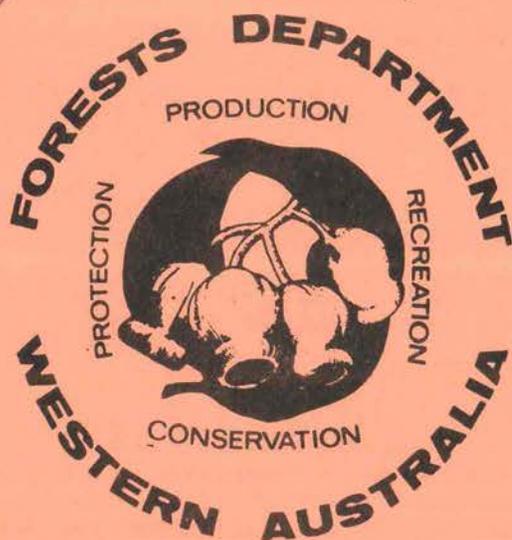


LARGE FIRE ORGANIZATION



Staff Duties and Responsibilities

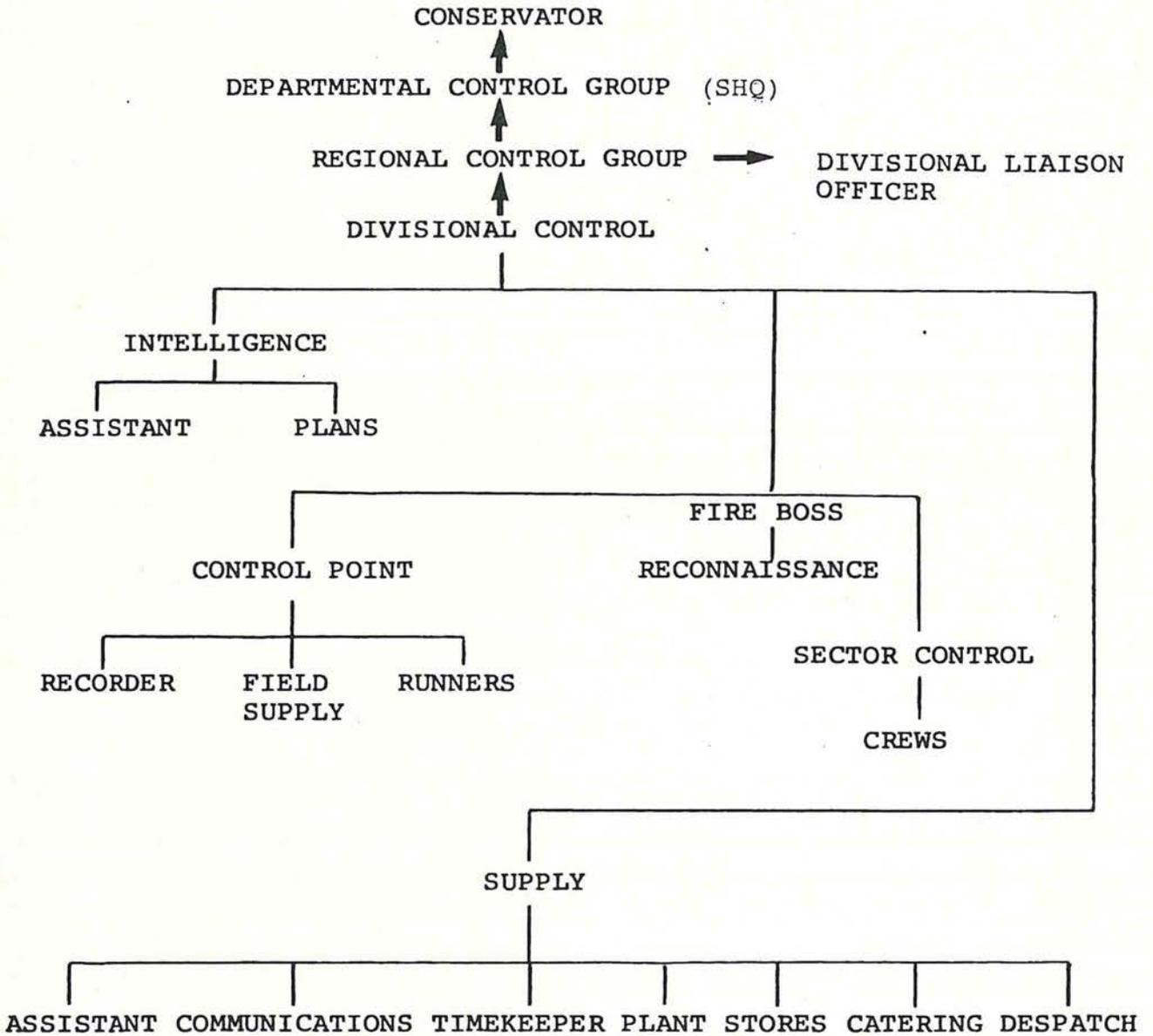
1982 EDITION

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LFO CHAIN OF COMMAND

FUNCTIONS AND LINE OF RESPONSIBILITY



NOTE: MORE THAN ONE FUNCTION MAY BE FILLED BY ONE PERSON.

Provides intelligence information on Departmental fire situation for senior officers.

Assists senior officers in setting inter-regional priorities.

Liaises with government and other organisations at senior level and represents the Department during declared fire emergencies.

Provides resources not available at regional or divisional level, e.g. aircraft and Mapping Branch facilities.

Arranges special weather forecasts from the Bureau and weather information for the Bureau.

Monitors public safety aspects and advises senior officers on requirements, e.g. evaluation of settlements, smoke at airports and road traffic hazards.

Provides statements for the media.

Subject to Departmental requirements sets priorities for utilisation of fire fighting resources within the region.

Arranges inter-regional supply of men and equipment.

Arranges resources not readily available to the divisions.

Provides Department Control Group with situation reports.

Maintains close liaison with divisional controller and arranges supply of relief forces including shift changes.

Monitors public safety, dieback hygiene requirements and fire costs.

Checks weather forecasts and forwards planning on fire strategy.

Liaises with other organisations at regional level.

Prepares media information for checking or dissemination by Departmental Control Group.

(REQUIRED AT MAJOR L.F.O. AND MULTIPLE FIRE SITUATIONS)

Responsible to Regional Controller for the following:

1. Running the Division with regard to all activities not connected with the fire.

In this respect:

- 1.1 Deals with public enquiries.
- 1.2 Deals with industry problems and requests.
- 1.3 Within obvious constraints maintains the essential services normally undertaken by the Department.
