3.3 – Chainsaw Operations
BOP 3.17 Tree Removal at Bushfires

8. Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	7/4/2016	Draft	D Jones CESM	Initial document
1.01	27/7/2016	Update	D Jones CESM	Reviewed and modified.
1.02	29/7/2016	Update	D Jones CESM	Included DFES SOP reference.
1.02	30/11/2016	Final	S Lees ACRES	Review and approval by Manager R& ES.
1.03	3/1/24	Review and Update	D.Little	Update TRK and minor administrative changes

BOP 5.01 Vehicle Maintenance

1 Ensuring Vehicle Operability

Emergency response vehicles are to be kept in a condition that enables them to be ready for use in an emergency.

The following VPOWER check is to be carried out at least once a week during fire season and once a month at other times of the year:

V	**Vehicle Fault Report**	Before commencing checks, refer to the Vehicle Fault Report, note any entries and check that rectification work has been carried out.
P	**Petrol (fuel)**	Main fuel tank to be as full as possible. Also, spare fuel containers, auxiliary pumps and drip torches are filled correctly.
O	**Oil**	Main engine sump dipstick. Sump level of auxiliary motors. Primer oil level. Brake and clutch levels. Hydraulic oil.
W	**Water**	Main tank, foam concentrate level, radiator, windscreen washer, battery level.
E	**Electrical & Equipment**	All lights including beacons, warning lights, headlights, radios etc. Bodywork for damage.
R	**Rubber**	Tyres for tread/pressure loose wheel nuts. Obstacles between duals, windscreen wipers, fan belts, etc.

Each of the six letters of the key word (VPOWER) indicates an essential item.

2 Cleanliness

The FCO is responsible for ensuring that the vehicle is maintained in a clean and tidy state, both externally and internally. This includes checking the undercarriage of the appliance to ensure it is free of leaves and other debris.

It is important to note that the cabins must be blown out regularly and that any in cabin filters checked. For example, the Air Conditioner performance is severely impeded if the cabins are dusty, and the filter not cleaned regularly.

3 Pre-Driving Checks – Procedures

To ensure all appliances can immediately contribute to firefighting operations upon arrival the driver is required to check the following before departing the station:

- Tyres are functional.
- All fuel and water levels, in all containers, are filled as required.
- The radio is set to the relevant command channel.
- Lights and sirens are checked for operability.

4 Vehicle Check Responsibilities

Responsibilities for the checking of vehicles and rectifying of faults are as follows.

Task	OIC	Driver
VPOWER Checks	Ensure VPOWER checks are carried out	Carry out VPOWER checks
Familiarise with appliance operation	Coordinate rectification	Record and report
Operate vehicle safely	Monitor competency	Operate Safety

5 Complete Log-Book

City of Albany Log-books are to be completed every time an appliance is driven.

After each use, an appliance should be left in a condition where it is prepared for the next call-out. This includes making sure that:

- The fuel tank is at least three quarters full.
- The main water tank is full.
- Jerry cans and drip torches are refilled in accordance with guidelines.
- Any breakages or repairs required are recorded in the log book and reported to the responsible officer.

6 Faults and Damage

A Vehicle Fault Report (VFR) book is kept in the cab of each appliance and shall remain with the vehicle at all times.

When any fault or damage is discovered, the driver of the vehicle is to:

- Check the book to see if the fault or damage has already been reported.
- If not previously recorded, complete a VFR.

Each VFR consists of four copies which are to be distributed as follows:

- White copy - to City of Albany (scan or photograph and email to emergencyservices@albany.wa.gov.au, or in person to 39 Mercer Road, Lange)
- Green copy – leave in book for repairer to complete. Pink copy – to Brigade FCO for record purposes.
- Blue copy – leave in book for future reference.

If warranted, tag out vehicles with either an out of service tag, or if the issue is minor, use an information tag (if the vehicle is safe to drive) or danger tag (if parts or equipment are unsafe to start/use)

6.1 Urgent Faults or Damage

Where damage is considered to pose an urgent risk to health and/or safety, the brigade FCO or Equipment Officer may, with verbal approval from the CBFCO or City of Albany Emergency Services, organise for urgent repairs to be carried out.

