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DEPARTMENT OF

CONSERVATION AND LAND

MANAGEMENT

FIRE SUPPRESSION

ORGANISATION

REVISED SEPTEMBER 1986

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PREAMBLE

The first Large Fire Organization (L.F.O.) booklet was produced by the W.A. Forests Department in 1975. This was a result of a review of the fire suppression organizations set up to combat the Boorara Fire in March 1969 and the multiple fires in the Southern Forest Region on 20th December 1974. This first edition of the L.F.O. booklet has been reviewed on two other occasions in the light of further needs and problems that became evident following fire emergencies in the 1970's and early 1980's.

The need to review the 1985 edition of the L.F.O. booklet was highlighted by the events of the summer of 1985/86, and in particular the Yanchep fire of January 1986.

Together with other initiatives the following major updates have been included:-

- (a) An improved definition of fires on CALM lands, the development of a Fire Suppression Organisation which caters for each, and a specification of minimum requirements for Control Point layout and organisation.
- (b) Removal of bottlenecks in the Control Function, ie. a direct line of authority has been established between the Fire Controller and Departmental Commander for Campaign Fires.
- (c) The need for more effective liaison with other organisations and the media has been catered for by inclusion of a Liaison Function within the span of control of the Departmental Commander, Fire Controller and Fire Boss.
- (d) Reduction in the Fire Boss span of control to a manageable level by provision of support functions ie. ~~Suppression~~ ^{Boss}, Field Supply, Field Intelligence and Field Liaison.
- (e) Reduction in the H.Q. Supply Officer's span of control to a manageable level by the restructuring of the support functions ie. H.Q. Communications Officer, H.Q. Plant Officer and H.Q. Despatcher.
- (f) Clarification of the responsibilities and line of authority of all functions has been provided.
- (g) Recognition of the need for accreditation and identification of staff assigned to fill Fire Suppression Organisation roles. Minimum standards of skills, knowledge, and experience for key roles are to be established and personnel reassessed annually for accreditation. This process will assist in identifying both training needs and priorities, and the need for the provision of backup in Districts/Regions where insufficient accredited staff are available to man LFO's or Campaign Fires.
- (h) Updated checklists for all key roles.
- (i) Development of a Fire Resources Recording System.

This Booklet provides a standard Fire Suppression chain of command for C.A.L.M. which can expand or contract (in terms of the numbers of people and organisations involved), as dictated by any given fire situation. The need to introduce radical elements or make changes to the lines of authority in operation as a fire becomes larger or make complex changes has been avoided.

The on-going revision of the suppression organisation, and training of staff both in an understanding of the overall chain of command, and in the skills required to fill individual roles, all seen as integral parts of CALM fire suppression readiness.

ACKNOWLEDGEMENT: Much highly valued input and comments were received from many people. The contribution made by staff of the Northern Forest Region is acknowledged. The primary authors of this revised edition are Richard Sneeuwjagt and Kevin Vear.

Dr S. Shea
EXECUTIVE DIRECTOR
DEPT. OF CONSERVATION AND
LAND MANAGEMENT

FIRE ORGANISATION - AN EXPLANATION

1. THE NEED FOR A STANDARD FIRE ORGANISATION

Fire fighting is by nature an emergency operation. It calls for fast, aggressive and efficient action. To achieve such action, good organisation of fire fighting forces is essential. Without good organisation, disastrous consequences brought about by uncertainty, slowness, conflicts in authority, and lack of teamwork are likely.

Case histories of past wildfires expose the need for a planned fire organisation that ensures that all the functions required to combat and control a wildfire are catered for by trained personnel.

1.1 FIRE CLASSIFICATION

Under CALM, fires are classified into three broad groups:-

a) District fire:

- * R.O.S. < 2.5km/hr in grass & < 140m/hr in forest, 1 or 2 gang units# despatched
- * initial attack will succeed.
- * values at risk forest/park/reserve - low to moderate; life and property - low.
- * short duration fire (i.e., running fire likely to be contained in <2 hours).

b) Large Fire:

- * R.O.S. > 2.5km/hr in grass or > 140m/hr in forest, 3 or more gang units despatched or a Red Action.
- * initial attack not likely to be successful i.e. task will require greater input for longer periods.
- * values at risk include life, property and forest/park/reserves.
- * may involve some support from other bodies eg. Bushfires Board.
- * running fire likely to be stopped in first shift.
- * may involve two or more smaller fires.

c) Campaign Fire:

- * CALM resources exceeded, requiring large input from outside sources.
- * values at risk:- large numbers of people; large amounts of property; high value CALM assets.
- * involves several other Government organisations and large numbers of resources.
- * running fire not stopped on first shift, potential for long duration suppression operation.
- * high degree of media interest.
- * most likely to occur in the high priority zones (A, B or P zone) of the Forest Regions.

NOTE: When a "gang unit" or crew unit is referred to, it is understood to consist of a minimum of:-

1 Officer in 4x4
 1 O/S + 3 in 4x4 gang truck (incs a faller)
 1 H/D 4x4 with 2 men.

1.2 FIRE ORGANISATION PRINCIPLES

Fire organizational requirements parallel those of military practice in the relationships of the soldier to officers in command positions. These proven organisations are based on certain principles. The three most important are unity of command, span of control, and organisation by function.

a) Unity of Command

To achieve unity of command each person must know to whom he reports and who reports to him. He should not be expected to report to more than one superior. He must have a clearly defined duty or responsibility and the specific authority needed to enable him to discharge that responsibility.

b) Span of control

Span of control is the practical limit to the number of men or organisation units one person can direct successfully. Exceeding the span of control is a common failure under emergency conditions. When a fire escapes control and reaches threatening proportions, the Fire Boss too often tries to manage a constantly enlarging force of men and machines, without taking time to acquire the staff he needs to organise his suppression operation properly.

Experience indicates that reasonable limits to span of control for the following positions are

Crew Leader - not more than 6 men
 Sector Boss - not more than 3 crews
 Fire Boss - not more than 5 sector bosses
 Controller - not more than 2 active large fires

Time and distance also enter into these relationships. For example, the ability of a Sector Boss to supervise several gangs of men through their Crew Leaders will depend on the length of the designated sector. If a gang on a large sector cannot be reached quickly because of distance or lack of communication when emergency decisions may be required, authority to make such decisions must be further delegated or some re-organisation affected to ensure against critical delay in the necessary communication, decision making and action process.

c) Organisation by Function

Five broad groupings of essential functions may be recognised at any fire ie:-

- * The Control (or Command) function.
- * The Intelligence function.
- * The Suppression function.
- * The Supply function.
- * The Liaison function.

Note: All but the suppression function have both a field and a H.Q. component with a strict line of authority organising the whole arrangement.

The Control Function involves the total management of all fire activities. The key areas being decisions on priority, the development and implementation of suppression strategies and a plan of action, and the deployment of resources. There must be only one Fire Controller and the line of authority must be clear for all decision making on fire suppression strategy and tactics. This responsibility will be the Controller's until relieved, although assistance may be necessary to keep the Controller's duties within manageable proportions.

The Intelligence Function provides the Controller with information and predictions on fire behaviour, weather forecasts, maps, manpower and equipment requirements, and relative costs and benefits of alternative fire fighting strategies. There is direct liaison between H.Q. intelligence and Field Intelligence.

The Suppression Function involves the organisation of the work on the fire line. It is the Fire Boss's job to supervise the execution of the plan of attack based upon the agreed suppression strategy and plan of action laid down by the Fire Controller. This is achieved by using the most suitable tactics on each of the sectors. The suppression job involves the containment of running fire, the mop-up and patrol of all perimeters, and responsibilities for the safety of all fire fighting personnel.

The Supply Function is essential on all fires, but becomes increasingly complex when large numbers of fire fighters, and mechanized equipment is involved. The Supply Officer directs the activities of the Communication Officer, Plant Officer, Despatcher, Caterer, Storeman, Timekeeper, Records and Runners. Through these officers he arranges for procurement and despatch of all fire fighting resources (men, machines, stores and fuel, food, accommodation, and communications). The supply function maintains the headquarters despatch, controls the message centre and keeps records on the movement of personnel, machinery, shift changes, and costs incurred around the fire face. There is direct liaison between H.Q. Supply and Field Supply.

The Liaison Function is essential at all fires where the Media and other outside organisations attend. The Liaison function is the responsibility of the Fire Controller or his nominated representatives. This function enables the Media requirements to be serviced during a fire and for O.I.C.'s of other organisations to be briefed on the input they are to make in achieving a plan of action based upon CALM's agreed suppression strategy and support needs.

Depending on the size of the fire there will be upto four levels of liaison:-

- * Departmental Commander and/or Regional Controller - Regional or State overview, policy and priorities.
- * Fire Controller - overall strategy, resource and support needs.
- * Fire Boss - tactics, resource deployment and support implementation.
- * On the job - direct communication on application.

1.3 STANDARD SUPPRESSION ORGANISATION

All fires being suppressed by CALM personnel will involve the use of a standard chain of command structure of the specific roles. On many fires not all the roles will be filled by an individual officer, rather where conditions allow one person may be able to effectively implement two or more roles. Page 9 and 10 shows the normal chain of command required to meet the organizational demands for an L.F.O. and Campaign Fire respectively.

A clearly defined fire suppression (organisation) model is needed if CALM staff are to be expected to efficiently suppress wildfires. With training and experience, staff will be able to effectively service the fire organisation with the minimum required level of people whether attacking a District Fire, a Large Fire or a Campaign Fire.

1.4 ROLE ACCREDITATION

In order that staff receive basic training and annual revision of skills and knowledge sufficient to enable them to safely and effectively fill assigned Fire Organisation Roles a system of accreditation will be used.

District Managers, Regional Managers and Protection Branch will be responsible for preparing and checking Staff Accreditation lists to be included annually in Fire Control Working Plans (F.C.W.P.).

1.5 STANDARD PROCEDURES

a) Sector Classification will be either:

Running fire - resources allocated as required.

Mop-up - resources allocated as required.

Patrol - light vehicle only.

Safe - black out.

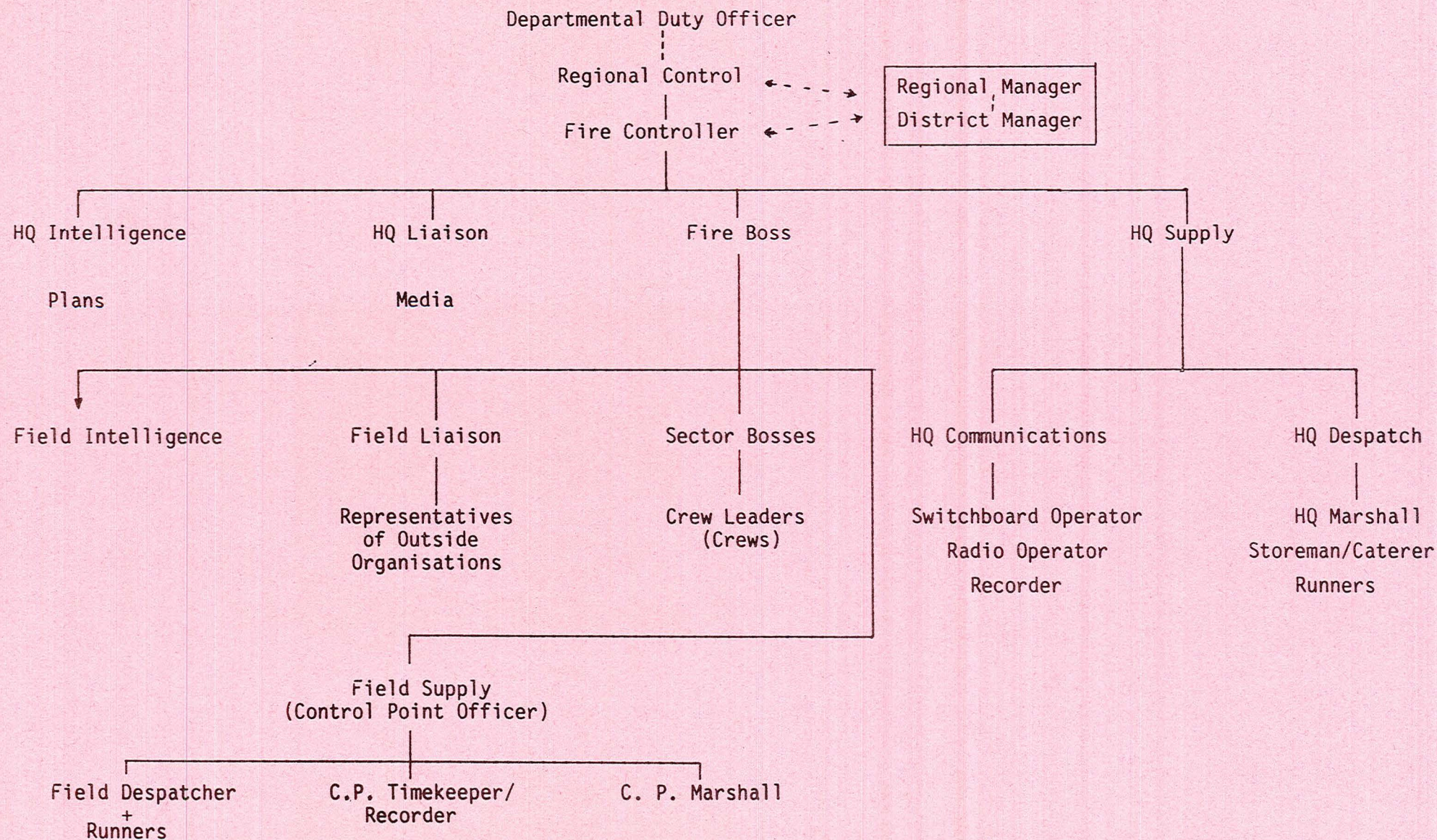
b) Timing of shift changes:

All staff to change shift at least 2 hours before crews change. This is to allow briefings and sector inspections prior to fresh crews arriving on the fire line.

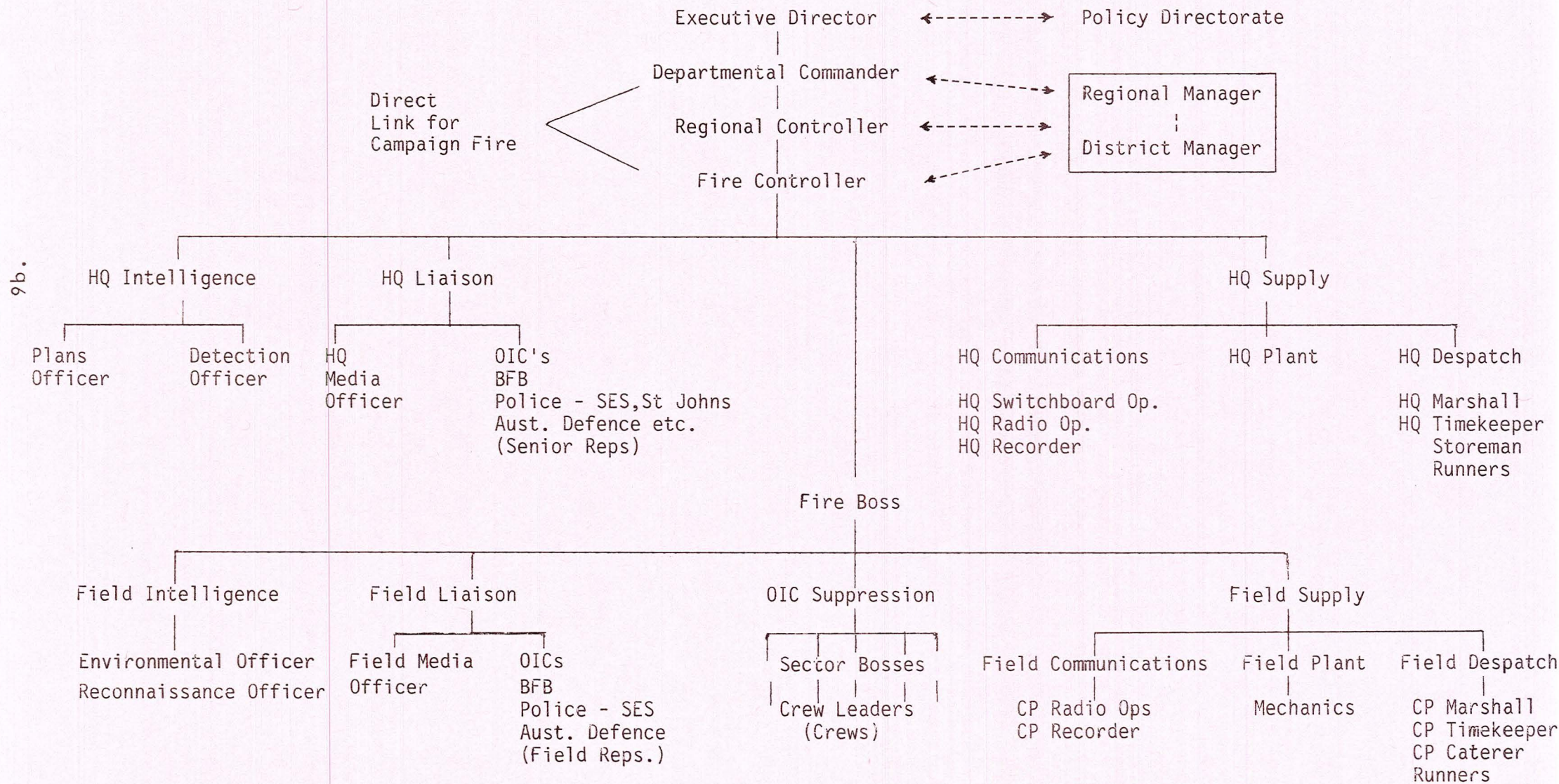
Each shift will be of 12 hours duration (except the first which may be 16 hours). Change overs are to be timed to maximise use of any periods of reduced fire behaviour by fresh, fed crews.

Where possible all field change overs will occur on the fireline during daylight hours ie. not at the Control Point. Similarly all crews will be fed during each shift at the fire face.