- 1.4 Co-ordinates and allocates workers' tasks and priorities to uncommitted staff and employees.

2. Liaison with outside organisations in all matters either connected with the fire or otherwise.

In this respect:

- 2.1 Accepts requests from the Controller for input from outside sources, initiates action and advises Controller
- 2.2 Receives input from outside sources, vets these inputs and advises Controller as necessary.
- 2.3 Liaises specifically (in relation to 2.1 and 2.2 above) with: Bush Fires Board and Liaison Officers, Shires, Industry, other Government Departments, S.E.C., S.E.S., Department of Army, media etc.
- 2.4 Handles media and other briefings at Divisional level in accordance with Regional direction.

3. Remains aloof from and takes no part in direct involvement in the fire suppression activities, (unless specifically requested by Controller).
4. Should be a competent senior officer totally familiar with Divisional activities.

Solely responsible to Regional Control for the overall organisation and direction of the fire suppression operation within the division.

Decides the initial attack force and nominates a person to direct its despatch.

Completes controllers Fire Suppression Guide and check lists.

Sets up large fire organisation - using the following guidelines:

(a) Once three or more gangs are committed on one or more fires.

(b) When the fire danger index is in excess of 140 m/hr.

Responsible for performance, welfare and safety of all personnel at the fire.

Prepares a plan of action to achieve control of the fire.

Ensures that Dieback Quarantine and Hygiene requirements are met for all aspects of the fire.

Designates sectors.

Maintains controllers notes to record decisions taken and reasons for them.

Inspects critical sectors of the fire - once per shift if it is logistically possible.

Calls and conducts briefing sessions for senior staff on the fire.

Designates the relief force required, and briefs the relieving Controller.

Prepares handing-over report at change-of-shift.