A VRP form is to be completed as soon as practical after the repairs have been carried out and submitted to the City of Albany.

6.2 Non-Urgent Faults or Damage

Where damage has occurred and repairs are required the brigade equipment officer is to notify the City of Albany and ensure a VRP form is completed and submitted to the City.

The City of Albany will authorise repairs and arrange for the repairs to be carried out by a suitably qualified repairer.

DFES
Department of Fire & Emergency Services

VEHICLE FAULT REPORT 123456

STATION Brigade Name STATION No. N/A DATE dd/mm/yy

FLEET No. P Nmbr VEHICLE MAKE _____ SPEEDO READING _____

FAULT DETAILS (use separate dockets for appliance or equipment faults) _____

Detailed description of fault or damage incurred.

INSURANCE CLAIM SUBMITTED FOR ACCIDENT DAMAGE ☐
(If insurance claim, the appropriate claim & declaration forms must be completed)

TIME REPORTED _____ Hrs. PLATOON N/A

DRIVER (Print) Full name of driver SIGNATURE Driver's signature SERVICE No. N/A

IF URGENT O.I.C. TO STATE BRIEFLY ACTION TAKEN Description of urgent action taken.

REPORTED - WORKSHOPS - DATE ___/___/___ TIME _____ Hrs.
- COMMUNICATIONS - DATE ___/___/___ TIME _____ Hrs.
- STORES - DATE ___/___/___ TIME _____ Hrs.

NAME OF O.I.C. (Print) FCO name SIGNATURE FCO signature SERVICE No. N/A

ACTION TAKEN BY WORKSHOPS / COMMUNICATIONS / STORES (cross out not applicable)
To be completed by mechanic or repairer.

NAME OF TECH (Print) Repairer's name SIGNATURE Repairer's signature SERVICE No. N/A

DATE dd/mm/yy JOB No. Purchase order or quote number

7 Annual Maintenance

Annual servicing of appliances will be coordinated by City of Albany staff. Suitably qualified service agents will be used for all annual servicing of vehicles. Preference is to have all vehicles and equipment serviced prior to the permit season.

Where possible, brigade volunteers will assist in bringing vehicles to the workshop and returning them to station.

8 Modifying Appliances

All modifications to City of Albany/DFES supplied appliances can only be undertaken with the prior approval of City of Albany Emergency Services Section.

9 Related Documents

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on: DFES SOPs
1.01	7/1/2015	Review	D Jones	Expanded draft document
1.02	9/1/2015	Final	D Jones	To include old CoA BOP. Also included modifying appliance clause.
1.03	3/1/24	Review and update	D.little	Minor administrative changes and added danger, out of service, info tags to s.6

BOP 6.01 Public Information & Communications

1 General

The WA State Emergency Management Committee (SEMC) in the State Emergency Plan s.5.3.1. defines emergency public information as:

"The aim in the provision of public information during emergencies is to provide the public with accurate, coordinated, timely and accessible public information, instructions, and warnings so people are aware of the situation and take appropriate actions to safeguard life, property, and the environment. The provision of this information is an integral part of the State's emergency management arrangements."

Communities threatened or impacted by emergencies have an urgent need for accurate and timely information and direction. They need to know what has happened, what is likely to happen and what to do and what to expect. They expect to know, where appropriate, what the responding authorities are doing, how, when where and why.

2 Scope

This Policy deals only with the public information activities in relation to the response phase of an incident.

3 Responsibilities

3.1 Controlling Agency

The City of Albany is generally the controlling agency for bush fires within the municipality.

• implementing public information activities in relation to the emergency

• ensuring information provided to the public on the emergency is accurate, coordinated, timely and accessible

• managing the provision of information to the media to meet their needs and to disseminate information and instructions to the public. Where specific emergency broadcasters are being utilised, the services must be identified and promoted to the community.

• when required, making arrangements for site visits by government representatives, such as relevant Ministers

• at the earliest opportunity, discussing with the SEPIC the need for activation of the whole of government public information response arrangements under SSP – Public Information

• when the response arrangements in SSP – Public Information are activated, liaising effectively with the SEPIC

• participating in Public Information Team (PIT) meetings, if established by the SEPIC

• reviewing public information activities after the emergency, as part of the HMA/Controlling Agency debriefing process and providing a report to the Public Information Reference Group (PIRG), when required. (

3.2 Incident Controller

The Incident Controller (IC) is responsible for providing accurate and timely information, based on the facts available at the time, to the Public Information Officer (PIO).