LARGE FIRE ORGANISATION
Functions and Line of Responsibilities

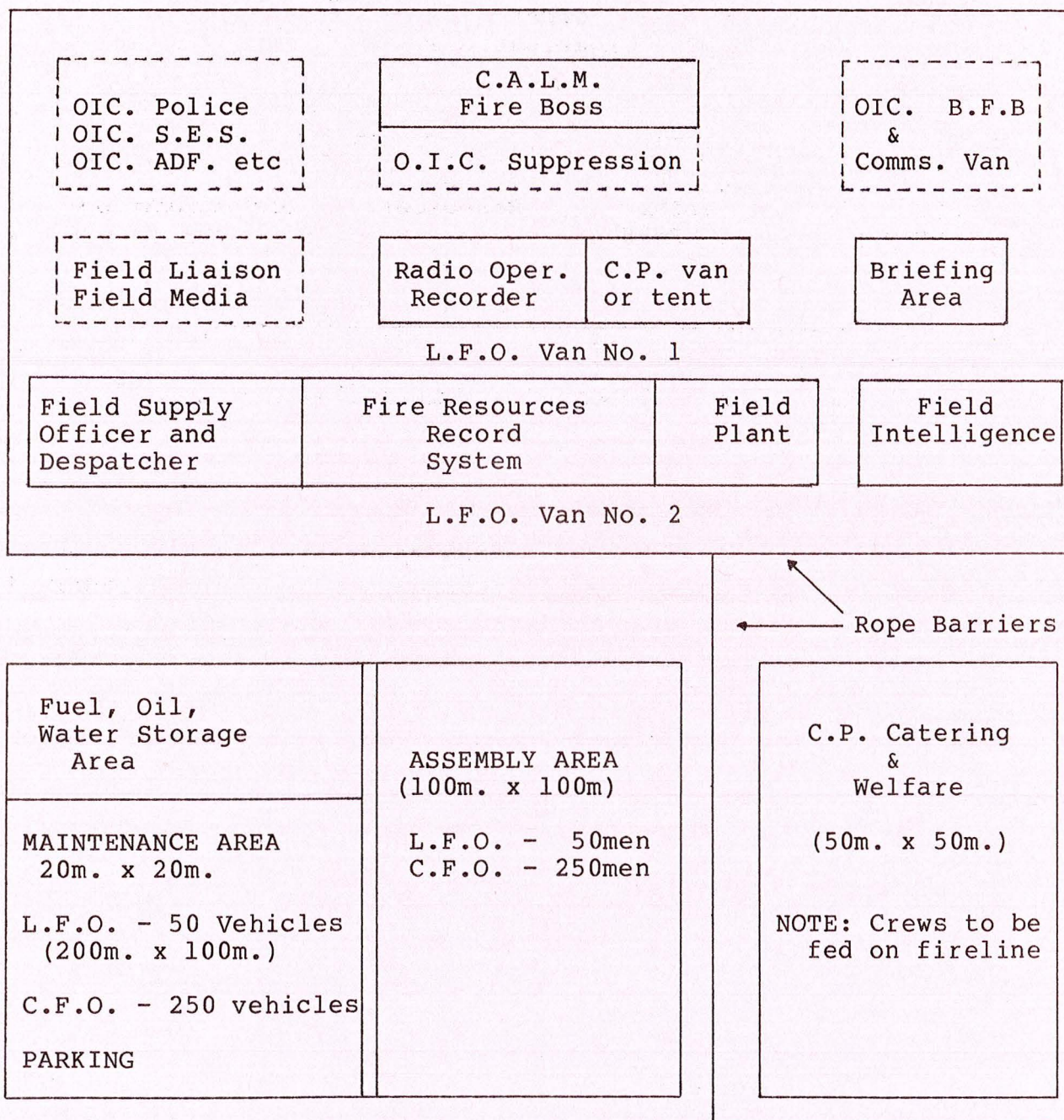


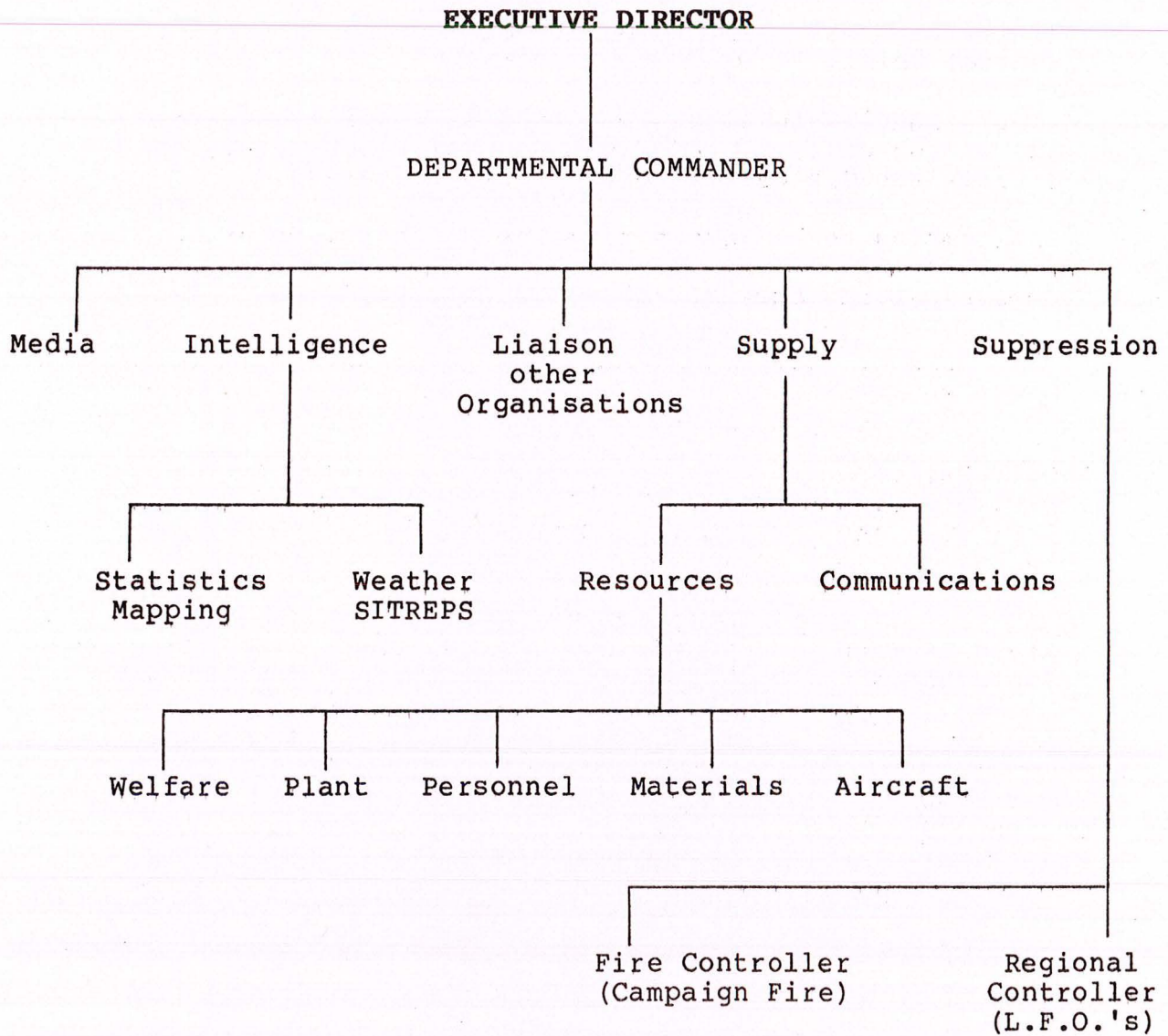
CAMPAIGN FIRE ORGANISATION
Functions and Line of Responsibilities



FIELD CONTROL POINT LAYOUT**(Campaign Fire Layout - dotted lines)**

1. This chart aims to highlight the minimum functional areas which must be planned for in any Field Control Point layout and will depend on each field situation.
2. Minimum of 25m. should separate each component of a Field Control Point.
3. Other organisations not to establish their Field Control Point in, or too near, a CALM Field Control Point, i.e., only OIC/Liaison Officers to enter roped off areas.
4. All camping to be remote from Field Control Point.
5. Communication, access, safety to be considered.



CHAIN OF COMMAND**Fire Organisation Structure at State Headquarters**

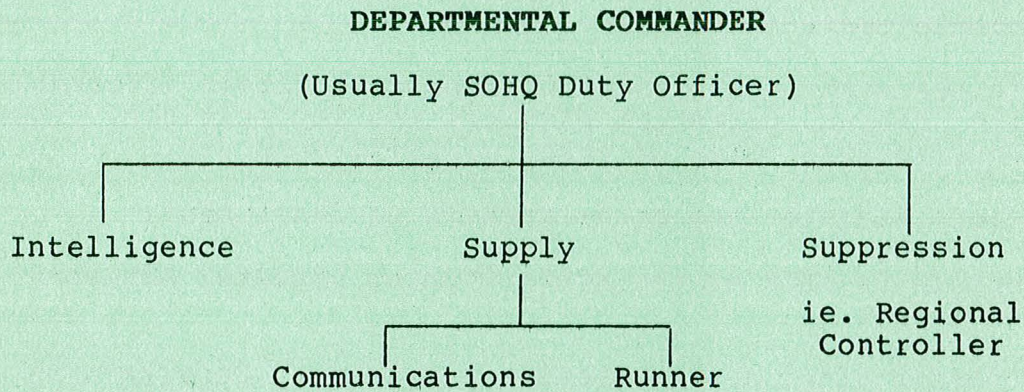
EXECUTIVE DIRECTOR

The Executive Director will become involved with Campaign Fires or whenever fires are likely to lead to political implications and intense media interest.

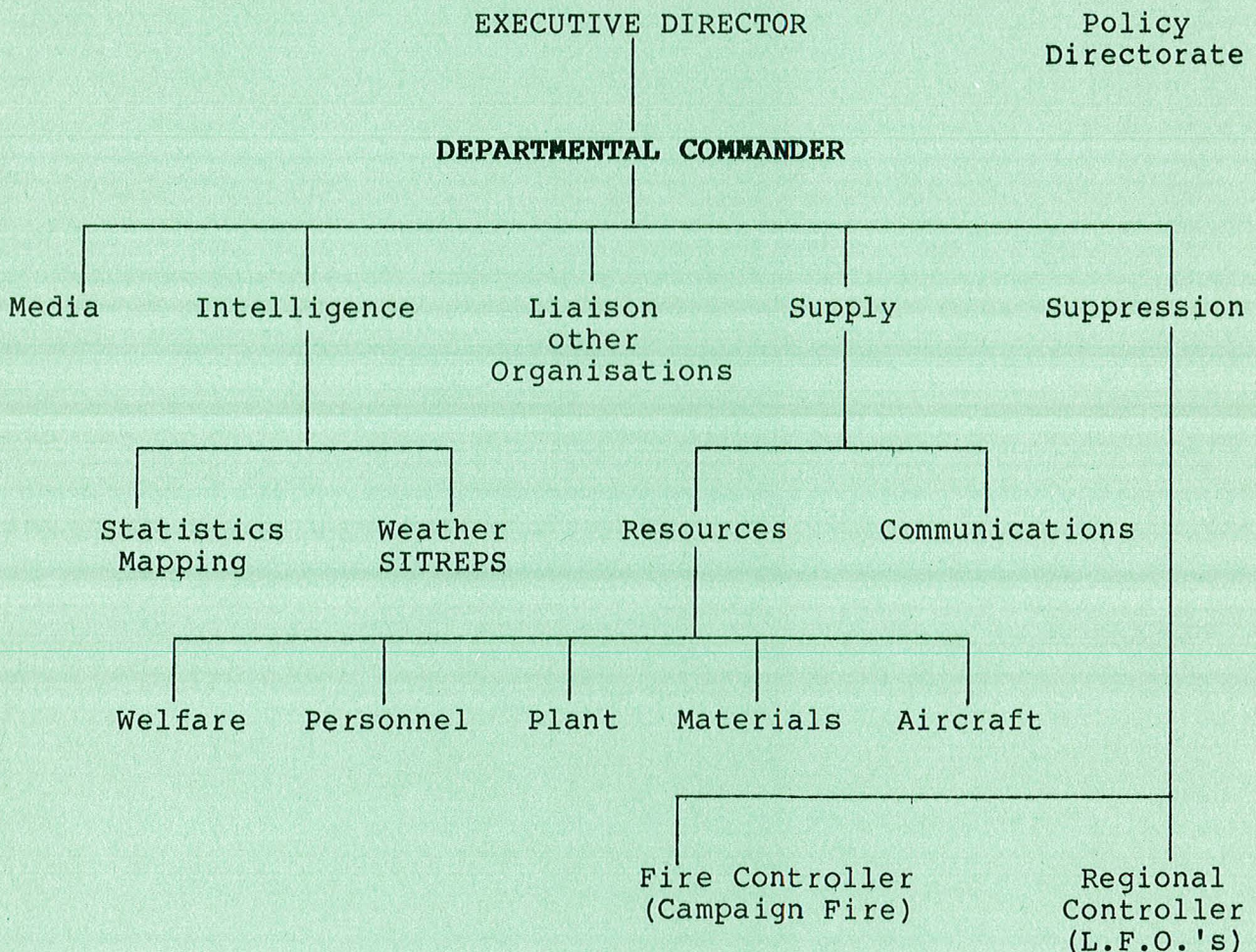
1. Liaises with Departmental Commander to obtain information on fire status, potential problems and implications, resource requirements, roles of other organizations etc.
2. Briefs Minister and other members of Government.
3. Represents CALM on the State Counter Disaster Advisory Committee.
4. Endorses major media releases provided by Departmental Commander and associated lead Combat Authorities.
5. Nominates Departmental Spokesperson for major media interviews and briefings.
6. Liaises with Policy Directorate.
7. Assists to decide on Departmental priorities when more than one Campaign Fire is running.

CHAIN OF COMMAND**STAGE 1: L.F.O.'s**

Structure of the Group will be sufficient to cover the following functions:-

**STAGE 2: Campaign Fire or Multiple LFO**

The group will be expanded to cover increased functions:-



DEPARTMENTAL COMMANDER

Position to be filled by Departmental Duty Officer at SOHQ whenever an LFO is established in one of the Regions. The role expands and responsibilities escalates whenever the Departmental Commander is required to take charge of a Campaign Fire.

DUTIES DURING LFO'S

1. Directs SOHQ Fire Control Group (Intelligence, Supply, Records - Stage I).
2. Advises Regional Controller. Assists in setting inter-regional priorities on suppression strategies and resource allocation.
3. Advises Senior Departmental officers of fire situation.
4. Provides Intelligence information to Controllers as requested.
5. Provides resources and facilities not available at Regional or District level - e.g. aircraft, mapping.
6. Provides statements for the media based on Regional/Fire Controller reports.
7. Provides liaison at senior level with associated suppression or support authorities.
8. Obtains SITREP reports and briefings from Regional Controller including information on safety aspects, road traffic hazards etc.

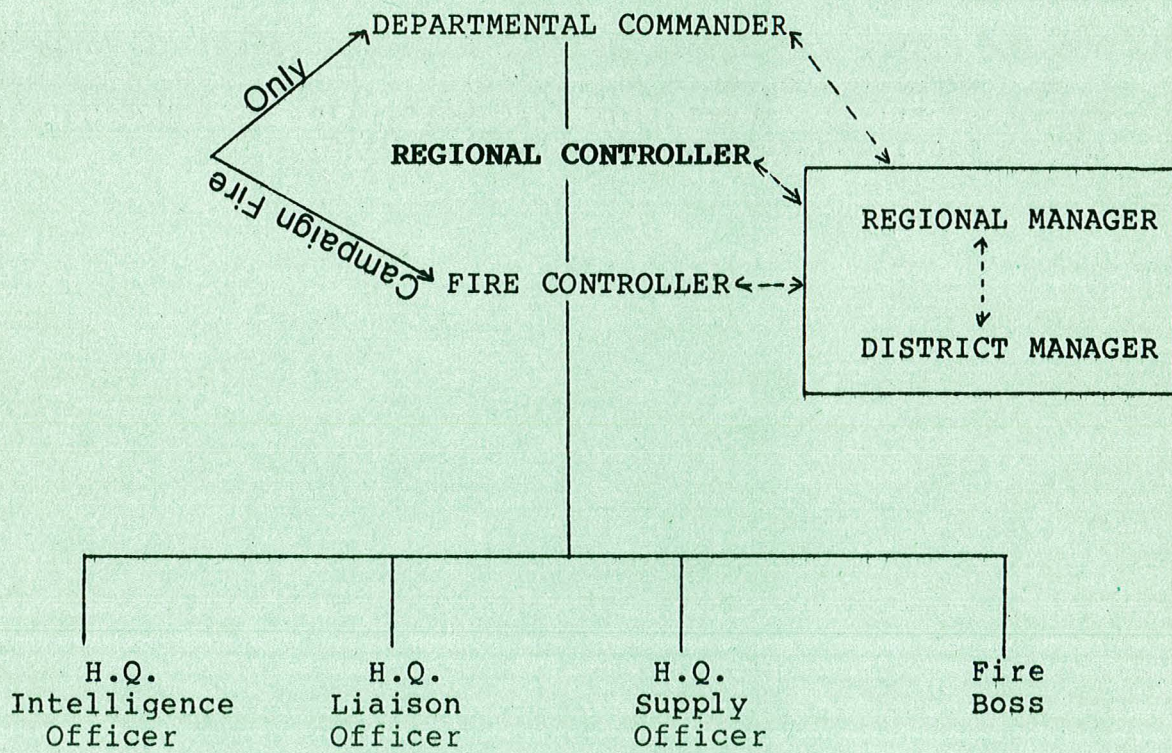
DUTIES DURING CAMPAIGN FIRES

Position normally filled by accredited Departmental Commander at SOHQ.

1. Liaises with the Executive Director as the Departmental representative on the State Counter Disaster Advisory Committee.
2. Directs Fire Controller at Campaign Fire.
3. Directs SOHQ Fire Control Group - Stage II.
4. Obtains Policy approval for and recommends involvement of outside organisations in appropriate supporting roles.
5. Decides suppression strategies and priorities on a state-wide basis, in consultation with Fire Controller, Regional Managers and Senior Departmental staff.
6. Provides liaison with Senior Representatives of other Government Departments and State Counter Disaster Advisory Committee.

DEPARTMENTAL COMMANDER cont.

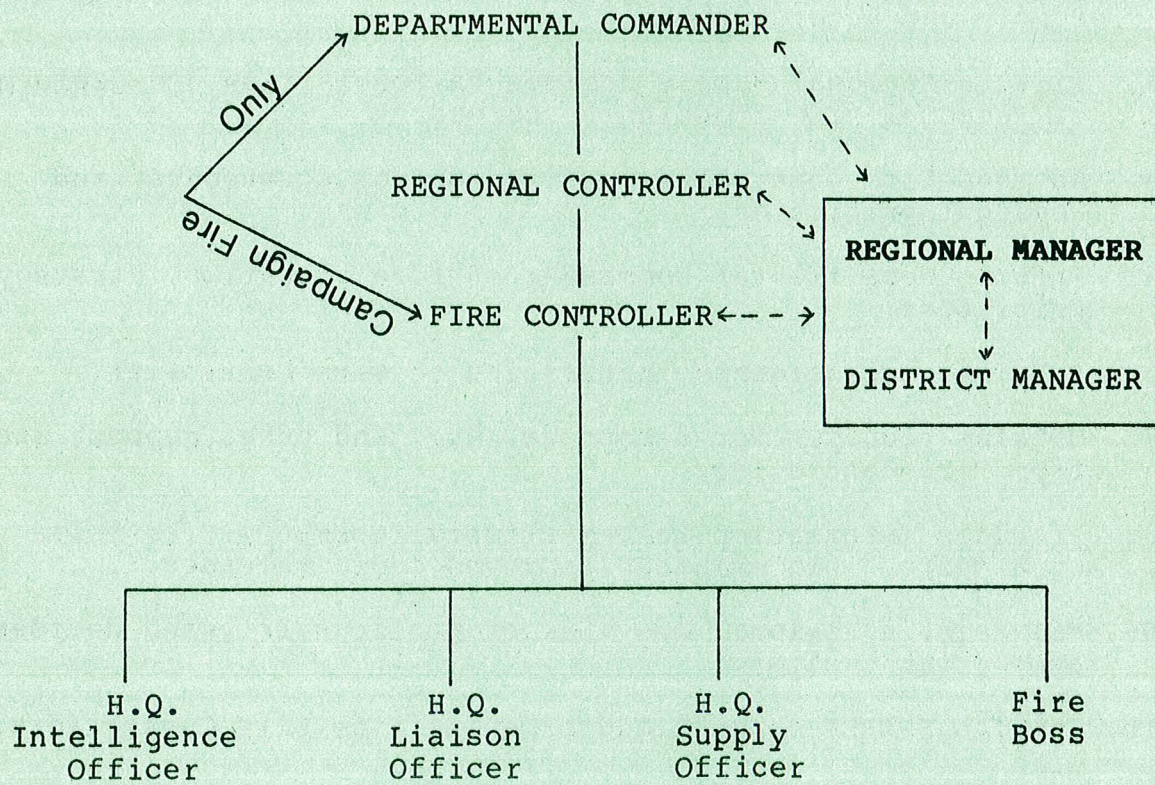
7. Provides intelligence information, resources and facilities not available at Regional or District levels. Establishes Departmental Supply Strategy.
8. Approves media releases supplied by Media Officer.
9. Maintains an overview of public safety and decides on appropriate action.
10. Obtains SITREP and briefings from Fire Controller at Campaign Fire. Receives requests for resources, facilities, information and other support items from Fire Controller at Campaign Fire and Regional Controllers at other L.F.O.'s.