Prepares situation report for Regional Controller and other senior staff as required.

In conjunction with Regional Controller

Carries out priorities set by Regional Control.

Prepares information for news media for checking or dissemination by Departmental Control Group.

Organises fire fighting forces and anticipates the need for additional resources for each section of the organisation.

Discusses and organises the time and level of scaling down the organisation.

Reviews performance on completion of exercise and recommends remedial action.

RESPONSIBLE TO INTELLIGENCE OFFICER

Operates Detection System and Office log book

- (a) Spotters
- (b) Towers
- (c) Record log book for smokes etc.

Maintains weather records.

RESPONSIBLE TO THE INTELLIGENCE OFFICER

In conjunction with the Intelligence Officer and the Controller, prepares maps illustrating the plan of action.

Maintains operations map of the fire perimeter showing times sectors, control status, location of control points, access routes, and means of communication.

Maintains a record of information pertinent to each stage of change in the conduct of suppression of the fire.

Maintains the movements board in conjunction with the Supply Officer.

Supplies all maps and plans including photo copying facilities.

Ensures adequate supply of all maps and aerial photographs are continually available, including dieback maps.

Arranges special ground and air reconnaissance for mapping required including oblique photography where required.

RESPONSIBLE TO THE CONTROLLER

Responsible to the Controller for the organisation of the supply section.

Procures all fire fighting resources including men, machines, stores and fuel.

Arranges, through the caterer, feeding and accommodation for ALL personnel.

Anticipates the likely supply problems and advises the Controller.

Advises the Intelligence Officer of movements of men and equipment.

Ensures shift changes are arranged to consider excessive penalties and overtime costs provided under the industrial agreement for field staff and employees when fire fighting.

Procures adequate radio and telephone communications and supervises the headquarters message centre.

Investigates reported accidents.

Arranges to keep DHQ clean and tidy.

Controls directly

Assist. S.O.

Communications Officer

Timekeeper

Plant Officer

Storeman

Caterer

Despatcher

DIRECTLY RESPONSIBLE TO THE SUPPLY OFFICER

Acts as Administrative assistant to the
Supply Officer.

RESPONSIBLE TO THE SUPPLY OFFICER

Records movements and location of all personnel and ensures all crews are equipped with up to date gang unit cards.

Collects, checks and records times worked by all personnel and contract machinery.

Collects and retains checked documents relating to purchases, hirings and reimbursements.

Ensures proper documentation of reported accidents.

Continuously monitors provisions of A.W.U. Award and advises Supply Officer of imminent problems.

DIRECTLY RESPONSIBLE TO SUPPLY OFFICER

Advises supply officer on the staffing needs of the plant sub-section.

Checks performance of equipment at the fire.

Carries out or arranges for the servicing and repair of all departmental plant and mechanical equipment.

Arranges recovery or repair of broken down vehicles from the fire.

Advises the supply officer on units which have become unserviceable and those becoming available after repair.

Investigates any vehicle or plant accidents.

RESPONSIBLE TO THE SUPPLY OFFICER

Discusses requirements for stores and equipment with the Supply Officer and arranges for ordering and supply.

Checks items received and ensures adequate documentation of all stores transactions (i.e. in/out book).

Remains at H.Q. and uses runners for pick up or delivery.

Responsible for delivery of stores to the field.

RESPONSIBLE TO THE SUPPLY OFFICER

Organises the feeding of personnel to meet the time schedule set by the Controller and procures the requisite food supplies.

Ensures proper first aid supplies are available and arranges medical attention where required.

Procures accommodation for relief crews and directs crews to their accommodation.

Ensures proper documentation of supplies and services purchased.

MEAL STANDARDS

- (a) Fresh meat packs consisting of steak plus sausages and/or chops to be supplied for breakfast and dinner and for lunch where necessary. One meat pack to be supplied per person per meal.
- (b) Fresh bread or rolls with margarine/butter and salt and pepper to be provided with each meat pack.
- (c) Disposable plate, knife and fork to be supplied with each meat pack.
- (d) Fresh sandwiches may be provided as an alternative to meat and bread for lunch.
- (e) Fruit (either fresh or canned) and fruit juice is to be available as a supplement for all meals.