At a small incident all the AIIMS functions, including PIO, may be assumed by the IC.

3.3 Public Information Officer

The Public Information Officer (PIO) forms part of an AIIMS Incident Management Team (IMT) and is responsible for coordinating public information for an incident under the direction of the IC.

The PIO liaises with the IC to gain information about the incident, including its cause, size, immediate and impending impact, future consequences, risks, resources involved and other critical information.

The PIO is responsible for:

- providing information and warnings to threatened communities, other stake holders and the general public.
- liaising with news media and the management of media issues; and
- consulting and liaison with affected communities.
- The dissemination of information **within** the IMT is **not** the responsibility of the PIO.

3.4 Incident Escalation – PIO Role

Larger incidents may require a dedicated PIO and this role can be delegated by the IC to another person.

At incidents where an IMT has been formed, the PIO may be supported by a Public Information Section comprising:

- Information and Warnings Unit
- Media Unit
- Community Liaison Unit

4 Community Alerts and Warnings

4.1 One Source, One Message

It is critical that the information provided to the media and the community is consistent. Therefore, all external communication should be approved by the IC, where reasonably practicable. However, this should not be permitted to delay or interrupt the release of critical information and warnings to affected and threatened communities.

4.2 Bushfire Community Alerts

A nationally agreed system of bushfire alerts has been adopted by all fire agencies in Australia to advise the public of the increasing risk to life and the decreasing time until the fire arrives and actions to be taken.

The alert levels are:

- Advice
- Watch and Act
- Emergency Warning
- All Clear

(See Appendix 1 for a full description of the alert levels and Bushfire Warning Triggers)

5 Issuing Alerts and Warnings

5.1 Emergency Alert System:

The Department of Fire and Emergency Services' (DFES) Emergency Alert (EA) system is to be used to disseminate alerts and warnings to the community. The EA system delivers community warnings, via a recorded message, to fixed line phones and mobile phones within a specified area.

This information is also made available on the Emergency WA website (www.emergency.wa.gov.au), recorded public information line (1300 657 209) and broadcast on the ABC radio.

5.2 Australian Warning System

5.3 When to Issue an Alert or Warning:

DFES' EA system should be activated during any incident where there is a threat to lives or homes, or where there may be a heightened community concern (e.g. a small bushfire where there is a lot of smoke near homes and/or a number of roads closed).

5.4 Updating Alerts or Warnings

Once an alert or warning has been issued, it is critical that timely updates are provided if the situation changes.

5.5 City of Albany Media Channels

The City of Albany can reinforce the message issued through the EA system via its internal media channels including its Facebook page and the City of Albany website.

Users must be directed via hyperlink to the Emergency WA website www.emergency.wa.gov.wa for the latest updates.

6 Briefing the Media

Information disseminated to the media should be based on the facts know at the time and adhere to the *DFES Bushfire Talking Points* form and/or the *DFES IC Media Points Field Guide. (Refer BOP 3.08 Public Information During Incidents)*