CHAIN OF COMMAND

REGIONAL CONTROLLER

Position normally filled by accredited Regional Controller at Regional Centre, whenever one or more LFO's occur within the Region, or at the request of the Departmental Commander.

1. Directs Fire Controller at any fires except Campaign Fires.
2. Directs Regional Control Group including Intelligence, Liaison, Supply and Records staff.
3. Directs Regional Supply nominee on acquisition and deployment of Regional fire fighting resources.
4. Advises Fire Controller on fire control strategies, and Regional priorities.
5. Informs Departmental Commander of fire situation, strategy, and priorities.
6. Provides intelligence information to Fire Controller.
7. Obtains requests for resources, etc. and other support items from Fire Controller.
8. Provides information to Departmental Commander for media statements. Disseminates approved media releases.
9. Maintains a Regional overview of public safety and decides on appropriate action.
10. Obtains SITREP reports and briefing from Fire Controllers.

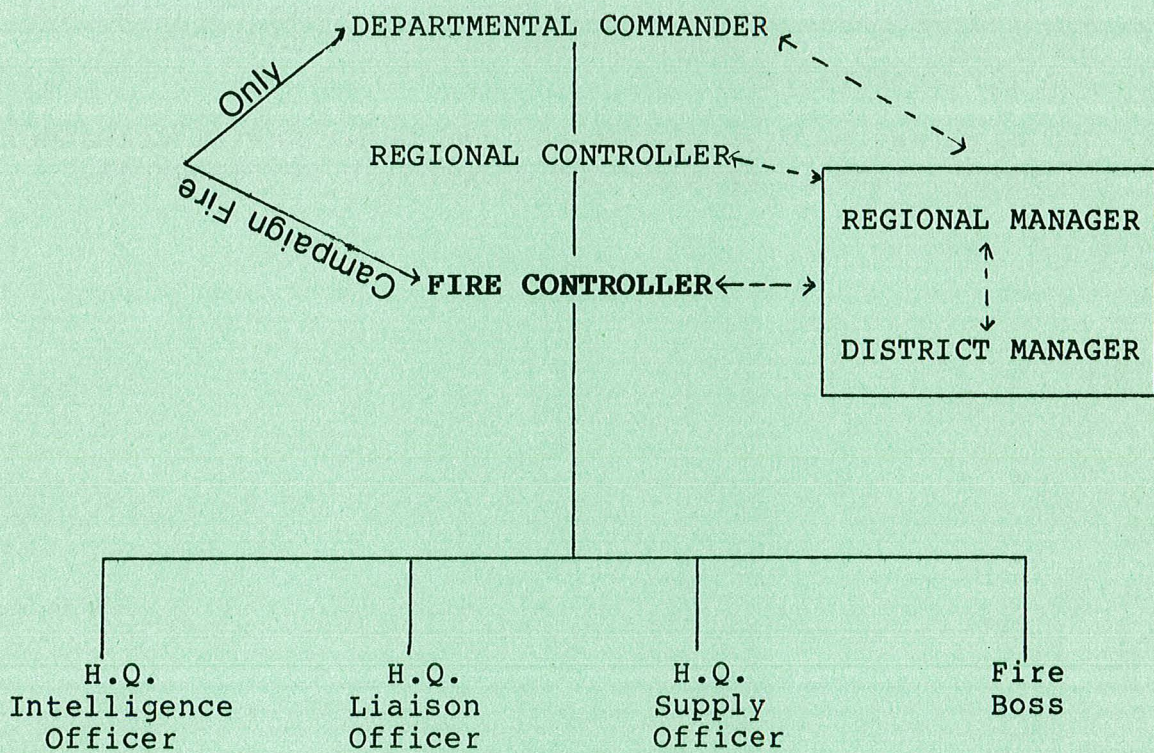
CHAIN OF COMMAND

REGIONAL MANAGER

(REGIONAL OFFICE)

(or his nominee)

1. Ensures an adequate Fire Suppression organisation is established in the Region.
2. Ensures adequate Regional and District administration and management is maintained during all fires to cater for non-fire activities.
3. Is consulted by Fire Controller and Departmental Commander on suppression priorities and allocation of resources.

CHAIN OF COMMAND

FIRE CONTROLLER

RESPONSIBLE TO: REGIONAL CONTROLLER (Departmental Commander for Campaign Fires)

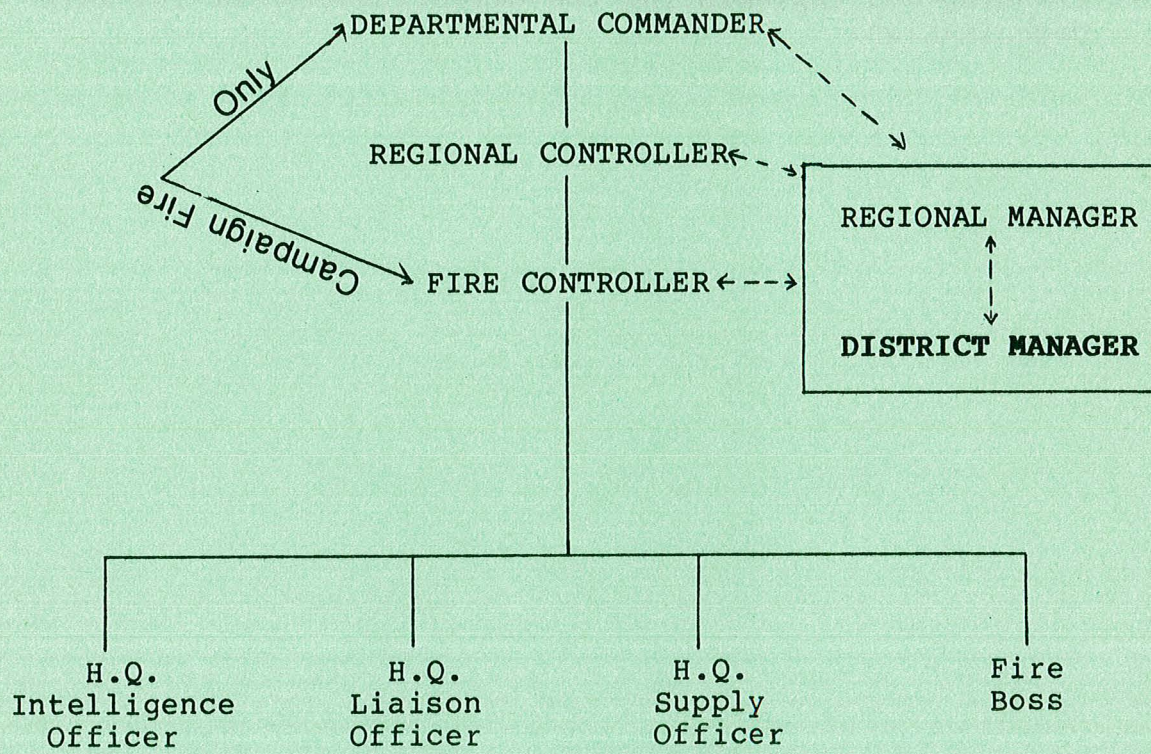
DIRECTS: H.Q. Intelligence Officer, H.Q. Liaison Officer,
H.Q. Supply Officer, Fire Boss.

RESPONSIBLE FOR:

1. Overall organisation and direction of fire operations within a District or Region ie. suppression, supply, intelligence and liaison.
2. Determining the suppression strategy based upon a Fire Appreciation which includes - values at risk, environmental considerations, fire location, fire behaviour, weather, likely fire movement, and resources available.
3. Setting priorities for fire suppression activity in consultation with the Regional Controller (or Departmental Commander in a Campaign Fire), Regional Manager and District Manager as required.
4. Preparation of a plan of action to achieve control of the fire based upon the agreed strategy (see checklist).
5. Establishing and adequately staffing a Fire Organisation to cater for a District Fire, Large Fire, or Campaign Fire as required.
6. Completing and signing a Checklist and Fire Appreciation during his shift.
7. Alerting the Departmental Commander to a Campaign Fire occurrence (Regional Controller for LFO's).
8. Seeking confirmation of strategy from and regularly reporting to the Departmental Commander or Regional Controller (see checklist).
9. Ensuring that financial records are maintained and providing a costing analysis for Regional Controller/Departmental Controller.
10. Specifying and co-ordinating supply and welfare needs requested from District Manager, Regional Manager, Regional Controller or Departmental Commander.
11. Specifying and co-ordinating liaison with B.F.B., Australian Defence Forces, Police, S.E.S. etc in consultation with the Departmental Commander.
12. Co-ordinating liaison with and management of the media, preparing media releases for checking by Departmental Commander prior to dissemination.

Cont...

13. Safety of all suppression forces and public in the vicinity of the fire. Ensures that all accidents are reported to the Controller by H.Q. Supply Officer and are investigated promptly (include potentially fatal near miss accidents).
14. Inspecting critical sectors of the fire.
15. Ensuring that all decisions affecting fire management are recorded.
16. Receiving and delivering change-over briefings with written handover statements.
17. Planning and implementing the demobilisation of the fire organisation.

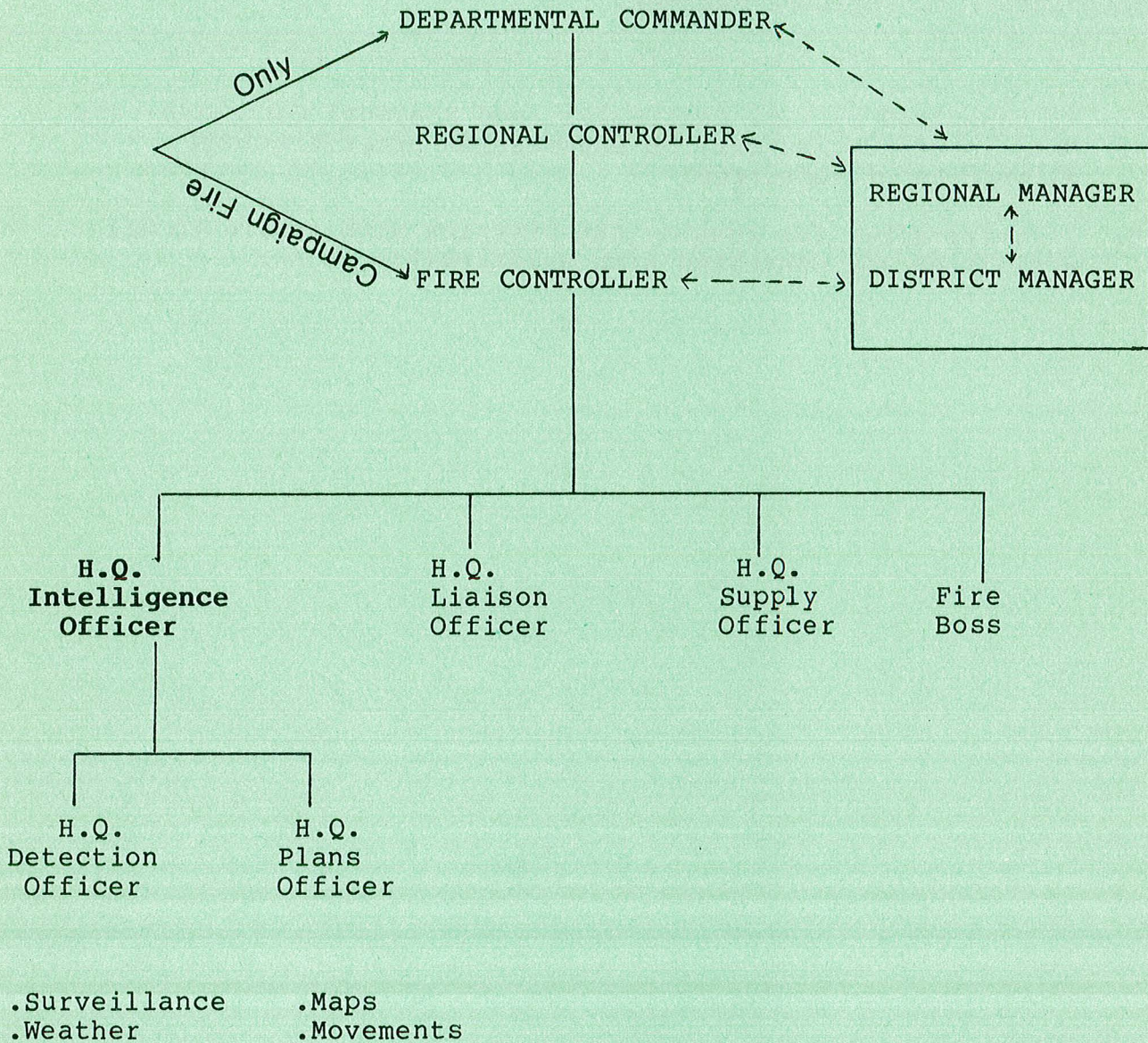
CHAIN OF COMMAND

DISTRICT MANAGER

(or his nominee)

Responsible to Regional Manager.

1. Is not directly involved in fire suppression activities.
2. Is consulted by Fire Controller, and Regional Controller (or Departmental Commander) on suppression priorities and allocation of resources.
3. Is responsible for running the District with regard to all activities not connected with wildfire(s).

CHAIN OF COMMANDS

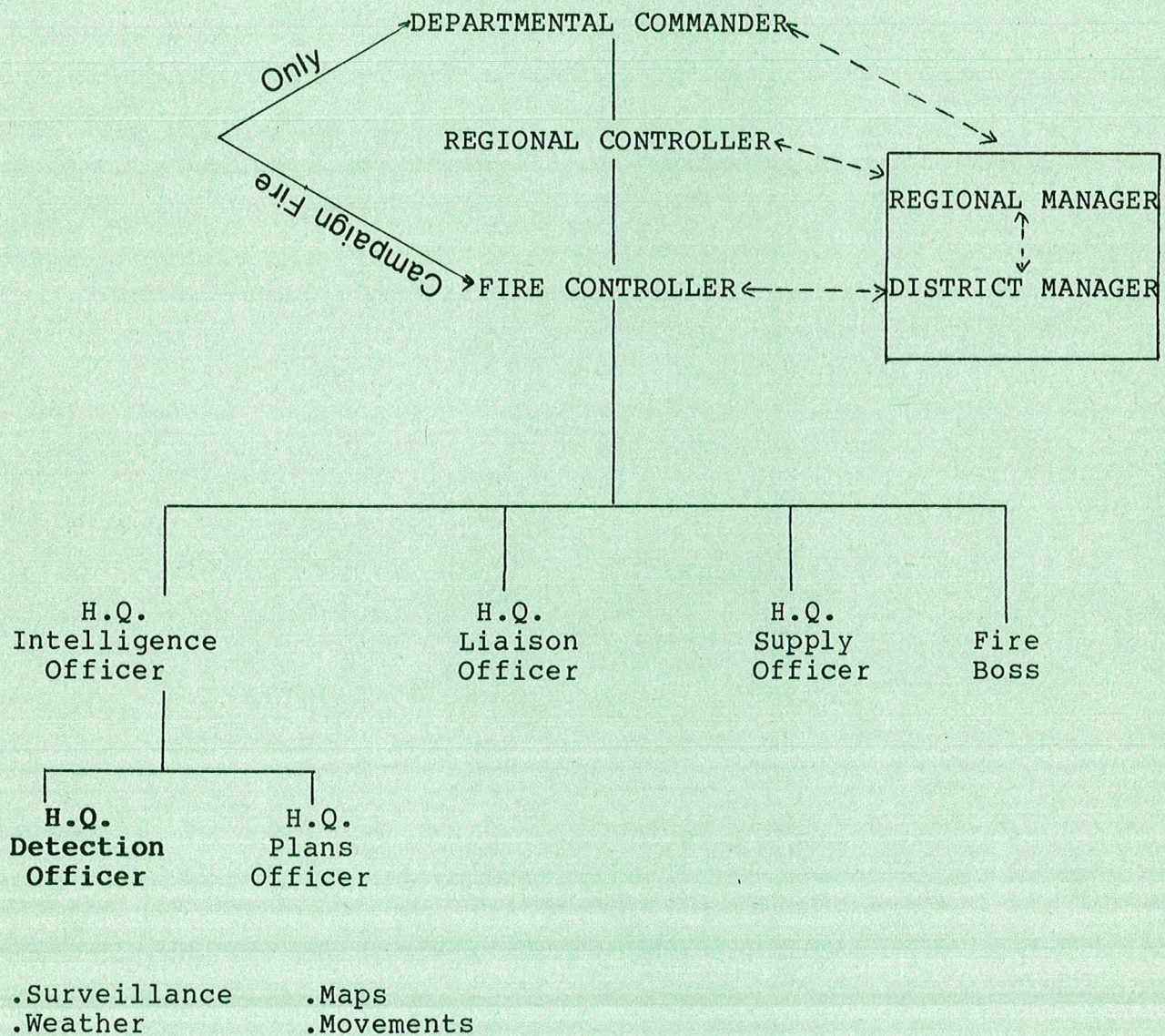
H.Q. INTELLIGENCE OFFICER

RESPONSIBLE TO: THE FIRE CONTROLLER

DIRECTS: - H.Q. Detection Officer
 - H.Q. Plans Officer

RESPONSIBLE FOR:

1. Determining and continually up-dating probable rate of spread of the fire by time periods (using fuel plans, forest type plans, road classification plans, tower reports and any reconnaissance data available).
2. Interpreting weather forecasts according to local conditions. Arranging special forecasts by direct contact with the forecasting service or through Protection Branch at SOHQ.
3. Using field reports, reconnaissance and information from field inspections to confirm or revise his predictions of fire behaviour, fireline production and strategy effectiveness.
4. Assessing the likely manpower and equipment required to achieve earliest control of the fire.
5. Analysing Fire Controllers alternate strategy and having on hand a summary of resources required to implement the strategy if required.
6. Advising Controller when Quarantine, Hygiene or other Environmental Protection problems are imminent.
7. Assisting Controller to prepare progress reports and change-of-shift plans.
8. Liaising with Field Intelligence Officer.
9. Liaising with Supply Officer to assess relative costs and benefits of alternative fire fighting strategies.
10. Providing information to Fire Controller for media releases and senior CALM staff briefings.
11. Advising Fire Controller of the management objectives and constraints, eg Conservation values, outlined in the appropriate Management Plans for the area.
12. Providing relevant information on the fire line organization to the H.Q. Despatcher for the maintenance of the Fire Behaviour Recording System.