HOT PLATE

A fold-up hot plate for cooking meals is to be provided for all gang trucks and heavy duty pumpers and spare hot plates are to be included in L.F.O. field kits for control point. (Hot plates are to be the normal barbecue type for a wood fire).

INSULATED FOOD CHEST

Food is to be transported to the field hygienically packed in insulated chests of "Esky" type provided to Divisions.

RESPONSIBLE TO THE SUPPLY OFFICER

Sets up a centre to which personnel report when arriving at or departing from headquarters.

Directs the movement of men, equipment and other items of supply into and out of headquarters.

Ensures that such movements are properly recorded by the time keeper.

Passes movement orders to all personnel and equipment leaving for the fire.

Ensures that records of all movements of men and equipment are passed to the plans officer for maintenance of the movement board.

Controls and directs runners.

Completes dieback hygiene check list and advises controller.

RESPONSIBLE TO SUPPLY OFFICER

Operates telephone systems or delegates as necessary to an operator.

Operates radio systems, or delegates as necessary to an operator.

Records all messages both inward and outgoing.

Relays written messages around D.H.Q.

Maintains "fire diary" as required.

Maintains record of communication problems for Radio Branch Technician.

SOLELY RESPONSIBLE TO THE CONTROLLER

Solely responsible to the Controller for directing and supervising all work on the fire face.

Selects and applies the most suitable tactics to achieve the strategic plan of control laid down by the Controller.

Ensures Dieback Quarantine and Hygiene procedures are maintained at the fire.

Maintains "Fire Boss" Dieback hygiene checklists.

Obtains the strategic plan and alternative course of action from the Controller.

Keeps himself informed of conditions and progress on the fire face and regularly inspects trouble sectors of the fire line.

Maintains contact with his sector bosses and informs them of his movements and of any changes in the plan of action.

Informs the Controller of the conditions and progress of the fire.

Anticipates problems and the requirements for additional or surplus resources, briefs sector bosses on the fire situation and behaviour, sector boundaries, work required, tactics to be employed.

Allots crews to sector and co-ordinates work between sectors.

Briefs the incoming fire boss on the situation personally on completion of a shift (the new fire boss will carry out all shift changes).

Sets up and operates from a control point headquarters.

SOLELY RESPONSIBLE TO THE FIRE BOSS for directing and supervising all work in his sector.

DUTIES:

Obtains definition of his sector:

instructions on work to be done.
tactics decided by the Fire Boss

Briefs his crew leaders.

Allots, co-ordinates and supervises the work of the crews and plant assigned to him.

Is responsible for the performance, safety and welfare of personnel in his sector.

Regularly inspects work progress and quality

assesses fire situation and behaviour
maintains contact with his crew leaders and
informs them of his movements.

Ensures that dieback hygiene requirements are met. Completes and implements dieback check list.

Ensures that meal breaks and rest periods are taken in accordance with AWU requirements, allowing for the fire situation.

Remains on his sector unless otherwise directed.

Reports to the Fire Boss about:

work progress
fire situation and behaviour
anticipated problems
possible courses of action
the need for more resources or any surplus to requirements.

DIRECTLY RESPONSIBLE TO THE FIRE BOSS

Sets up a control point at a designated locality and directs control point staff in the absence of the Fire Boss.

IMPORTANT

When selecting a control point ensure the following conditions are met.

- (a) Communication - site is suitable for VHF radio
- (b) Access - has good access (through if possible), for incoming crews and heavy plant
- (c) Safety - area is safe from being burnt out by the fire.

Maintains a map and movements board showing fire situation and disposition of forces.

Arranges adequate communications and supervises recording.

In the absence of the Fire Boss -

Receives messages concerning the fire situation, briefs field staff and crew leaders.

RESPONSIBLE TO THE FIRE BOSS OR HIS DEPUTY

Requests, receives and despatches as directed by the Fire Boss.

- Stores
- Men
- Equipment
- Fuel
- Food and Supplies

Organises catering.

Advises movements of men and materials to control point officer.

When necessary arranges marshalling of stores, men and equipment at the control point.

Arranges transport of equipment and repairs to vehicles around the fire.

Directs runners and mechanics.