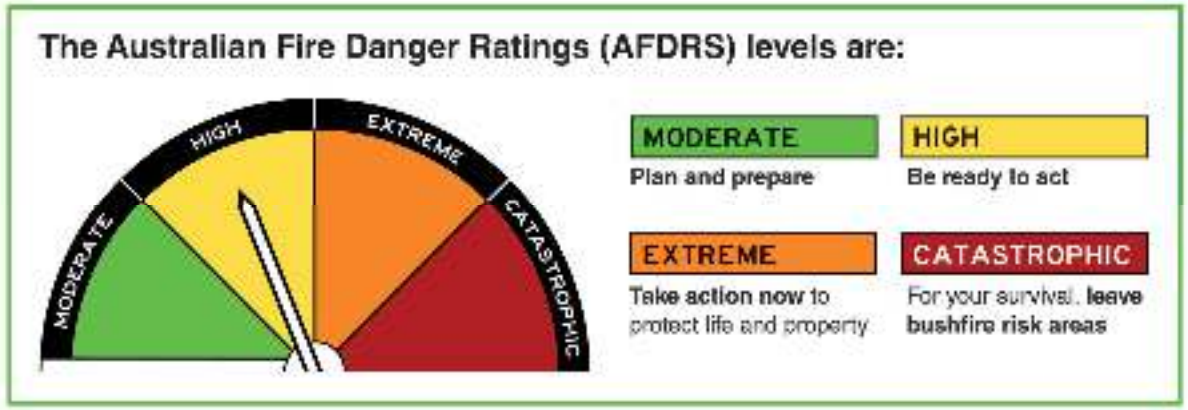
Appendices

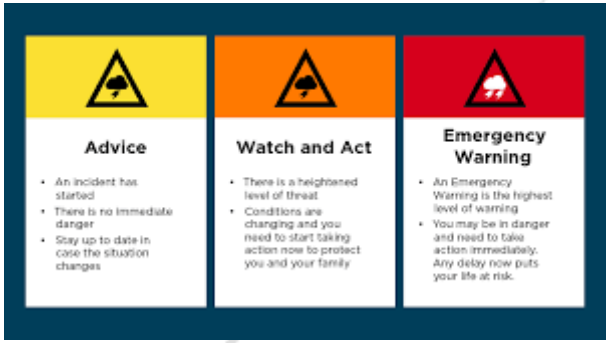
Appendix 1 – Bushfire Warnings

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	20/1/2014	Draft	S Lees	New procedure based on DFES Directive 3.2 V1.5 SEMP 4.6 – Emergency Public Information WESTPLAN – Emergency Public Information
1.01	12/1/2014	Final	D Jones	Review and edit.
1.02	30/11/2016	Final	S Lees ACRES	Updated to include Emergency WA web address.
1.03	3/1/24	Update and review	D.Little	Updated to current SEMC documents, changed to the Australian Bushfire Warning System

Appendix 1 – Bushfire Warnings





BOP 6.02 - Incident Control Policy

1 Policy Statement

This policy addresses the City of Albany's responsibilities as a controlling agency for bush fire under the *Bush Fire Act 1954* and the *Emergency Management Act 2005.*

2 Objective

Incident management provides for the safety and needs of fire fighters and the community. Its critical function is the command, control and conclusion of an incident. This policy documents the incident management arrangements in place for the City of Albany's Volunteer Bush Fire Brigades.

3 Scope

This policy addresses the management of any fire incident attended by the City of Albany's Bush Fire Brigades and/or City of Albany Emergency Management staff.

4 Safety

The safety of personnel tasked to the incident will be the fundamental priority in all phases of incident management.

5 AIIMS Incident Management System

The Australasian Inter-Service Incident Management System (AIIMS) provides a common framework for emergency management. The City of Albany will use AIIMS in the management of every incident.

5.1 Incident Management Teams

An appropriate Incident Management Team (IMT) is to be established for every fire. The size and location of the IMT will depend on the size and complexity of the incident.

6 Appointment of Incident Controllers

The State Emergency Management Plan s5.1.3 defines Incident Controller as *'responsible for the overall control of the incident within a defined incident area.*

The Incident Controller (IC) is appointed by the Controlling Agency as directed within the *Emergency Management Act 2005.* This means that the IC for a bush fire occurring outside the Gazetted Fire District is appointed by the City of Albany (with the exception of fires occurring on DBCA land).

A designated IC shall be in place for every fire, regardless of its size. The IC is recognised as the sole command authority at all times: **there is only ever one IC at an incident**.

The IC must be deemed competent for the incident being managed.

6.1 Incident Control – Initial Response

- The Crew Leader of the first arriving crew assumes the role and responsibilities of the IC in the first instance. (*Refer BOP 3.01 Incident Control & Management*)
- The identity of the IC must be declared to all personnel involved in the incident and recorded in the incident log.
- The IC must be visibly identifiable.
- The initial IC remains in command until relieved by a more suitably qualified person, the incident is brought under control or it is handed over to another agency.
- If any other person takes over the role of IC, the identity of the new IC must be declared to all personnel involved in the incident and recorded in the incident log and a formal handover conducted. *(Refer BOP 3.12 Briefings)*

6.2 First Responders' Training

The City of Albany is committed to providing brigades with training that prepares and equips volunteers with the skills to perform the role of initial IC. A register will be maintained of volunteers who have undergone First Responders' training.