CHAIN OF COMMANDS

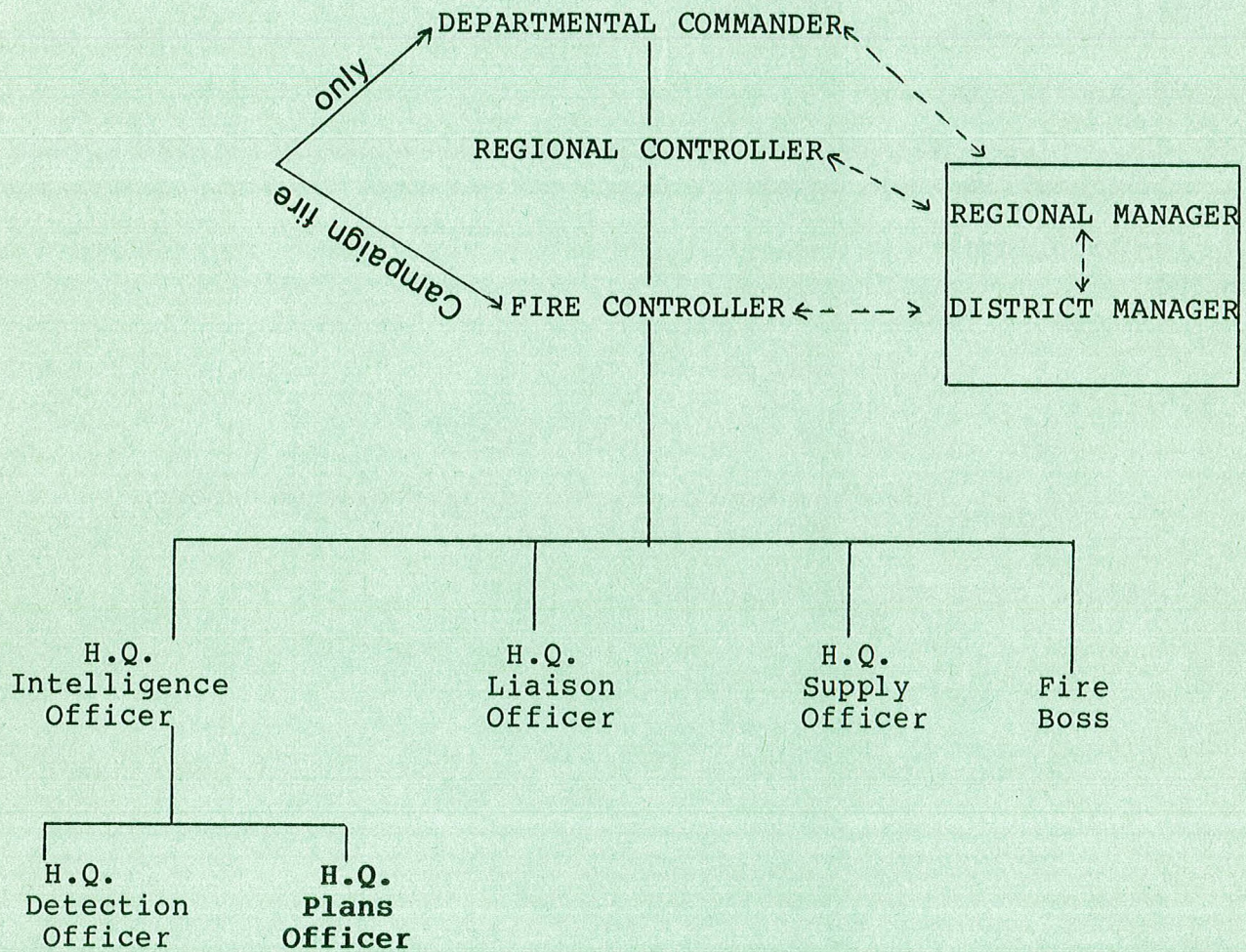
H.Q. DETECTION OFFICER

RESPONSIBLE TO: INTELLIGENCE OFFICER

DIRECTS: Spotters, Towers

RESPONSIBLE FOR:

1. Operating the District Detection System and ensuring the Office Log book is maintained.
2. Monitoring:-
 - (a) Spotters SAR and intelligence reports
 - (b) Towers reports
 - (c) Log Book for all smokes etc.
3. Assembling data from aerial, tower and/or ground reconnaissance and forwarding to H.Q. Intelligence Officer.
4. Maintaining weather records.

CHAIN OF COMMANDS

.Surveillance
.Weather

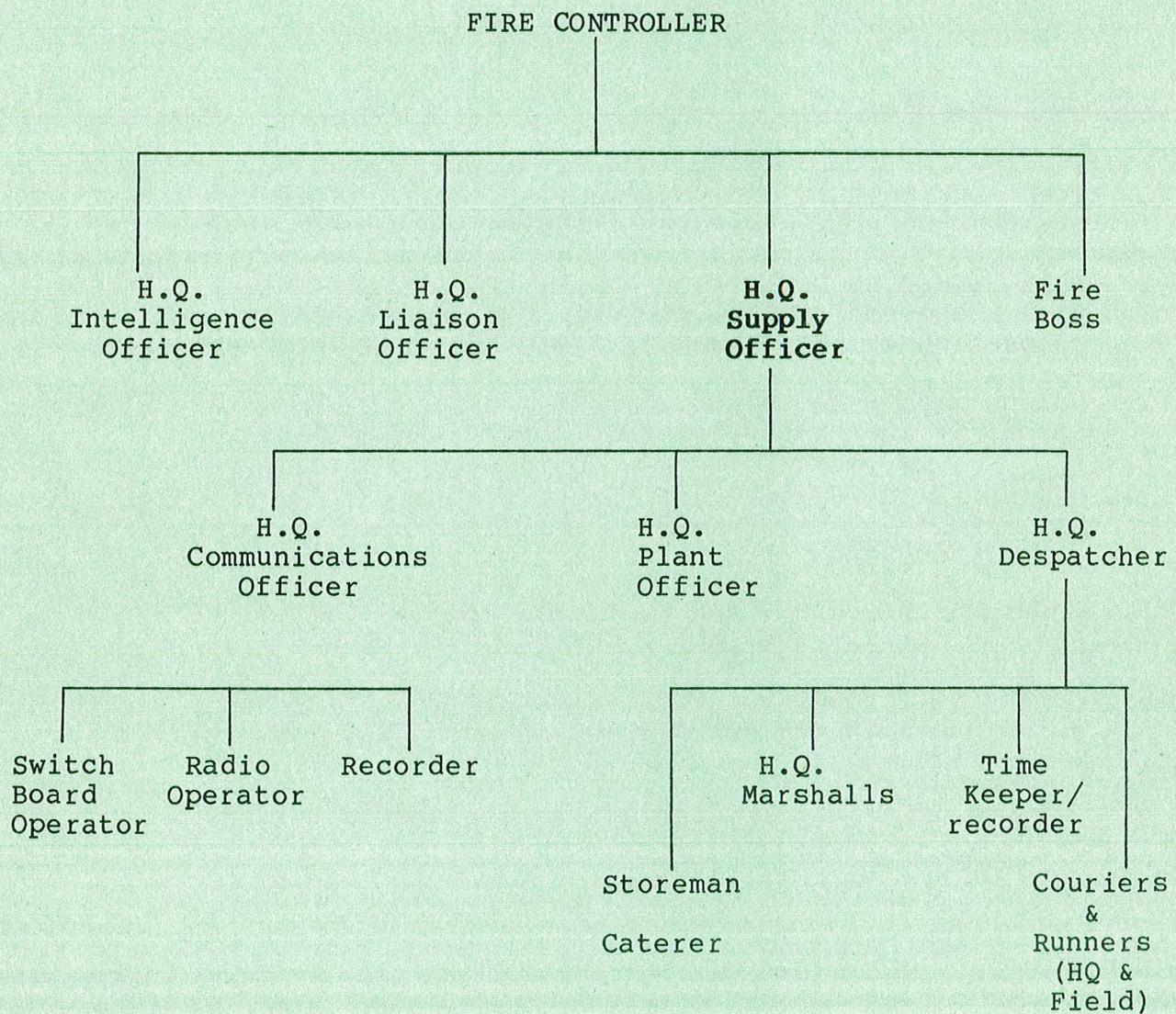
.Maps
.Movements

H.Q. PLANS OFFICER

RESPONSIBLE TO: THE INTELLIGENCE OFFICER

RESPONSIBLE FOR:

1. Preparing maps in conjunction with the Intelligence Officer and the Fire Controller, which illustrate the plan of action.
2. Maintaining an operations map of the fire perimeter showing time, sectors, control status, location of control points, access routes, and means of communication.
3. Maintaining a record of information pertinent to each stage of change in the conduct of suppression of the fire.
4. Collating information for the H.Q. Intelligence Officer from the Fire Resources Recording System being maintained by the H.Q. Despatcher.
5. Ensuring adequate supplies of all maps and aerial photographs are continually available, including dieback maps.
6. Arranging through the H.Q. Detection Officer special ground and air reconnaissance for mapping (including oblique photography where required).
7. Ensuring photocopying facilities are adequate in H.Q.

CHAIN OF COMMAND

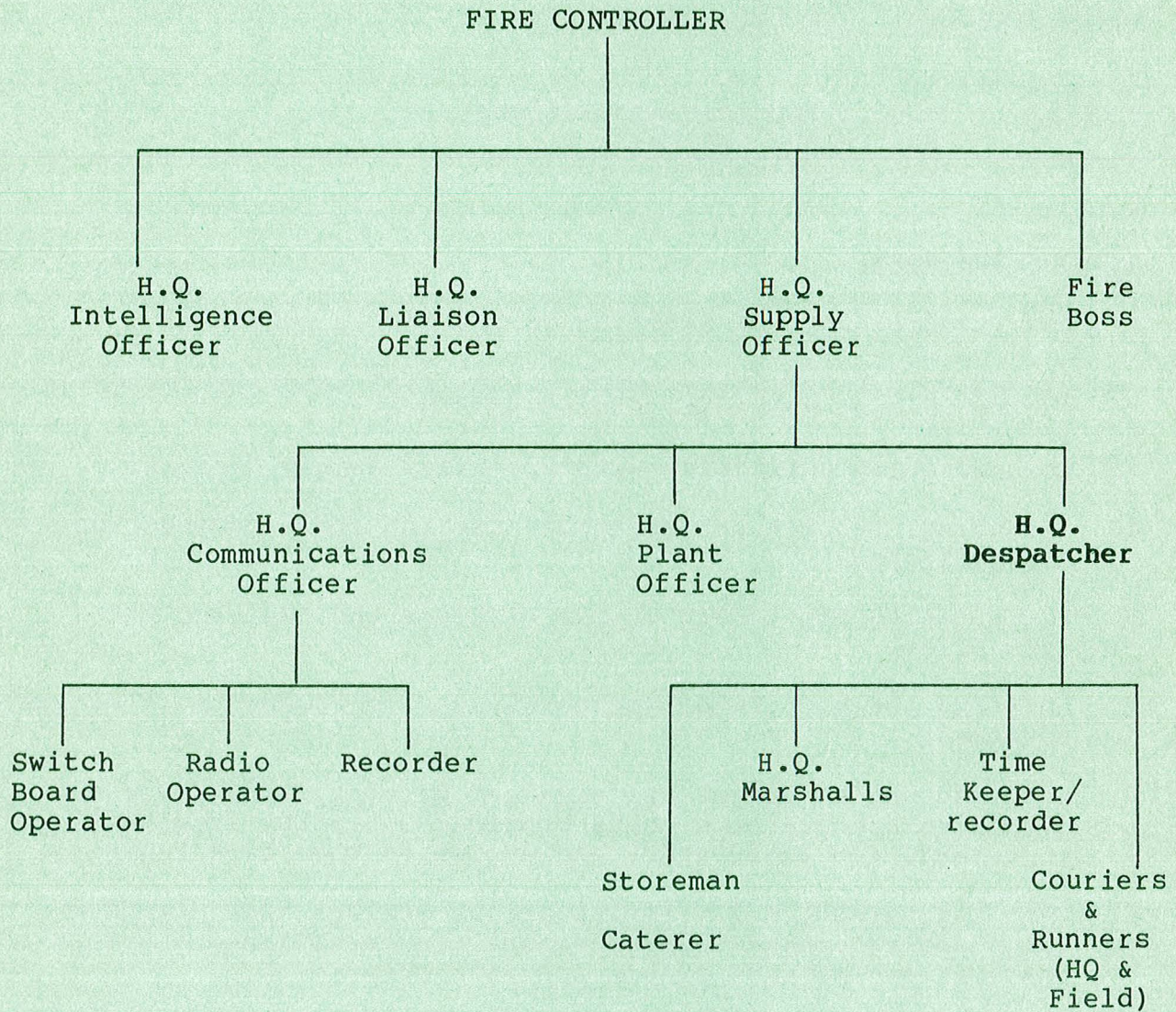
H.Q. SUPPLY OFFICER

RESPONSIBLE TO: THE FIRE CONTROLLER

DIRECTS - H.Q. Communications Officer
 H.Q. Plant Officer
 H.Q. Despatcher

RESPONSIBLE FOR:

1. The organisation and staffing of the supply section.
2. Arranging for the procurement of all fire fighting resources including men, machines, stores and fuel.
3. Co-ordinating activities with the Field Supply Officer.
4. Arranging, through the Storeman, feeding and accommodation for ALL personnel.
5. Anticipating the likely supply problems and advising the Controller.
6. Advising the H.Q. Intelligence Officer of movements of men and equipment.
7. Ensuring shift changes are arranged to consider excessive penalties and overtime costs provided under the industrial agreements for field staff and employees when fire fighting.
8. Ensuring through H.Q. Communications Officer that adequate radio and telephone communications are established and that the headquarters message centre operates effectively.
9. Organising through the H.Q. Despatcher a pool of Runners and Couriers.
10. Preparation of detailed cost analysis reports for the Fire Controller.
11. Arranging to keep D.H.Q. clean and tidy.
12. Ensuring that the H.Q. Despatcher is effectively maintaining the H.Q. Fire Resources Recording System.
13. Receives all reports of accidents and near misses and advises the Fire Controller.

CHAIN OF COMMAND

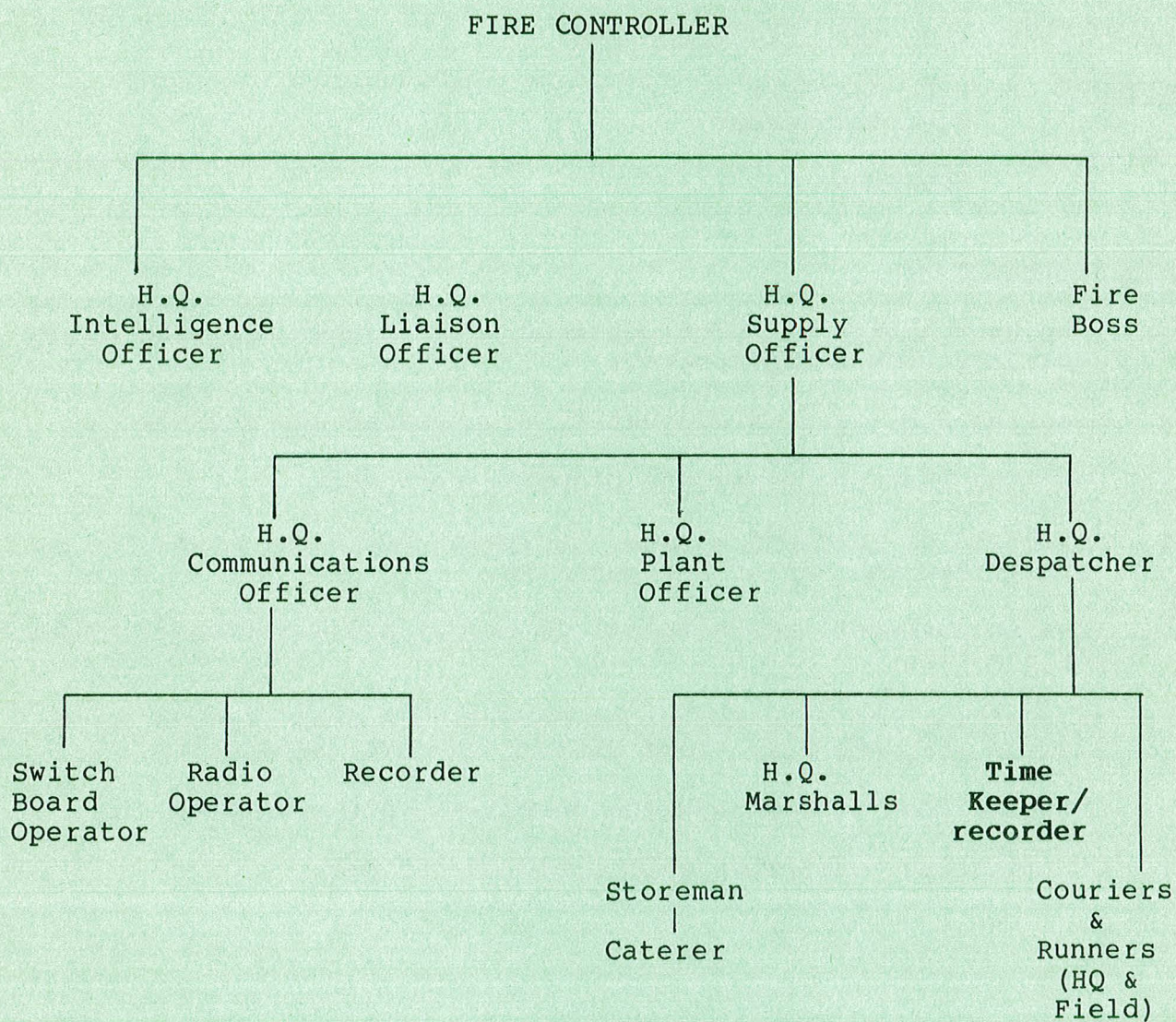
HEADQUARTERS DESPATCHER

RESPONSIBLE TO: THE SUPPLY OFFICER

DIRECTS - H.Q. Marshall
H.Q. Timekeeper
Runners
Couriers

RESPONSIBLE FOR:

1. Sets up a centre at which personnel report when arriving at or departing from headquarters.
2. Ensuring H.Q. yard is adequately sign-posted and organised.
3. Ensuring that movements are properly recorded.
4. Direction of movement of men, equipment and other items of supply into and out of headquarters.
5. Passing movement orders to all personnel and equipment leaving for the fire.
6. Maintaining the Fire Resources Recording System through close liaison with the H.Q. Plans Officer and H.Q. Timekeeper.
7. Ensuring that dieback hygiene checklists are completed.
8. Coordinating activities with Field Despatcher.

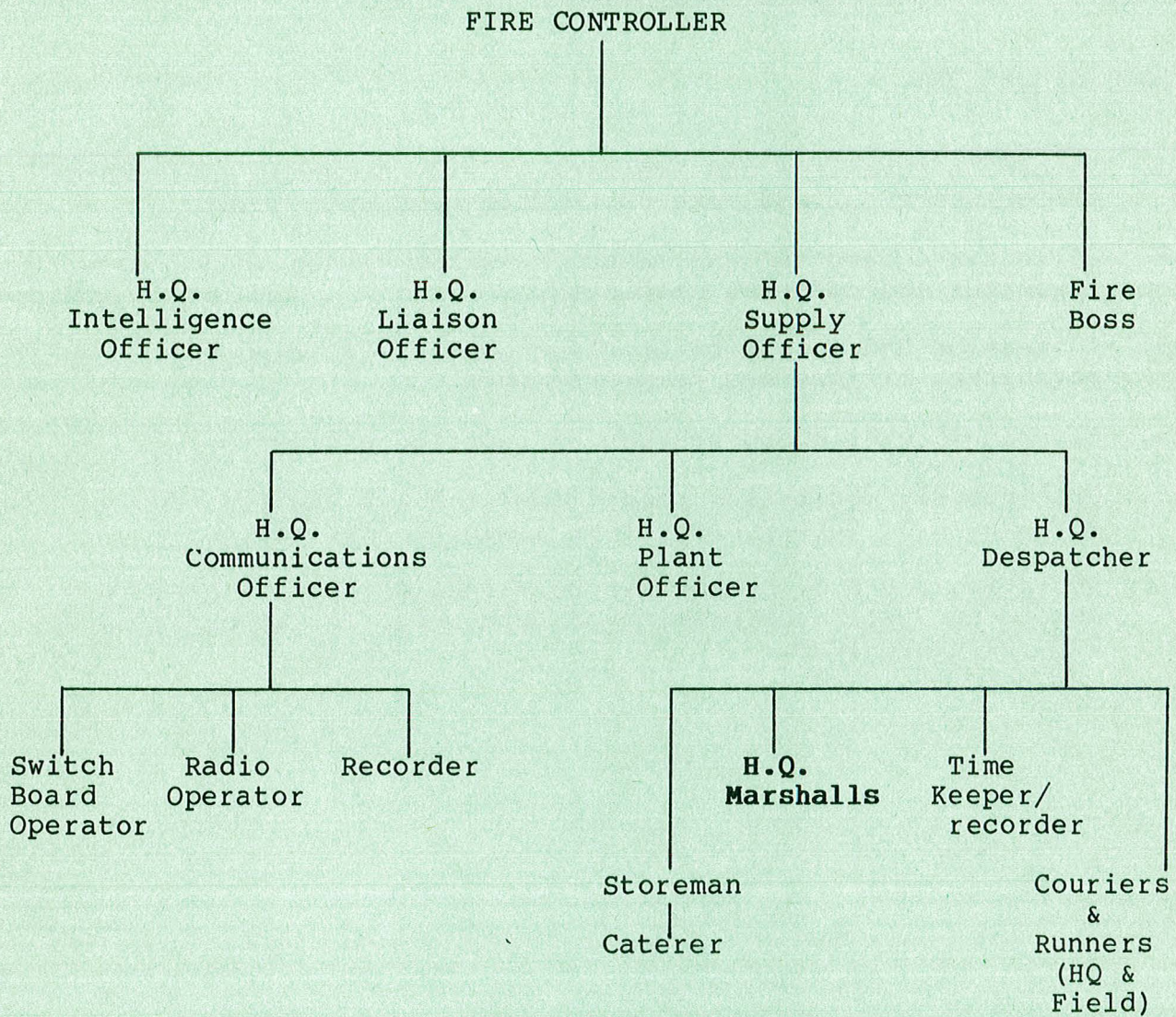
CHAIN OF COMMAND

HEADQUARTERS TIMEKEEPER/RECORDER

RESPONSIBLE TO: THE H.Q. DESPATCHER

RESPONSIBLE FOR:

1. Recording movements and location of all personnel and ensures all crew are equipped with up to date gang unit cards.
2. Collecting, checking and recording times worked by all personnel and contract machinery.
3. Collection and retention of all documents relating to purchases, hirings and reimbursements.
4. Ensuring proper documentation of reported accidents.
5. Continuously monitoring provisions of A.W.U. Awards and advising H.Q. Supply Officer of imminent problems.
6. Assisting the H.Q. Despatcher to maintain the Fire Resources Recording System and passing of fire resources information to H.Q. Plans Officer.