DIRECTLY RESPONSIBLE TO THE FIRE BOSS

Directly responsible to the fire boss and reports to him on:

Location of fire edge

Location of suspect or known dieback areas

Work progress

Track conditions

Water supplies

Signposting

Any allied intelligence required by Fire Boss

RESPONSIBLE TO THE CONTROL POINT OFFICER

Maintains a diary of events by time periods as follows:

Records and passes to appropriate addressee incoming and outgoing messages to or from the control point.

Summarises important verbal communications concerning the fire situation.

Records men and equipment received or despatched.

Operates communications (V.H.F. H.F. telephone) with assistance as necessary.

Ensures gang unit cards are collected from incoming gangs and operations, and ensures details of personnel are available for Fire Boss.

RESPONSIBLE TO FIELD SUPPLY OFFICER

Responsible to Field Supply Officer and assist as -

- Guides - when moving
men and equipment
- Marshalls - during shift changes
- Storemen - delivering
 - food
 - fuel
 - equipment and supplies

RESPONSIBLE TO THE SECTOR BOSS FOR -

THE JOB

Obtain instructions and brief crew.

Reconnoitres the fire job and allots work.

Report work progress:

Changes in fire situation.

Deviation from pre-arranged plans.

Ensure dieback hygiene instructions are followed.

THE CREW

Direct - Work done by his men

- Suitable meal breaks and rest breaks

- His men on and off shift.

Check - Physical conditions and clothing daily.

- Feeding and sleeping arrangements through headquarters caterer and advise crew.

REPORT:

Crew catering requirements and any failure of same to sector boss.

Daily time records of men in his charge to the timekeeper and reports any accident to the control point.

ENSURE:

The safety and welfare of his men.

Normal crew needs are met.

Water emergency rations and first aid is available.

MACHINERY AND EQUIPMENT

Check - Equipment before leaving headquarters, control point or fire, including up to date gang unit card.

- That vehicles are regularly serviced.

- That dieback hygiene has been carried out.

Report - Vehicle repairs required.

- Fueling needs.

- Daily time records of hired plant.

December, 1981

These guidelines have been provided to assist Controllers in conducting an effective fire suppression. The guidelines contain 3 parts. PART A lists the initial steps that must be taken by the Duty Officer receiving any initial smoke report. Once an L.F.O. is declared PART B of the guidelines must be used by the L.F.O. Controller to ensure that all the important aspects are taken into consideration and acted on. All sections within PART B should be completed each time a new Controller takes charge.

PART C encompasses fire appreciation action and should be completed whether the fire is an L.F.O. or not.

PART A INITIAL FIRE ACTION

A1. FIRE REPORT

- 1.1 Plot Fire Position
- 1.2 If smoke in a Red Action area initiate RED ACTION
- 1.3 Obtain information on fire behaviour, fuels, values at risk, etc.
- 1.4 Decide if suppression required

A2. DESPATCH

- 2.1 Decide access route(s) to fire, noting Dieback occurrence (see FD613)
- 2.2 Despatch forces as per Operation Orders (despatch tables page 46 Red Book).

A3. RECORDS

- 3.1 Complete log book entry on fire report
- 3.2 Commence Fire Diary
- 3.3 Record despatch action, times, PAFTACC report etc.

A4. CALL L.F.O.

- 4.1 Call L.F.O. if HFROS exceeds 140m/hr, if 3 or more gangs are committed or at your discretion
- 4.2 Advise Area O.I.C. or most senior officer present.
- 4.3 Advise Regional On Call Officer and Departmental On-Call Officer
- 4.4 Go to Part B.

A5. FIRE NOT L.F.O.

- 5.1 Advise Area O.I.C. or most Senior Officer
- 5.2 Advise Regional On-Call Officer
- 5.3 Go to Part C.

PART B

L.F.O. PROCEDURES

B1. NOMINATED L.F.O. CONTROLLER

The most senior officer present will be Controller until relieved.

Controller's name.....Time Commenced.....hrs

Relief Controller.....Change over time.....hrs

B2. L.F.O. STAFFING

2.1 L.F.O. ACTION BOARD

Activate L.F.O. Action Board to ensure key roles and requirements are fulfilled.

(Divisions must list all key roles and requirements on L.F.O. Action Board at start of each fire season).