7 Incident Level Classification

It is the IC's responsibility to declare the Incident Level, as per the definition in the *State Hazard Plan – Fire s4.9 table 1.*

Refer to BOP 3.02 Incident Level Escalation

7.1 Request for AIIMS Certified Level 1 Incident Controller

It is recognised that the majority of fires attended by the City of Albany Bush Fire Brigades fall within the Level 1 classification. This classification covers a range of incidents that vary greatly in size and complexity.

The IC can request that an AIIMS certified Level 1 Incident Controller be called in to assume the role of IC.

The following factors are triggers for the despatch of a qualified Level 1 Incident Controller to an incident:

- if the incident occurs on a day when the Fire Danger Rating is High or above.
- if the estimated time to control the incident is longer than two hours.
- if the incident is complex or situated in difficult terrain.
- if the incident poses a likely risk to life or property; or
- if the incident causes or is likely to cause disruptions to the local community.

The Chief Bush Fire Control Officer (CBFCO) or delegate, or City of Albany Emergency Management staff can also request that an AIIMS certified Level 1 Incident Controller be called in to assume the role of IC.

8 City of Albany Forward Control Van Deployment

The Forward Control Van (FCV) provides additional fire management resources. When deployed to a fire incident it can be utilised as a Forward Control Point (FCP).

The FCV will be deployed:

- requested by the current IC.
- requested by the CBFCO (or delegate) or the CESM or delegate).
- the incident occurs on a day when the Fire Danger Rating is High or above.
- the estimated time to control the incident is longer than two hours.
- the incident is complex or situated in difficult terrain.
- the incident poses a likely risk to life or property; or
- the incident causes or is likely to cause disruptions to the local community.

9 City of Albany's Emergency Management Office (City Base)

An IMT located at the City of Albany's Mercer Road Office (City Base), should be activated when the FCV is deployed. The Mercer Road Office will be suitably equipped and maintained by the City of Albany to provide support during emergency incidents.

The City Office provides support to the IC. It utilises City of Albany's resources that can assist in the following AIIMS functions and roles:

- Planning
- Logistics
- Public Information Officer

The City Base is located at the City of Albany's Mercer Rd Office at 39 Mercer Road, Walmsley. Access (24/7) to City Base is made available to CoA Emergency Management personnel, the CBFCO and the DCBFCO.

The Wellstead Community Resource Centre, located at 49 Windsor Rd, Wellstead can be activated as an operations centre to support firefighting operations taking place in the North East sector.

10 Location of Incident Controller

The IC may decide to relocate from the fire ground to City Base or transfer the IC role to a qualified person situated in City Base. The IC's decision to relocate, or transfer the role of IC to another person, must be communicated to all parties involved in the incident and recorded in the incident log.

The Chief will, prior to each season, advise brigades of any set triggers for City Base to assume control of incidents, if required.

10.1 Communications

When City Base is activated, the following officers must be immediately informed:

- Chief Bush Fire Control Officer
- City of Albany Chief Executive Officer (or delegate)

Regular situation reports are to be provided by the IC to the City Base.

(Refer BOP 3.03 Situation Reports)

11 Joint Agency IMT

An IMT may comprise personnel from other agencies.

- Joint fire grounds with other agency personnel must only occur if all personnel accept the command of the designated IC and all instructions.
- IMT members need to be aware of the qualifications and experience of the IC. A matrix of IC training, qualifications and experience will be available.

12 Handover of Bush Fires Control

Under the Bush Fire Act 1954, a local government may request that control of the fire be handed over to DPaW or DFES. (State Hazard Plan – *Fire).*

However, the request may be declined by the other agency, in which case the City of Albany will remain the controlling agency and continue to control and resource the incident to the best of its capabilities.

The IC must record all requests for the handover of control of an incident in the incident log and the handover communicated to all personnel involved in the incident.

(Refer BOP 3.12 Briefing)

13 Incident Records

The ICs is to record actions and key decisions made in the incident log.