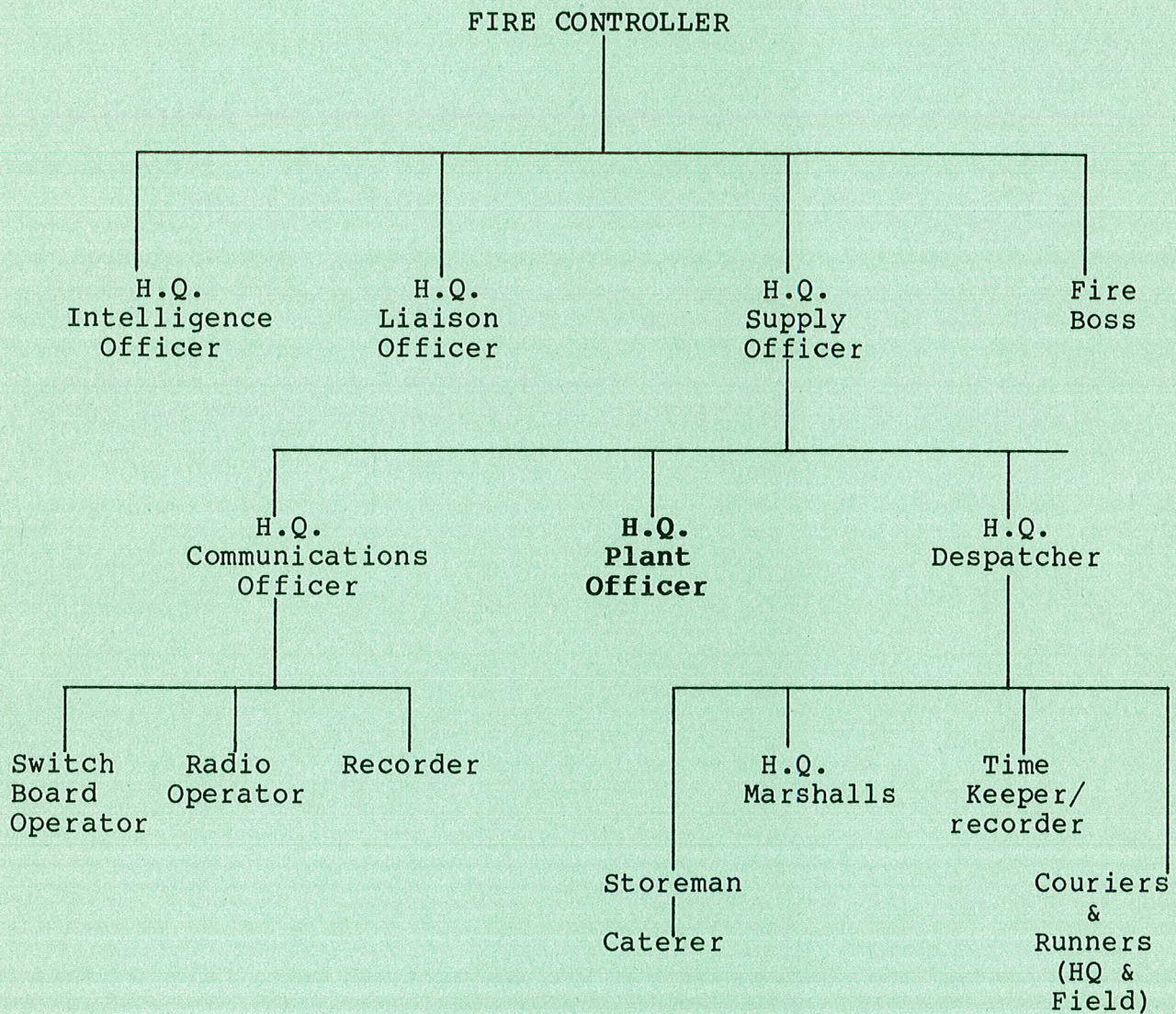
CHAIN OF COMMAND

H.Q. MARSHALL

RESPONSIBLE TO: THE H.Q. DESPATCHER

RESPONSIBLE FOR:

1. The effective signposting and organisation of the entire H.Q. area.
2. Ensuring safe movement and parking of vehicles, plant around H.Q.
3. Regularly updating himself on the location, status and amount of men and equipment within H.Q. area.
4. As requested directing and controlling movements of men and equipment within the vicinity of the District Office and yard.

CHAIN OF COMMAND

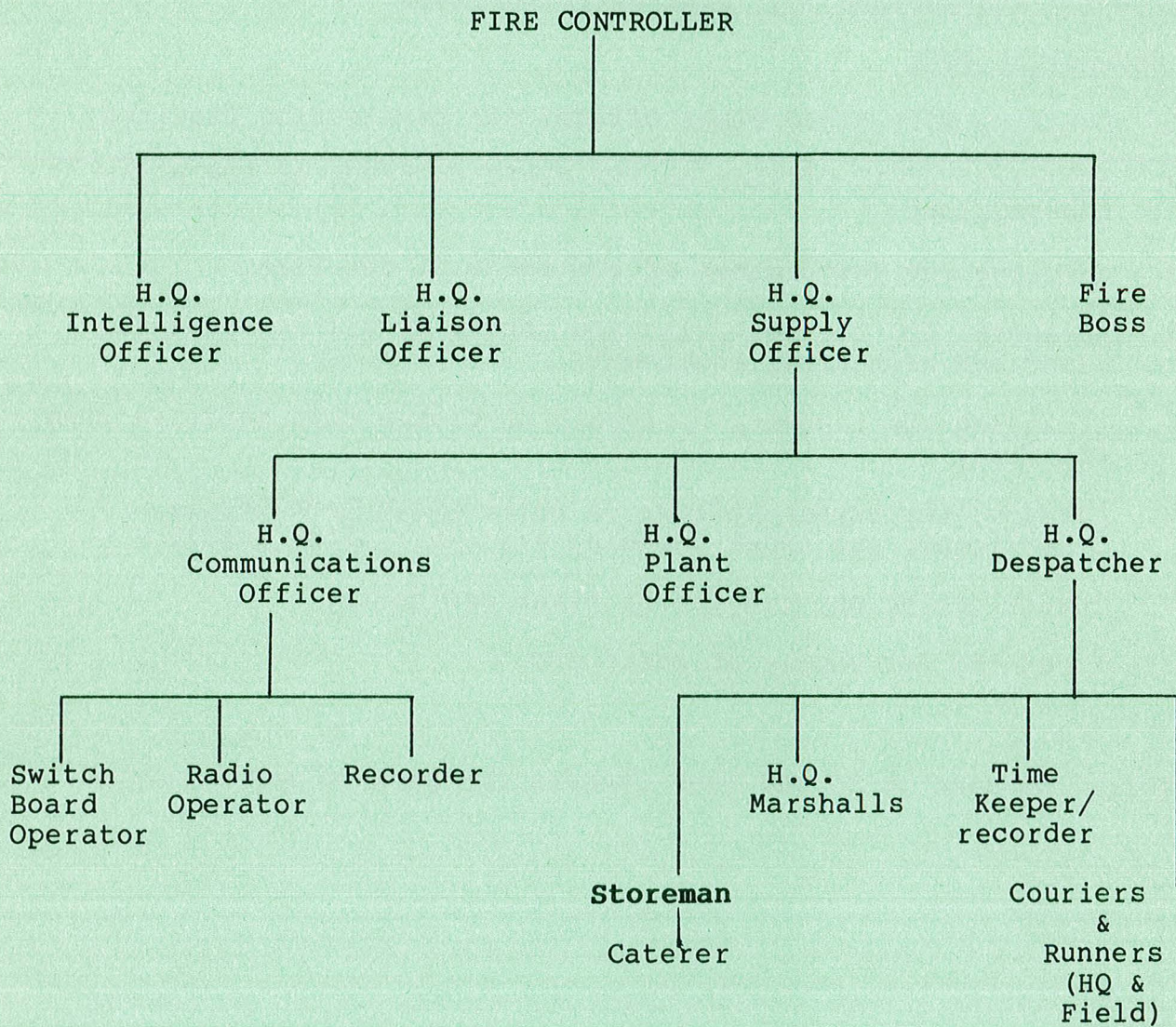
H.Q. PLANT OFFICER

DIRECTLY RESPONSIBLE TO: H.Q. SUPPLY OFFICER

RESPONSIBLE FOR:

1. Liaising with Field Plant Officer and Engineering Services.
2. Advising Supply Officer on the staffing needs of the plant sub-section.
3. Checking the performance of equipment at the fire.
4. Arranging for the servicing and repair of all Departmental plant and mechanical equipment.
5. Arranging the recovery or repair of broken down vehicles from the fire.
6. Advising the Supply Officer on units which have become unservicable and those becoming available after repair.
7. Investigating any vehicle or plant accidents.
8. Arranging for supply of parts etc.

NOTE: Remains at HQ and uses runners for pick up and delivery.

CHAIN OF COMMAND

STOREMAN

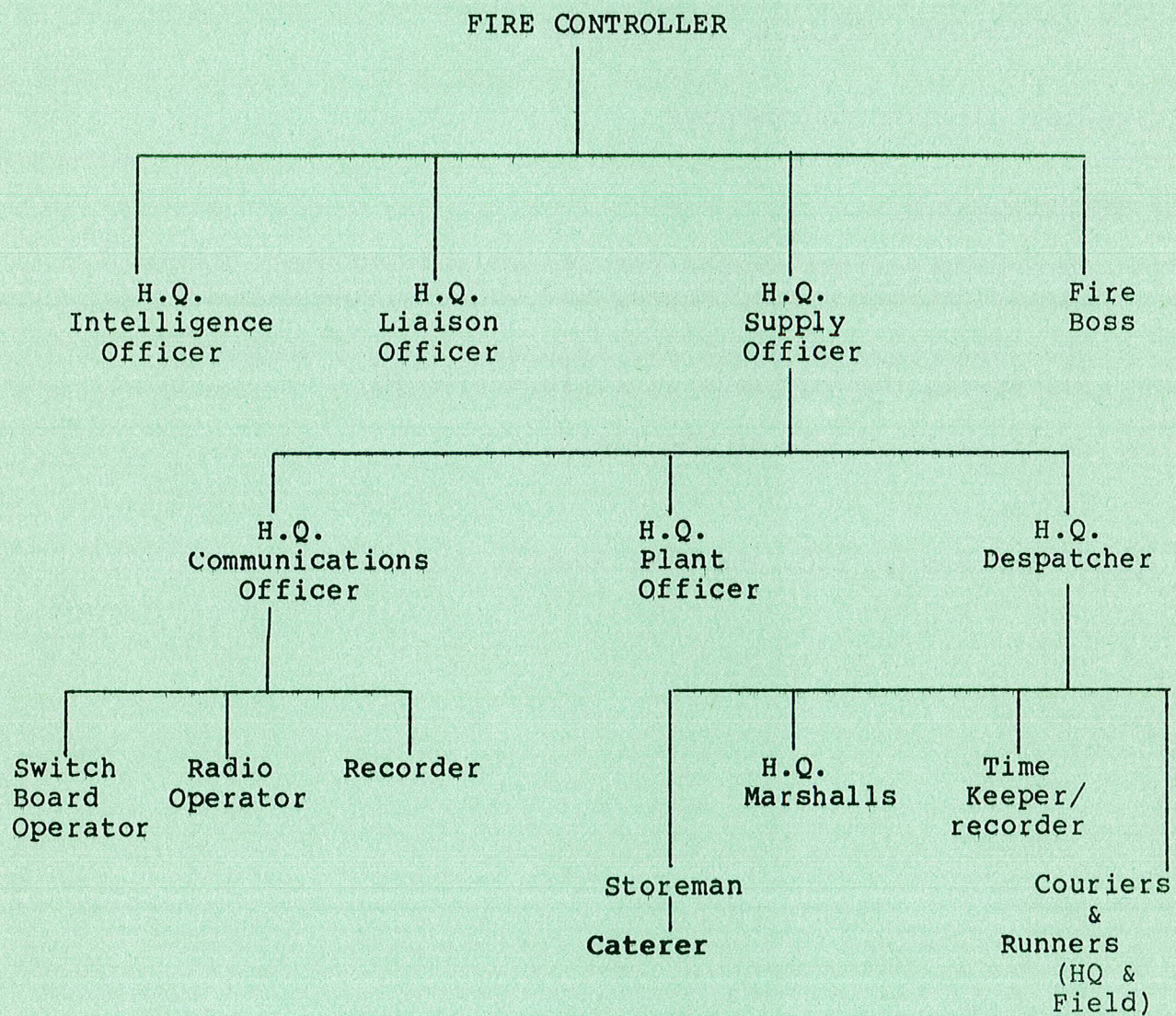
RESPONSIBLE TO: THE H.Q. DESPATCHER

DIRECTS: Caterer and Runners

RESPONSIBLE FOR:

1. Determining requirements for stores and equipment with the H.Q. Supply Officer and arranging for ordering and distribution.
2. Checking items received and ensures adequate documentation of all stores transactions (i.e, in/out book).
3. Delivery of stores to the field.

NOTE: Remains at H.Q. and uses Runners for pick up or delivery.

CHAIN OF COMMAND

CATERER

RESPONSIBLE TO: THE STOREMAN

Directs: Runners

RESPONSIBLE FOR:

1. The feeding of personnel according to the time schedule set by the Fire Controller and procuring the requisite food supplies. (Fire crews are to be fed on fire line).
2. Ensuring first aid supplies are available and arranging medical attention where required.
3. Procuring accommodation for relief crews and directing crew to their accommodation.
4. Proper documentation of supplies and services purchased.
5. Liaison with representatives of other supply organisations eg SES and C.P. caterer.

STANDARDS

Meals

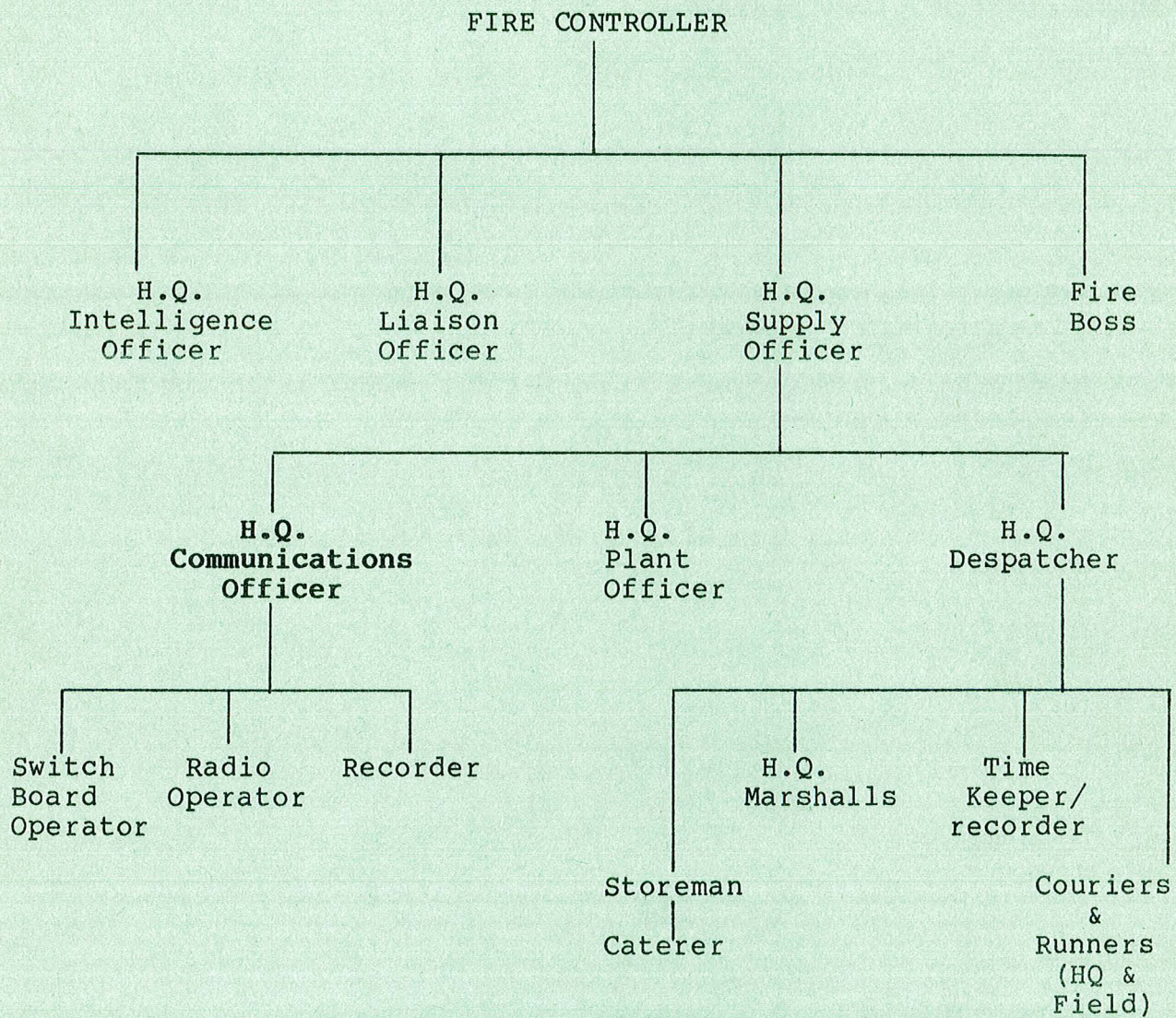
- (a) Fresh meat packs consisting of steak plus sausages and/or chops to be supplied for breakfast and dinner and/or lunch where necessary. One meat pack to be supplied per person per meal.
- (b) Fresh bread or rolls with margarine/butter and salt and pepper to be provided with each meat pack.
- (c) 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 barbeque type for a wood fire).