2.2 L.F.O. KEY STAFFING

Indicate name(s) to fill each role listed below

Refer to L.F.O. Booklet for Staff Duties and responsibilities.

L.F.O. Centre.....Date.....Shift....to....hr

CONTROL GROUP		SUPPLY GROUP	
<u>Position</u>	<u>Name</u>	<u>Position</u>	<u>Name</u>
Intelligence	Supply
	Despatcher
Plans	Stores
Time Keeper	Plant
Communications	Caterer
Divisional Liaison	Forest Asst
Potter/Tower Co-ord

Field Control	Fire No.	Fire No.	Fire No.
<u>Position</u>	<u>Name</u>	<u>Name</u>	<u>Name</u>
Fire Boss
C/Point Officer
Recorder
Supply
Reconnaissance
Sector Bosses.....
" "
" "
Other.....
G. Investigation Officer

B3. L.F.O. OFFICER ORGANISATION

Implement automatic office procedures as set out in the Divisional Fire Control Working Plan.

3.1 Controller Room:-

must be isolated from main activity and provided with Divisional F.C.W.P.

3.2 Operations Room:-

to include Co-ordination and Disposition Boards.

3.3 Plans Room:-

to contain all necessary plans, prediction tables, for use in Fire Intelligence activities.

3.4 Communication System:-

Telephone, Radio, Message centre and Recording systems to be set up as pre-planned.

3.5 Go to fire appreciation Part C.

PART C. FIRE APPRECIATION

C1. FIRE SUPPRESSION GUIDE

Complete sections 1, 2 and 3 of part 2 Controller's Fire Suppression Guide (F.D.613) (includes AIM, FIRE BEHAVIOUR and VALUES ENDANGERED)

C2. OUTSIDE LIAISON

When Life or Property is threatened establish liaison with appropriate authority, including Timber industry

e.g. Chief Bushfire Control Officer, Police, S.E.S. etc.

Name(s)
.....

C3. STRATEGY/TACTICS

The following steps need to be kept under constant review:

- 3.1 Obtain up-to-date Field Report (PAFTACC)
- 3.2 Complete sections 4, 5, 6 and 7 Fire Appreciation Form
- 3.3 Advise Fire Boss of Strategy Adopted
- 3.4 Revise Despatch requirements according to strategy adopted
- 3.5 Pre-plan alternative strategy if situation changes
- 3.6 Update strategy as situation demands

C4. FIELD CONTROL

4.1 Control Point

'Nominate Control Point for each fire, taking into consideration safety, access and communication'.

Fire No. Location C.Pt.
Fire No. Location C.Pt.
Fire No. Location C.Pt.

Arrange for L.F.O. trailer and equipment if required.

4.2 Detection System

Consider immediate and future detection needs in light of predicted fire situation.

4.3 Communication

Consider immediate and future communication needs in light of predicted fire situation. Advise Communications Branch of any extra requirements.

C5. RESOURCE REQUIREMENTS

Consult with Regional Control for resources requirements based on proposed fire suppression action.

Immediate Requirements

Future Requirements

Shift Changes, Times, Staffing etc.

C6. REPORT REQUIREMENTS

6.1 Sitrep

Divisional L.F.O. Sitrep to be forwarded to Regional Control for transmission to Departmental Control - Refer to Form F.D. 693.

Divisional reports due at 0700 hours

Divisional reports due at 1430 hours

Divisional reports due at 1900 hours

(N.B. Regional Controller's Report to State Headquarters is required 1½ hours later).

6.2 Shift Change for L.F.O.

Prepare Divisional Controller handover statement of L.F.O. situations for incoming Controller at least ½ hour before changeover.

First Aid for Burns

- Avoid handling the affected area more than is necessary. See that your hands are as clean as possible.
- Do not apply lotions of any kind.
- Do not remove burned clothing and do not break blisters.

- Apply clean cold water to the affected area as soon as possible.
- Do not cover or bandage the burned area.
- Immobilise the affected area by suitable means.
- Treat for shock:
 - Reassure the casualty
 - Lie him down, position dependent on injuries
 - Loosen clothing of neck, chest, waist
 - Wrap in blanket, rug, coat, or whatever cover is available
 - If he complains of thirst, he may be given sips of water, tea, etc., but NOT alcohol.