For more information refer BOP 3.09 Incident Records

14 Legislative and Strategic Context

- *Emergency Management Act 2005*
- *Emergency Management Regulations 2006*
- *Bush Fire Act 1954*
- State Hazard Plan – *Fire*
- State Emergency Management Plan s5

15 Version Control

Version	Date	Status	Distribution	Comment
1.0	17/10/2013	Draft Revised	S Lees	
1.01	12/1/2015	Final	D Jones	Review and edit
1.02	27/7/2016	Update	D Jones	Changed address of CEOC
1.02	01/12/2016	Update	S Lees ACRES	Changed ICV to FCV
1.03	3/1/24	Update and Review	D.Little	Update overarching documentation, some major administrative alterations

BOP 6.03 Fire Reports

1. Introduction

Fire reports are a crucial element in the overall management of fire operations within the City of Albany providing specific details about each incident. Further to this fire reports can help provide data to various agencies which may have an interest or involvement with City of Albany fire operations, including Police Arson squad.

Fire reports are integral to Local Government Grant Scheme (LGGS) submissions placed by the City of Albany in support of requests for additional resources from DFES.
Fire Reports are required within 7 days of an incident (Fire Brigades Regulations 1943, s189).

2. Fire Reports

All City of Albany Bushfire Brigades are to complete a Fire Report on each occasion they are mobilised in response to any fire, incident or false alarm. Brigade fire reports are to be submitted by the most senior brigade person attending the incident.

Reports are required from the primary brigade, normally the local brigade, and also from any supporting brigade/s.

To ensure accuracy of information fire reports should be submitted within 24 hours of the incident concluding.

The City will provide a proforma to be used for Fire Reports. It is anticipated the City will move to BART Call Out System Reports when all brigades are using the system.

Submitted reports are to be emailed to emergencyservices@albany.wa.gov.au where they will be filed in accordance with City of Albany record management policies.

Version	Date	Status	Author/Position	Details of Change
1.0	19/1/2015	Draft	D Jones	Updating previous City of Albany BOP.
1.01	3/1/24	Review and update	D.Little	Updated with Legal Requirement and BART.

BOP 6.04 Minimum Training Requirements

1 General

The City of Albany has a long-held policy of requiring volunteers who attend fires to have completed essential training. Originally the minimum level of training required was successful completion of Modules 1 -3 (Bushfire Safety, Bushfire Behaviour & Bushfire Suppression).

With the restructuring of DFES training modules, it has been necessary to review the minimum requirements for volunteer bushfire fighter training. Work Safe Improvement Notices reinforced the need for all volunteer fire fighters to have undertaken training consistent with the fire ground roles fulfilled.

2 Minimum Training Requirements

The following minimum training requirements will apply to all Fire Fighters before they can participate in any firefighting activity, including controlled burns.

All fire fighters

Completion of Burnover and Blanket Training – annually.

Completion of Introduction to Bush Fire Fighting

Fire Control Officers

Fire Control Officer Course

3. Senior Role Training Requirements

In addition, the City of Albany actively encourages senior personnel to have completed training as outlined below.

Where qualified trained personnel are not available to fill these roles then suitably experienced personnel can do so.

Crew Leader

- Crew Leader and Advanced Fire Fighter Course

Ground Controller

- Ground Controller

Sector Commander

- Sector Commander

Incident Control

- Level 1 Incident Controller

Captain

- Level 1 IC

Fire Control Officer

- FCO course

Permit Writer

- FCO course

4. Ongoing Training

While successful completion of introductory training is a requirement for every fire fighter there also exists the need for regular and ongoing training.

To ensure all volunteers are fully conversant with equipment, and operational policies and procedures brigades should undertake refresher training on an annual basis (minimum).

Document History:

Version	Date	Status	Author/Position	Details of Change
1.0	16/02/2015	Final	D Jones EMTO	Clarification of Training Requirements at each level.
1.01	19/08/2015	Update	D Jones EMTO	Training requirements for firefighters and FCOs clarified.
1.02	28/10/15	Update	D Jones CESM	Ground Controller training
1.03	5/7/23	Review and update	D.Little	Minor administrative changes