INSULATED FOOD CHESTS

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

CHAIN OF COMMAND

H.Q. COMMUNICATIONS OFFICER

RESPONSIBLE TO: H.Q. SUPPLY OFFICER

DIRECTS: Radio Operator, Switchboard Operator and Recorders.

RESPONSIBLE FOR:

1. Operation of telephone system, radio, fax, radtex.
2. The recording of all messages both inward and outgoing.
3. Distribution of written messages around headquarters.
4. Ensuring the "fire diary" is maintained.
5. Maintaining a record of communication problems and liaison with Communications Branch Technician and the Field Communication Officer.
6. Coordinating the flow of information, and problems to the Communication Branch Technician.

Switchboard Operator Duties

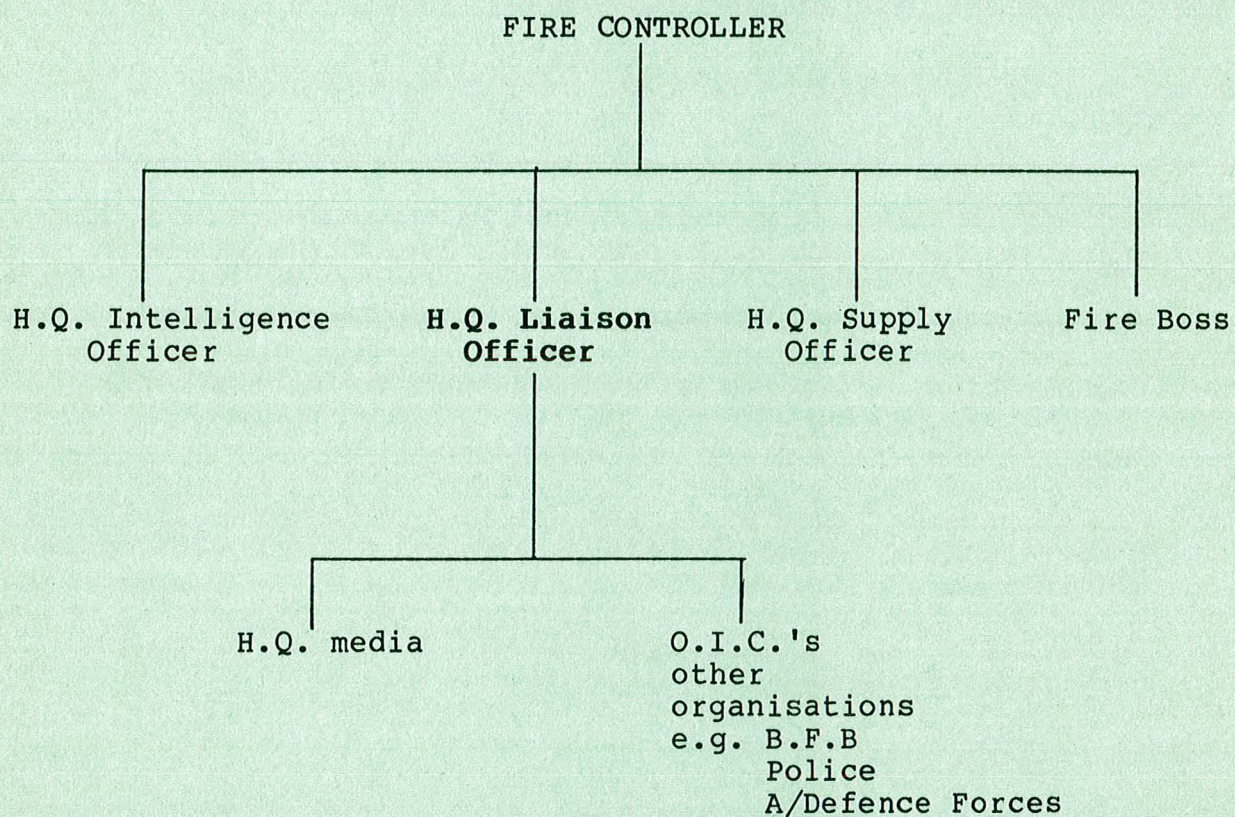
- receives and redirects incoming calls to key staff as determined by H.Q. Communications Officer
- maintains a list of all incoming and out going calls associated with the fire.
- where lines are busy directs call to a Recorder - to be written down and passed for action.

Radio Operator Duties

- receives and records incoming messages for distribution to key personnel as directed by the H.Q. Communications Officer.
- transmits written messages approved by Fire Controller or H.Q. Communications Officer.
- maintains a diary of all incoming and out going messages in chronological order.

Recorder Duties

- maintains the H.Q. Fire Diary in conjunction with H.Q. Communication Officer, Switchboard and Radio Operators.

CHAIN OF COMMAND

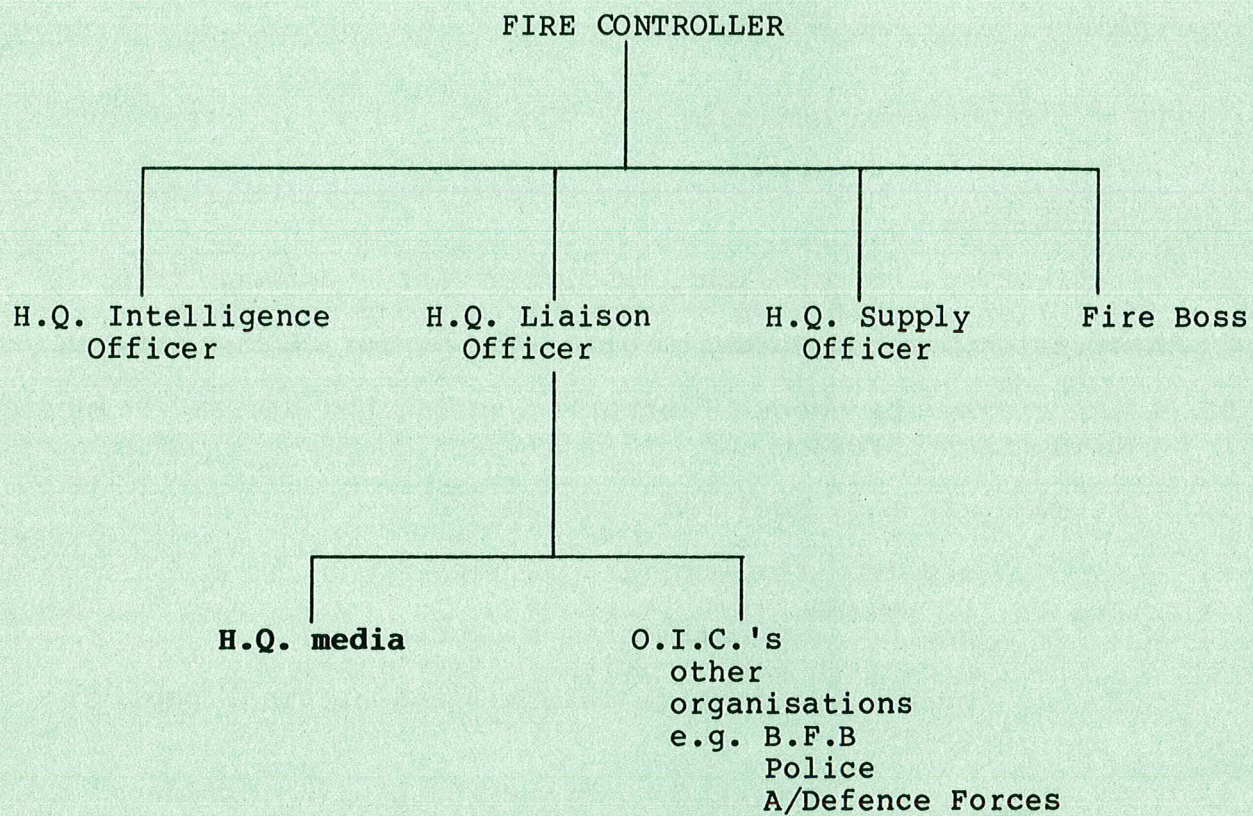
H.Q. LIAISON OFFICER

RESPONSIBLE TO: FIRE CONTROLLER

DIRECTS: H.Q. Media Officer

RESPONSIBLE FOR:

1. Facilitating and coordinating communication between Fire Controller and OIC's of other organisations ie. B.F.B., Australian Defence Forces, Police and senior CALM staff.
2. Ascertaining the needs of other organisations and assisting in meeting those needs.
3. Liaising with H.Q. Media Officer in:-
 - dealing with public enquiries
 - preparing media releases
 - acting as Departmental spokesperson.
 - arranging media visits to fire line.
 - ensuring effective internal and external public relations.
4. Co-ordinating activities with the Field Liaison Officer.

CHAIN OF COMMAND

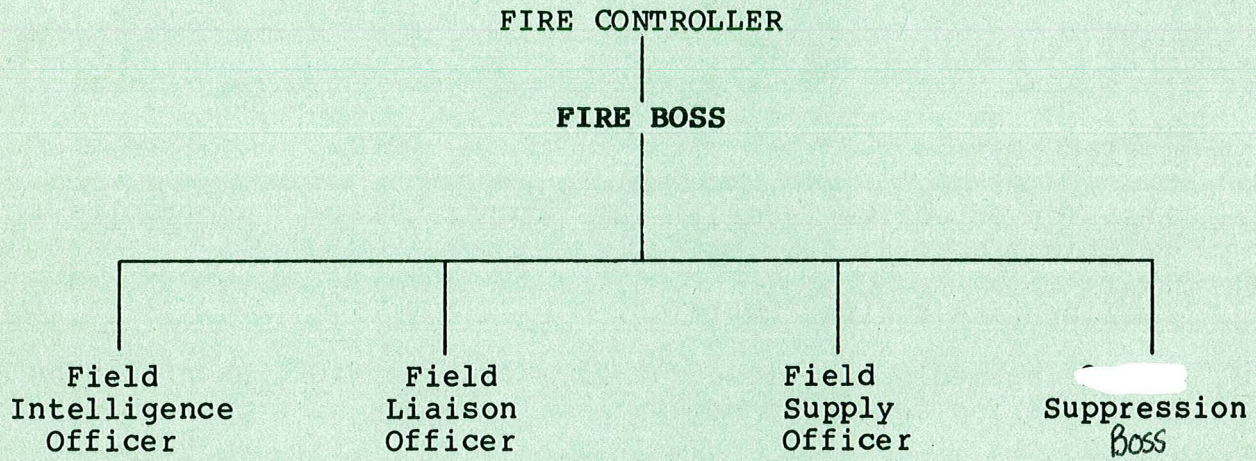
H.Q. MEDIA OFFICER

RESPONSIBLE TO: H.Q. LIAISON OFFICER

DIRECTS: Media personnel

RESPONSIBLE FOR:

1. Ensuring effective internal and external liaison and public relations occurs.
2. Dealing with public enquiries.
3. Preparing media facilities at fire control H.Q., ascertaining and catering for media needs.
4. Acting as Departmental spokesperson at fire control H.Q.
5. Liaison with Field Media Officer to establish:-
 - . a field briefing area
 - . nominate and guide media to safe areas on the fire face.
 - . a field spokesperson.

CHAIN OF COMMAND

FIRE BOSSRESPONSIBLE TO: FIRE CONTROLLER

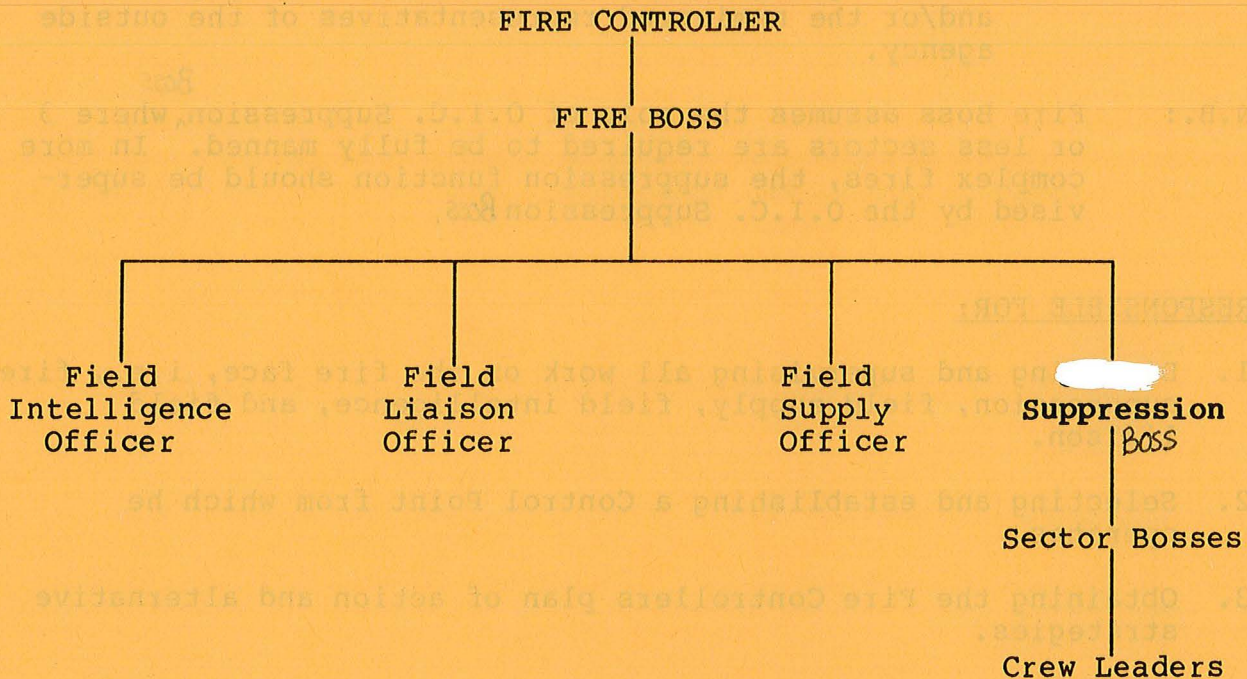
DIRECTS: (a) [redacted] Suppression, Field Supply Officer, Field Intelligence Officer and Field Liaison Officer.

(b) Other organisations through the Field Liaison Officer and/or the nominated representatives of the outside agency.

N.B.: Fire Boss assumes the role of [redacted] Suppression^{Boss}, where 3 or less sectors are required to be fully manned. In more complex fires, the suppression function should be supervised by the [redacted] Suppression^{Boss}.

RESPONSIBLE FOR:

1. Directing and supervising all work on the fire face, i.e., fire suppression, field supply, field intelligence, and field liaison.
2. Selecting and establishing a Control Point from which he operates.
3. Obtaining the Fire Controllers plan of action and alternative strategies.
4. Establishing, staffing and maintaining an appropriate field chain of command based on standard format, allotting crews to sectors and co-ordinating their work.
5. Selecting and applying the most suitable tactics to achieve the strategic plan of action laid down by the Fire Controller.
6. Maintaining contact with his [redacted] Suppression^{Boss}/Sector Bosses and advising of any changes in the plan of action.
7. Keeping himself informed of conditions and progress on the fire face and regularly inspecting trouble sectors of the fire line.
8. Regularly reporting to the Fire Controller of the conditions and progress of the fire suppression operations.
9. Briefing [redacted] Suppression^{Boss}/Sector Bosses on the fire situation and behaviour, sector boundaries, work required and tactics to be employed. De-briefing outgoing staff and ensuring handover statements are provided to relieving officers.
10. Briefing the incoming Fire Boss on the situation personally at the completion of a shift (the new Fire Boss will carry out all shift changes). The briefing includes a written handover statement detailing Strategies, Tactics, Problem Areas, Water Supply, Topographical Problems and Equipment conditions.
11. Completing and signing Fire Boss Checklist.
12. The performance, safety and welfare of all personnel at C.P. and on the fire line.

CHAIN OF COMMAND

SUPPRESSION BOSS

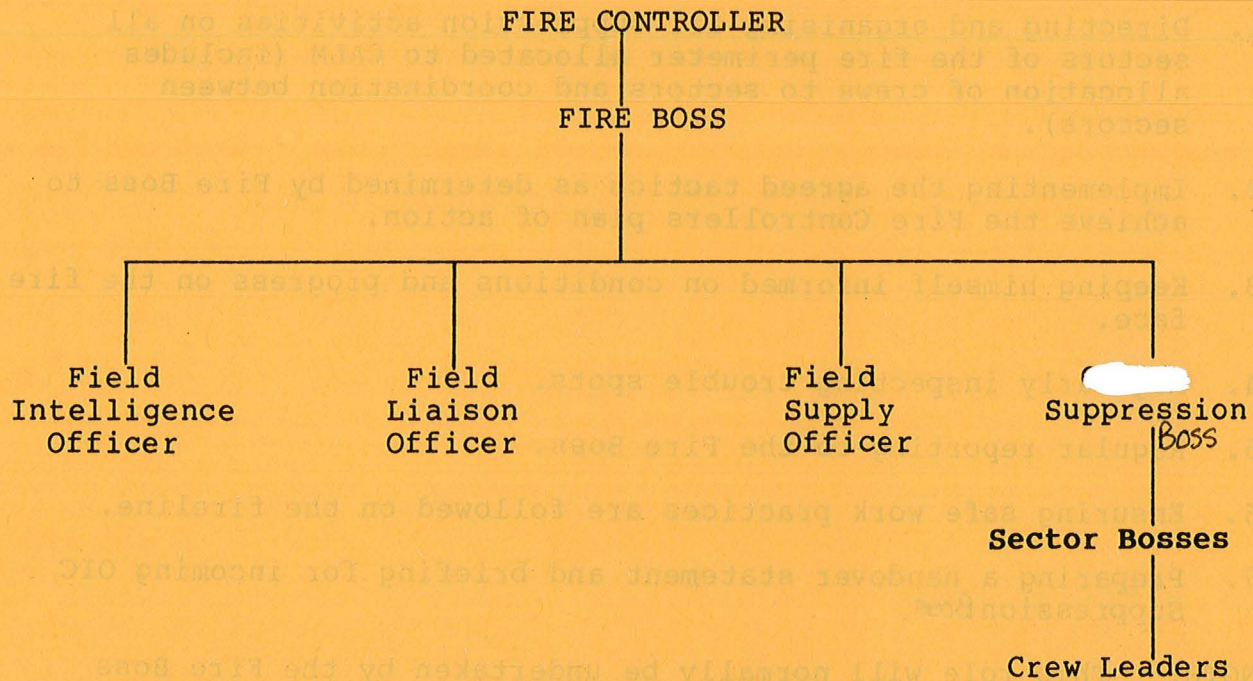
RESPONSIBLE TO: FIRE BOSS

DIRECTS: SECTOR BOSSES

RESPONSIBLE FOR:

1. Directing and organising all suppression activities on all sectors of the fire perimeter allocated to CALM (includes allocation of crews to sectors and coordination between sectors).
2. Implementing the agreed tactics as determined by Fire Boss to achieve the Fire Controllers plan of action.
3. Keeping himself informed on conditions and progress on the fire face.
4. Regularly inspecting trouble spots.
5. Regular reporting to the Fire Boss.
6. Ensuring safe work practices are followed on the fireline.
7. Preparing a handover statement and briefing for incoming Suppression Boss.

NOTE: This role will normally be undertaken by the Fire Boss whenever the fire suppression is relatively straight forward (e.g., when only upto 3 sectors fully manned).