If the casualty is badly burnt, he must be removed for medical aid as quickly as possible. The patient should not be given food or drink unless the journey will take more than four hours, as he will almost certainly need an anaesthetic. Should a delay be inevitable, water with a trace of salt (3 ml to 2 jugs) is the best drink.

Vehicle Safety

Certain measures are needed to safeguard vehicles during prescribed burning or fire suppression operations.

Parked Vehicles. More often than not, vehicles will be parked for a greater part of the time, and so should be:

- Parked so that they can move directly out of the area on a known, safe route.
- Left with the ignition key in the lock.
- Parked on a cleared or previously burnt area.
- Parked so that other vehicles may pass easily and safely.
- Left with cab windows closed and all inflammable material stowed away.

If a man is left with the vehicle he should know the outline of the whole operation, what other members of the gang are doing, any rendezvous with the others, and communication schedules.

Driving Through Fire and Smoke. Should it become necessary to drive through a burning area or one heavily covered with smoke, the following procedure should be observed:

- Drive at a safe speed.
- Keep cab windows closed
- Switch on headlights and sound horn occasionally.
- Remove exposed inflammable material from truck.
- Men travelling on truck tray should have water available, through a powered pumper, tank or knapsack sprays, and must wear all available items of protective equipment.

Caught with no escape route. Should you be trapped in this situation, the vehicle does offer you the best chance of survival, provided you follow these basic rules:

- Park the vehicle on the area that has the least amount of flash fuels. Where possible use road cuttings, large logs or similar objects to protect the vehicle from the oncoming fire. This will also provide you with extra protection against radiant heat.
- Use any time available to remove flash fuels immediately adjacent to the vehicle. Do not completely exhaust yourself in doing so.
- Do not attempt to back burn unless you are *absolutely certain* of enough time for success.
- Ensure all windows and doors are shut to keep out smoke, heat and burning embers. Wait outside, using the vehicle as protection for as long as possible.
- When it becomes impossible to remain outside, enter your vehicle quickly on the lee side and shelter yourself from radiant heat by remaining on the floor and covering the body with rugs, floor carpets, etc.
- Remain in the vehicle for as long as is humanly possible. The flaming or flash period rarely exceeds three to four minutes in a forest fire or 30 seconds in a grass fire.
- Contrary to popular belief fuel tanks do not “just explode”. Even in the worst situation it will be some minutes before the vehicle catches fire and becomes intolerable. Remember those “few minutes” will probably save your life.

- When you are forced to leave the vehicle keep the exposed parts of the body covered as best you can. Move quickly to the coolest part of the burnt area away from the vehicle.
- Choose a safe spot from falling limbs or trees and take a rest. If possible let help come to you.

Felling Of Burning Trees

- Chain saw and associated tools must be appropriate for the task and maintained in top condition.
 - Ensure safety equipment is in good condition and being worn at all times.
 - Sector Boss or Overseer to inspect and mark each tree before felling commences.
 - Only experienced fellers should be used when felling burning trees. FELLER reserves the right to refuse to fell any tree.
 - Inspect nearby trees (within 2½ times height of tree) for dangerous conditions, e.g. burning hollow butts and burning crowns.
 - Do not fell trees with multiple burning limbs.
 - Ensure debris is removed from work areas to provide space for safe working conditions and give a firm footing.
 - Prepare a suitable escape path and clear it of obstructions into a safe area. Do not leave equipment on the path.
-
- Felling not to be attempted after dark.
 - Avoid felling directly into the sun when it is low on the horizon.
 - Swamper, who is an experienced feller must be on hand in reasonable proximity at all times during felling operations.
 - Before making back cut, STOP MOTOR, give audible warning to swamper, who must acknowledge area clear before continuing.
 - Beware when using hammer and wedges on a tree, as burning limbs are likely to be shaken free.
 - When felling is being done near road or track, prominent signs must be displayed each side of danger zone. Lookout man should be posted on track.
 - Refuelling or maintenance of saw must be carried out away from danger zone.
 - Check with Sector Boss or Overseer if you consider rest period necessary.