CHAIN OF COMMAND

SECTOR BOSS

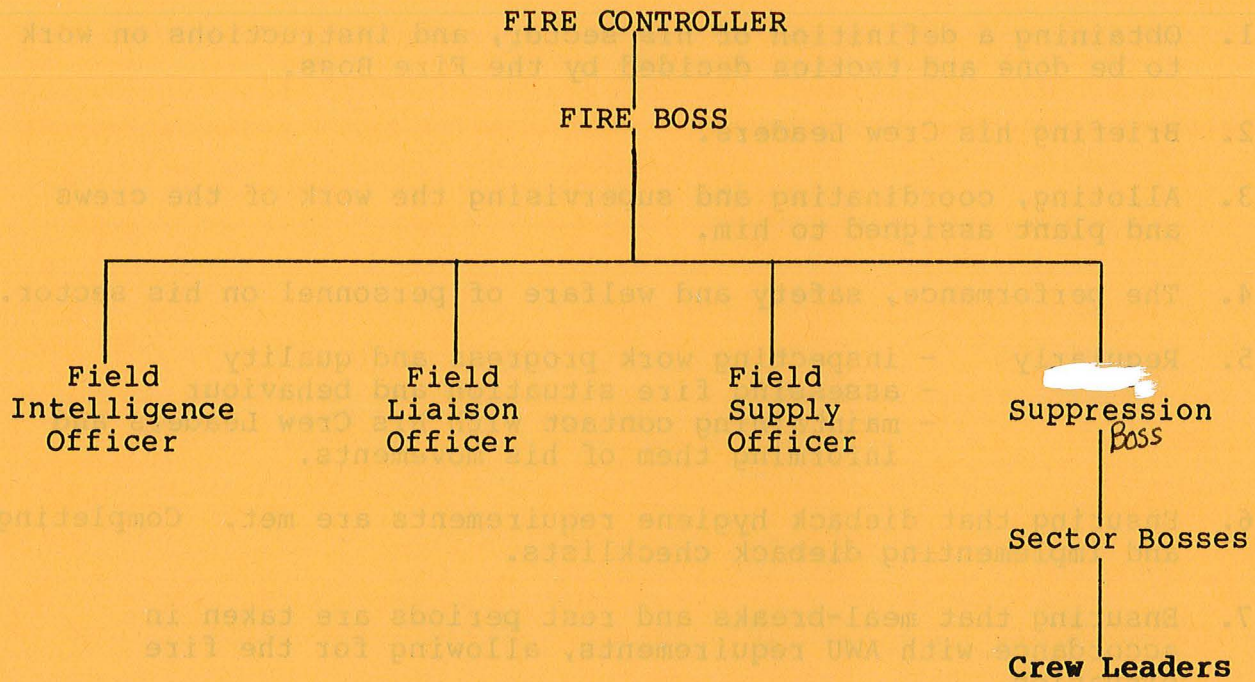
RESPONSIBLE TO: THE FIRE BOSS (or [REDACTED] ^{Boss} Suppression, when this position is filled)

DIRECTS: all Crew Leaders on his Sector

RESPONSIBLE FOR:

1. Obtaining a definition of his sector, and instructions on work to be done and tactics decided by the Fire Boss.
2. Briefing his Crew Leaders.
3. Alloting, coordinating and supervising the work of the crews and plant assigned to him.
4. The performance, safety and welfare of personnel on his sector.
5. Regularly
 - inspecting work progress and quality
 - assessing fire situation and behaviour
 - maintaining contact with his Crew Leaders and informing them of his movements.
6. Ensuring that dieback hygiene requirements are met. Completing and implementing dieback checklists.
7. Ensuring that meal-breaks and rest periods are taken in accordance with AWU requirements, allowing for the fire situation.
8. Reporting to the Fire Boss/[REDACTED] ^{Boss} Suppression, about:
 - work progress and crew performance
 - fire situation and behaviour
 - anticipated problems
 - possible courses of action
 - the need for more resources (or any surplus to requirements).
9. Providing a handover statement and briefing for incoming Sector Boss.

NOTE: Remains on his sector unless otherwise directed.

CHAIN OF COMMAND

CREW LEADERRESPONSIBLE TO: SECTOR BOSSDIRECTS: CREWS, PLANT OPERATORSRESPONSIBLE FOR:1. The Job

Obtaining instructions and briefing crews, operators.

Reconnoitring the fire line and allocating work.

Reporting work progress: Changes in fire situation, and deviation from pre-arranged plans.

Ensuring dieback hygiene instructions are follwoed.

2. The Crew

Directs - Work done by his men.
 - Suitable meal-breaks and rest-breaks.
 - His men on and off shift.

Checks - Physical conditions and clothing daily.
 - Feeding and sleeping arrangements through headquarters Caterer and advises crew.

Ensuring - The safety and welfare of his men.
 - Normal crew needs are met
 - Water, emergency rations and first aid are available.

3. Reports

Crew catering requirements and any failure of same to Sector Boss.

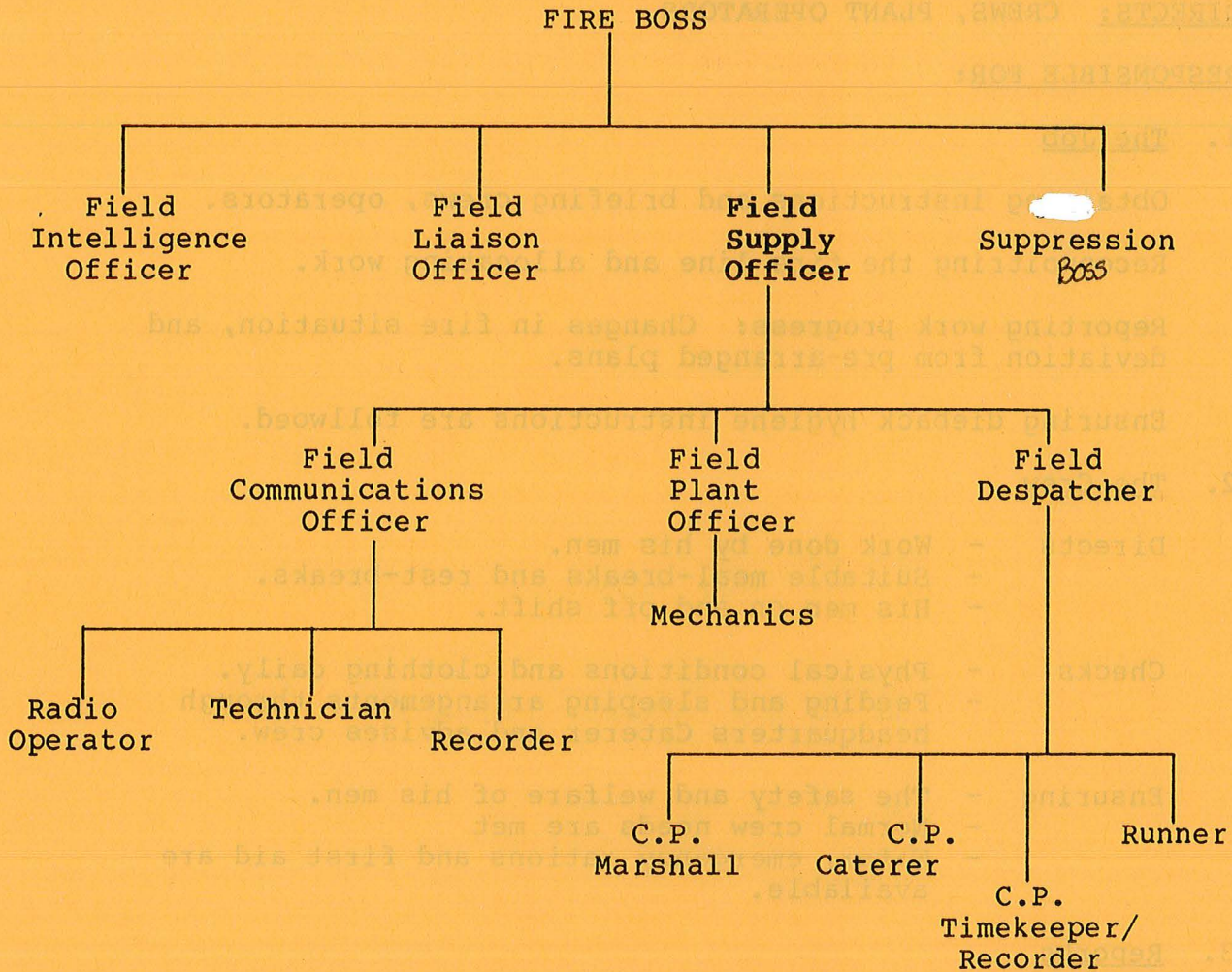
Daily time records of men in his charge to the Timekeeper and reports any accident to the Control Point.

Briefs incoming Crew Leader.

4. Machinery and Equipment

Checks - 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.

Reports - Vehicle repairs required.
 - Fueling needs.
 - Daily time records of hired plant.

CHAIN OF COMMAND

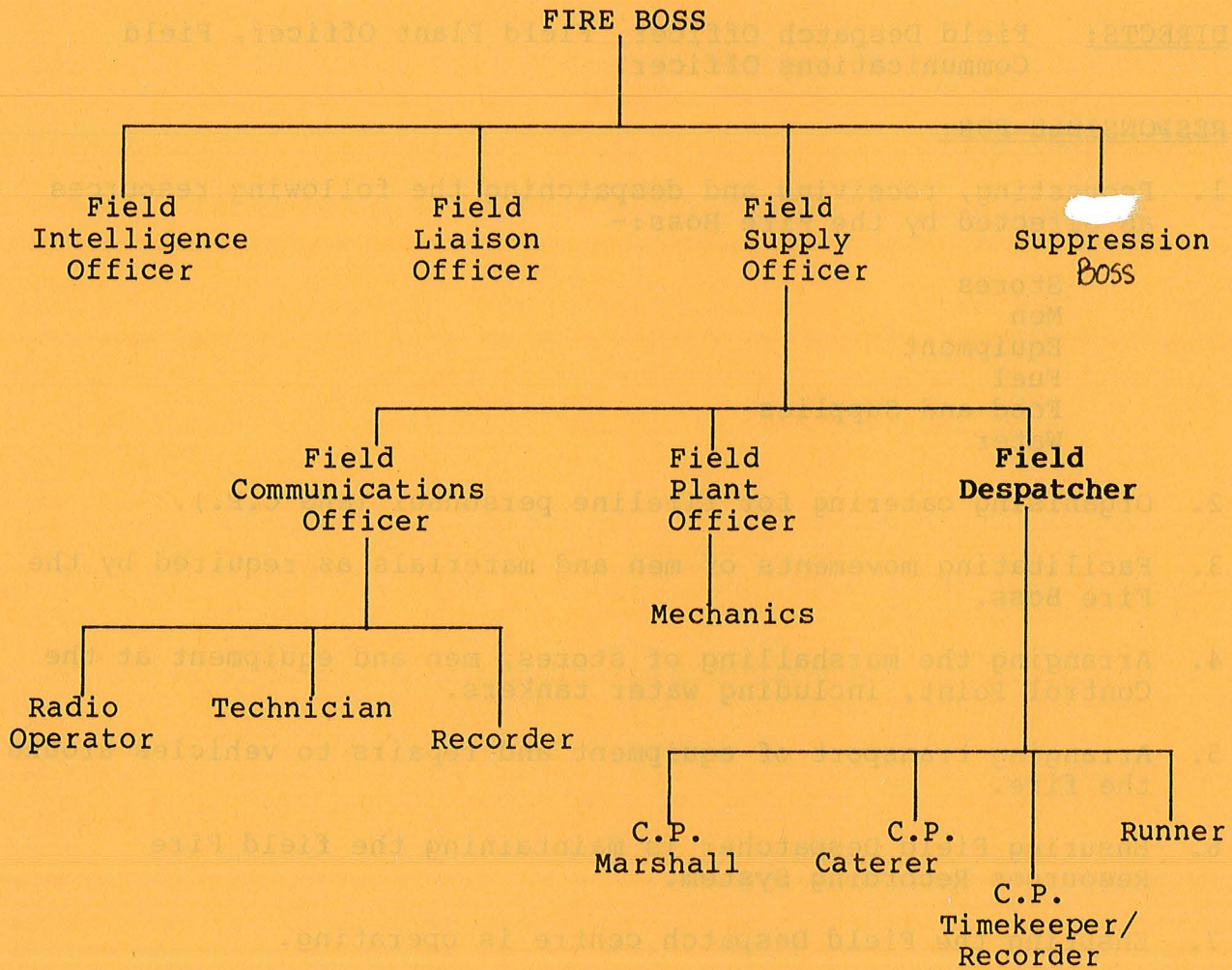
FIELD SUPPLY OFFICER

RESPONSIBLE TO: TO THE FIRE BOSS

DIRECTS: Field Despatch Officer, Field Plant Officer, Field Communications Officer.

RESPONSIBLE FOR:

1. Requesting, receiving and despatching the following resources as directed by the Fire Boss:-
 - Stores
 - Men
 - Equipment
 - Fuel
 - Food and Supplies
 - Water
2. Organising catering for fireline personnel (and C.P.).
3. Facilitating movements of men and materials as required by the Fire Boss.
4. Arranging the marshalling of stores, men and equipment at the Control Point, including water tankers.
5. Arranging transport of equipment and repairs to vehicles around the fire.
6. Ensuring Field Despatcher is maintaining the field Fire Resources Recording System.
7. Ensuring the Field Despatch centre is operating.
8. Ensuring the Control Point is correctly laid out and operating.
9. Coordination with H.Q. Supply Officer

CHAIN OF COMMAND

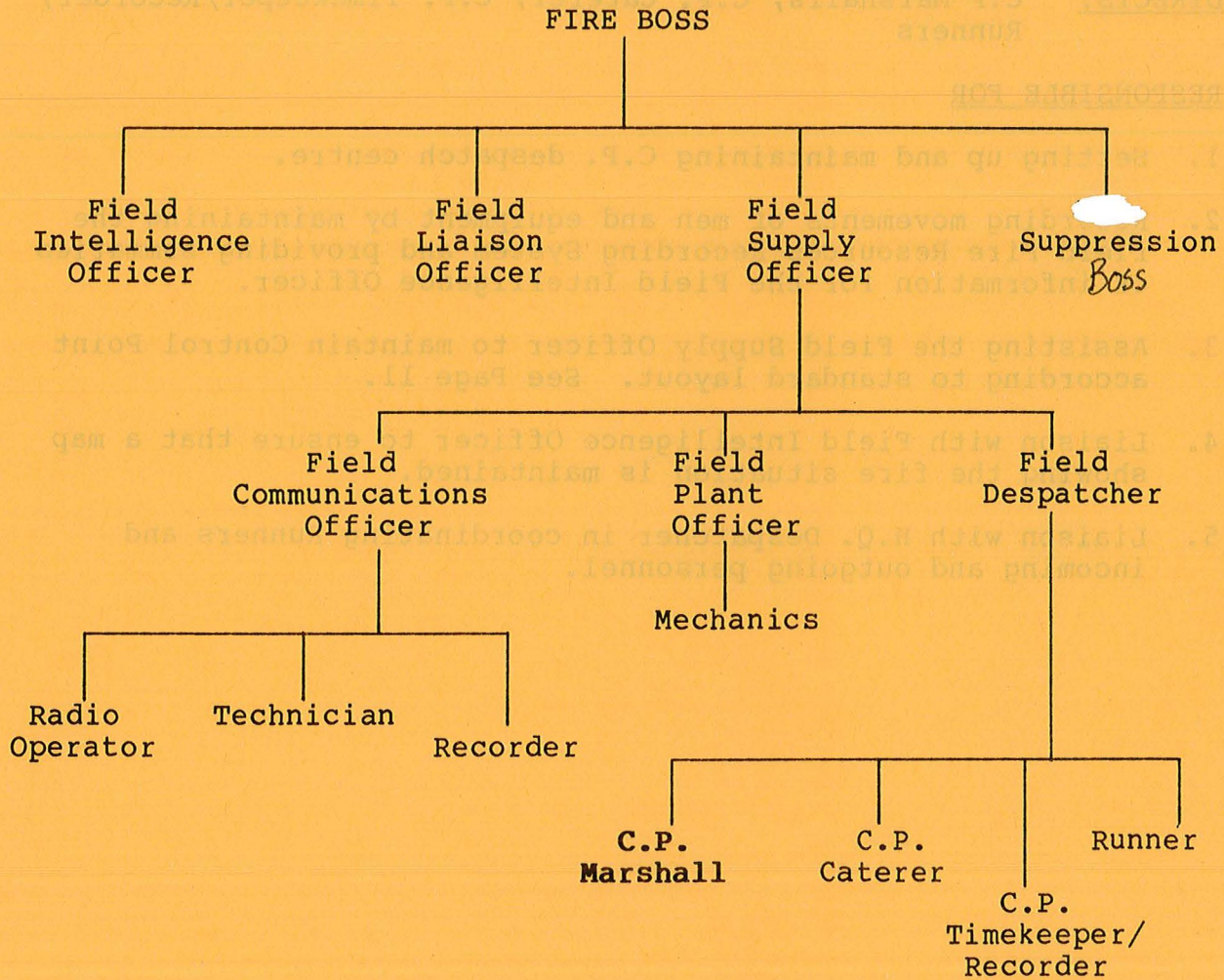
FIELD DESPATCHER

RESPONSIBLE TO: FIELD SUPPLY OFFICER

DIRECTS: C.P Marshalls, C.P. Caterer, C.P. Timekeeper/Recorder, Runners

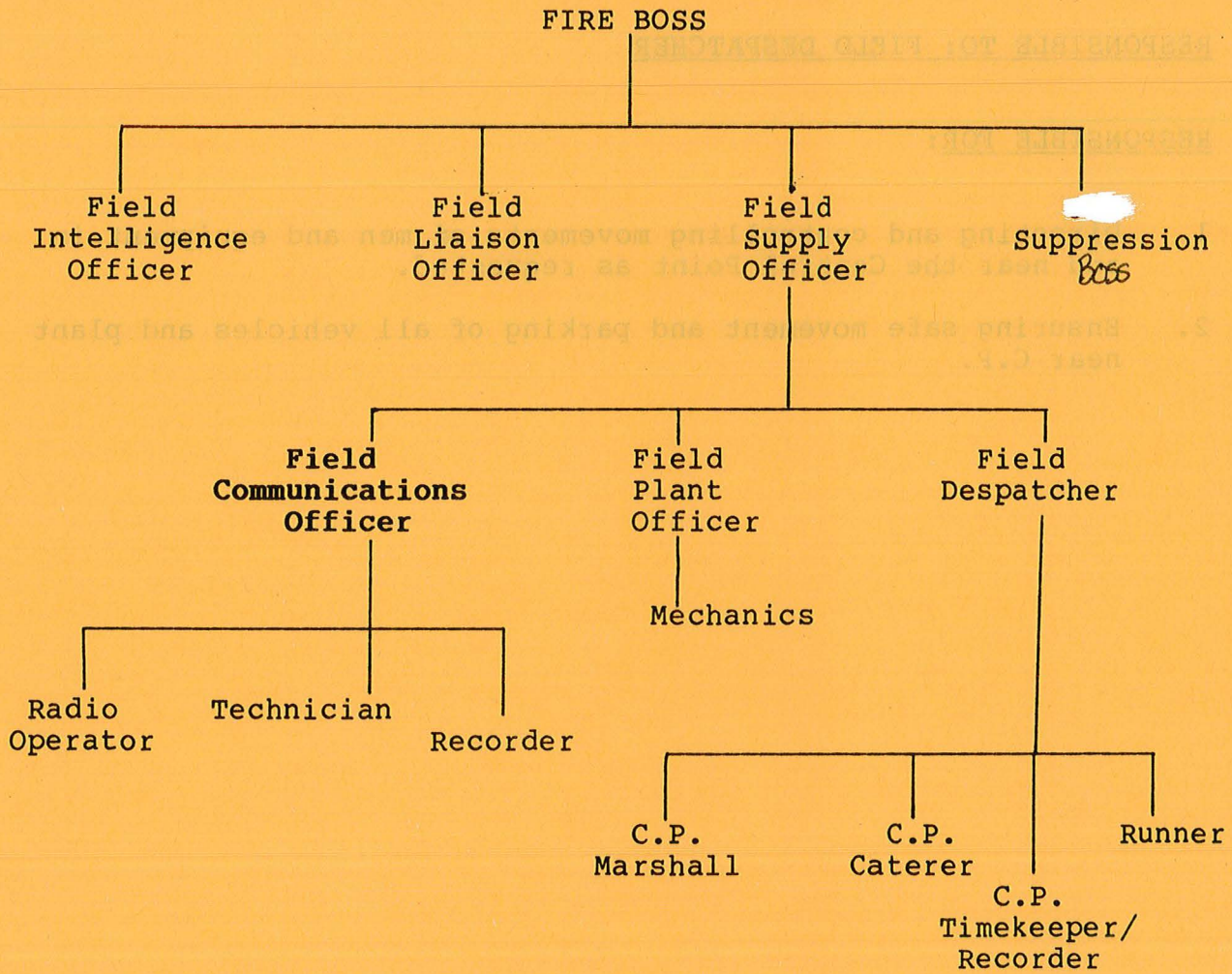
RESPONSIBLE FOR

1. Setting up and maintaining C.P. despatch centre.
2. Recording movements of men and equipment by maintaining the field Fire Resources Recording System and providing summaries of information for the Field Intelligence Officer.
3. Assisting the Field Supply Officer to maintain Control Point according to standard layout. See Page 11.
4. Liaison with Field Intelligence Officer to ensure that a map showing the fire situation is maintained.
5. Liaison with H.Q. Despatcher in coordinating Runners and incoming and outgoing personnel.

CHAIN OF COMMAND

C.P. MARSHALLRESPONSIBLE TO: FIELD DESPATCHERRESPONSIBLE FOR:

1. Directing and controlling movements of men and equipment in and near the Control Point as requested.
2. Ensuring safe movement and parking of all vehicles and plant near C.P.

CHAIN OF COMMAND

FIELD COMMUNICATIONS OFFICER

RESPONSIBLE TO: FIELD SUPPLY OFFICER

DIRECTS: Field Radio Operators, Recorders and Radio Technicians.

RESPONSIBLE FOR:

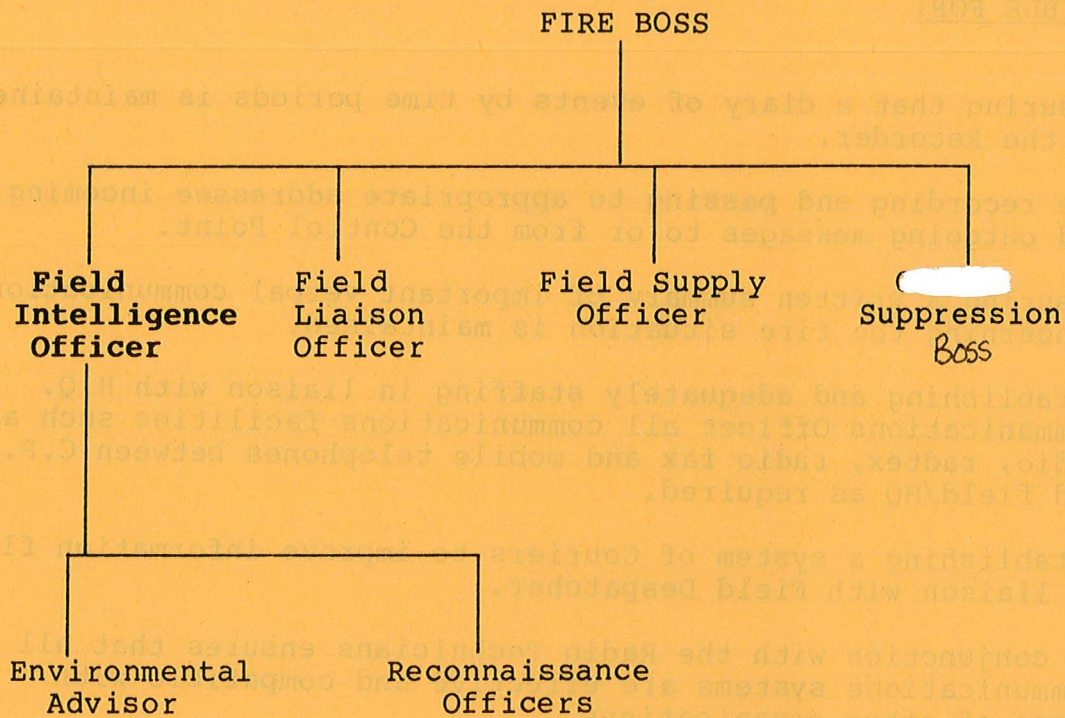
1. Ensuring that a diary of events by time periods is maintained by the Recorder.
2. The recording and passing to appropriate addressee incoming and outgoing messages to or from the Control Point.
3. Ensuring a written summary of important verbal communications concerning the fire situation is maintained.
4. Establishing and adequately staffing in liaison with H.Q. Communications Officer all communications facilities such as radio, radtex, radio fax and mobile telephones between C.P. and field/HQ as required.
5. Establishing a system of Couriers to improve information flow in liaison with Field Despatcher.
6. In conjunction with the Radio Technicians ensures that all Communications systems are effective and compatible with those of other organisations.

Field Radio Operator Duties

- receives and records incoming messages for distribution to key personnel as directed by the Field Communications Officer.
- transmits written messages approved by the Fire Boss or Field Communications Officer.
- maintains a diary of all incoming and outgoing messages in chronological order.

Field Recorder Duties

Maintains Field Fire Diary in conjunction with Field Communications Officer and Field Radio Operator.

CHAIN OF COMMAND

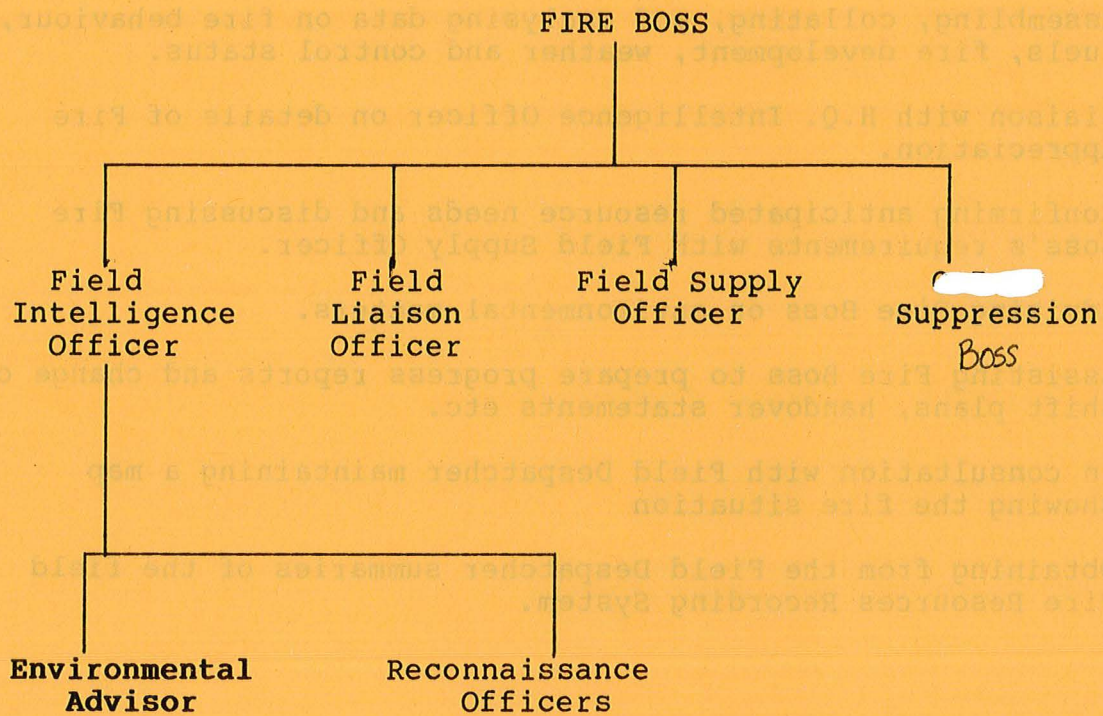
FIELD INTELLIGENCE OFFICER

RESPONSIBLE TO: FIRE BOSS

DIRECTS: Environmental Advisor and Reconnaissance Officers.

RESPONSIBLE FOR:

1. Assembling, collating, and analysing data on fire behaviour, fuels, fire development, weather and control status.
2. Liaison with H.Q. Intelligence Officer on details of Fire Appreciation.
3. Confirming anticipated resource needs and discussing Fire Boss's requirements with Field Supply Officer.
4. Advising Fire Boss on environmental matters.
5. Assisting Fire Boss to prepare progress reports and change of shift plans, handover statements etc.
6. In consultation with Field Despatcher maintaining a map showing the fire situation
7. Obtaining from the Field Despatcher summaries of the field Fire Resources Recording System.

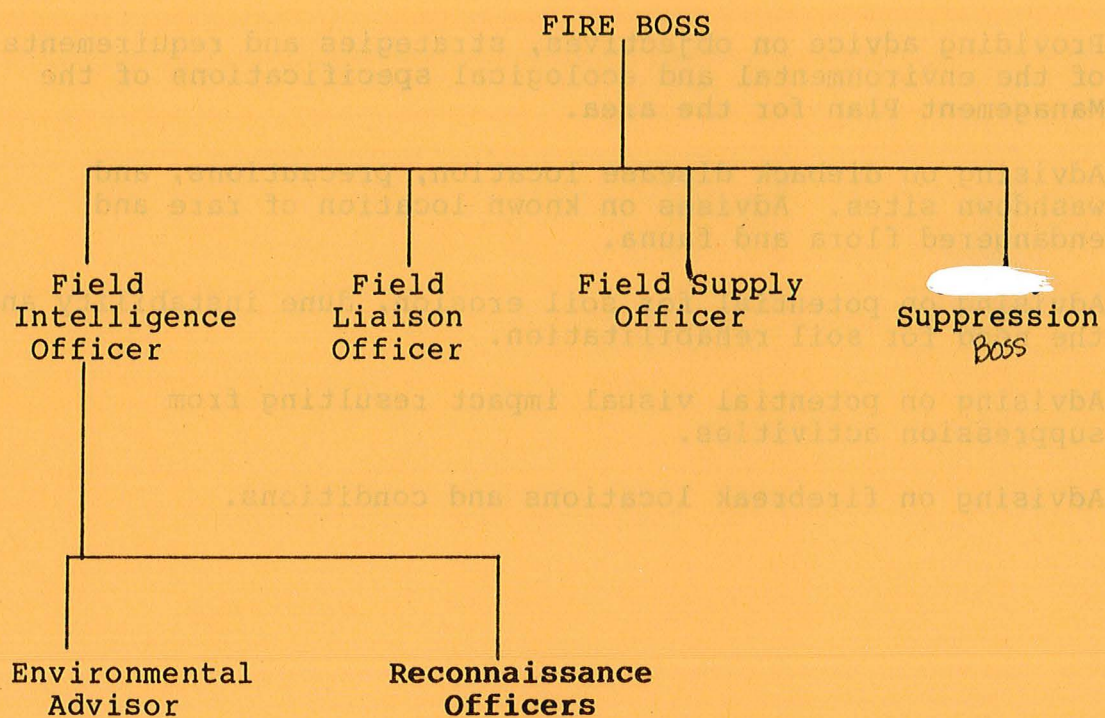
CHAIN OF COMMAND

ENVIRONMENTAL ADVISOR

RESPONSIBLE TO: FIELD INTELLIGENCE OFFICER

RESPONSIBLE FOR:

1. Providing advice on objectives, strategies and requirements of the environmental and ecological specifications of the Management Plan for the area.
2. Advising on dieback disease location, precautions, and washdown sites. Advises on known location of rare and endangered flora and fauna.
3. Advising on potential for soil erosion, dune instability and the need for soil rehabilitation.
4. Advising on potential visual impact resulting from suppression activities.
5. Advising on firebreak locations and conditions.

CHAIN OF COMMAND

RECONNAISSANCE OFFICER

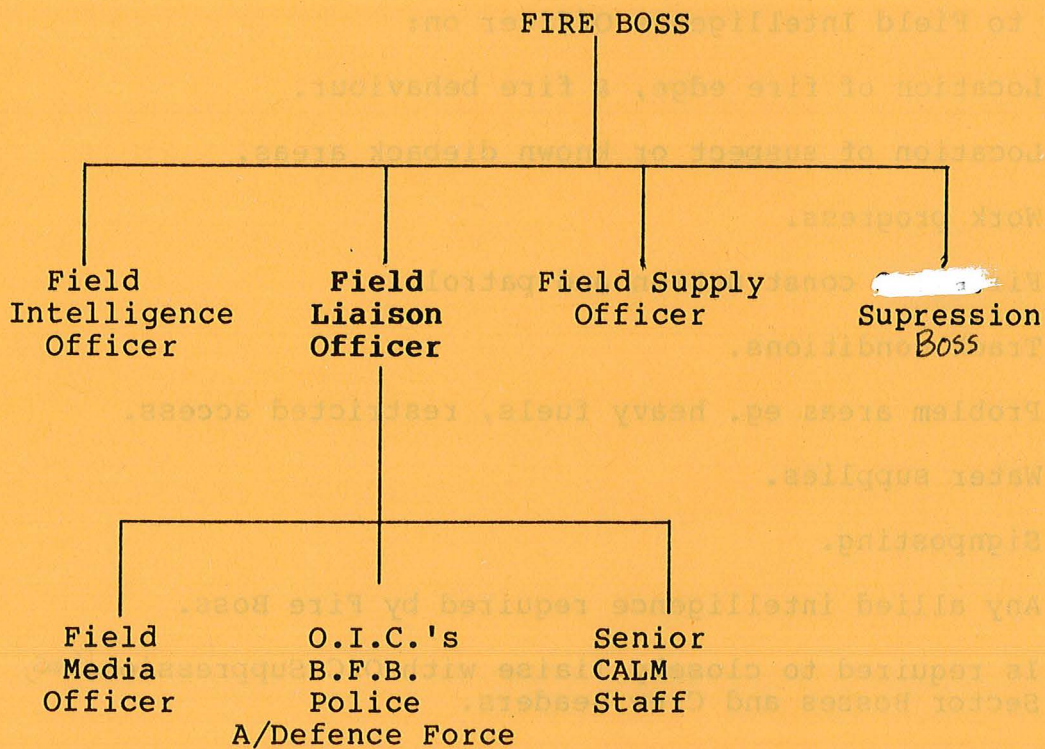
RESPONSIBLE TO: FIELD INTELLIGENCE OFFICER

RESPONSIBLE FOR:

Reporting to Field Intelligence Officer on:

- . Location of fire edge, & fire behaviour.
- . Location of suspect or known dieback areas.
- . Work progress.
- . Fire line construction and patrol.
- . Track conditions.
- . Problem areas eg. heavy fuels, restricted access.
- . Water supplies.
- . Signposting.
- . Any allied intelligence required by Fire Boss.
- . Is required to closely liaise with ~~Suppression~~^{Boss}, Sector Bosses and Crew Leaders.

Requires 4 x 4 vehicle, radio and maps.

CHAIN OF COMMAND

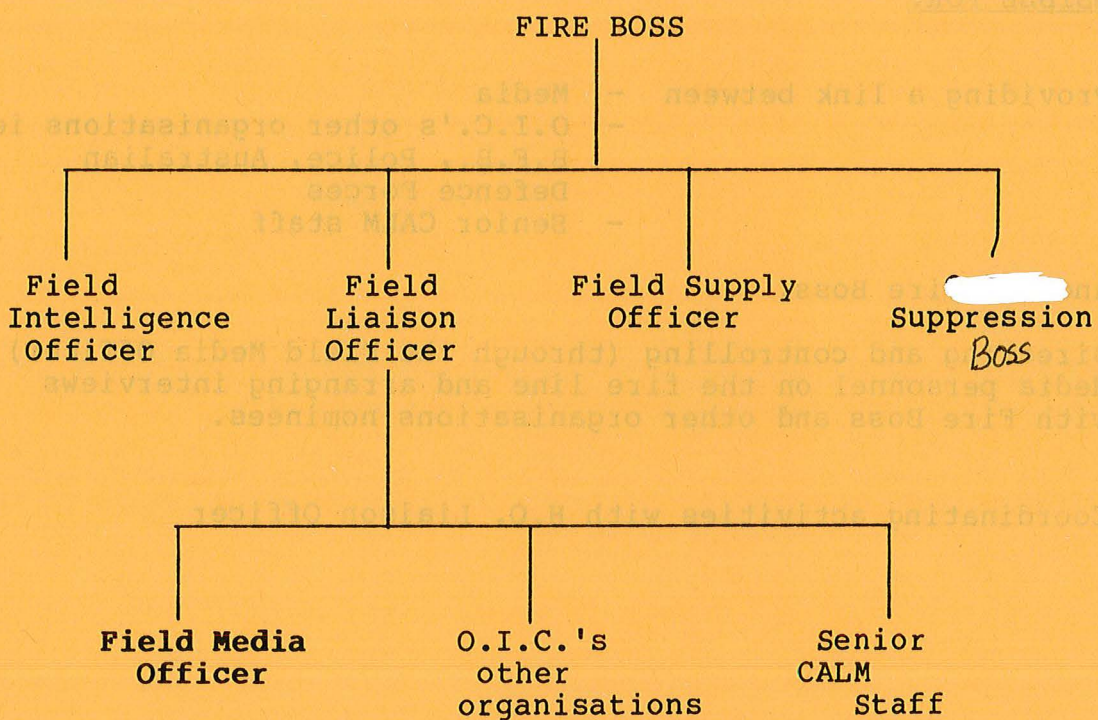
FIELD LIAISON OFFICER

RESPONSIBLE TO: FIRE BOSS

DIRECTS: Field Media Officer, OIC's other organisations.

RESPONSIBLE FOR:

1. Providing a link between
 - Media
 - O.I.C.'s other organisations ie. B.F.B., Police, Australian Defence Forces
 - Senior CALM staffand the Fire Boss.
2. Directing and controlling (through the Field Media Officer) Media personnel on the fire line and arranging interviews with Fire Boss and other organisations nominees.
3. Coordinating activities with H.Q. Liaison Officer

CHAIN OF COMMAND

FIELD MEDIA OFFICER

RESPONSIBLE TO: FIELD LIAISON OFFICER

DIRECTS: Media Representatives

RESPONSIBLE FOR:

1. Coordinating the following activities in liaison with H.Q. Media Officer
 - providing information for public enquiries and media releases.
 - establishing a media briefing area.
 - acting as Field Departmental spokes-person.
 - determining and catering for media needs
 - confirming and guiding media to safe areas of the fire line.

FIELD MEDIA OFFICER

FUNCTIONS OF FIELD LIAISON OFFICER

1. Primary: Media representations

2. Secondary: Public relations

3. Coordinating: the following activities in liaison with H.Q. Media Officer

4. Providing: information for public and media releases

5. Establishing: media relations with

6. Setting up: Field Departmental Public Affairs

7. Determining and: catering for media needs

8. Conducting: public relations in the field

DEPARTMENTAL COMMANDER'S CHECKLIST

ALSO FOR REGIONAL CONTROLLERS EXCEPT THOSE MARKED *

KEY ACTIVITIES

TICK | TIME

Check off each item and indicate time action completed.

- | | | |
|---|--|--|
| 1. Check fire/s status, threats, commitments damage. | | |
| 2. Consult Fire Controller on strategies, priorities, resources, needs. | | |
| 3. Assess District/Region's fire organization effectiveness and needs. | | |
| 4. Consult with senior representatives of other organizations where necessary. Establish Liaison links. | | |
| 5. Decide on strategies, priorities on State or Regional basis. Obtain a copy of Fire Controllers plan of action. | | |
| 6. Activate Control Centre and nominate staff for positions. Inform other centres. | | |
| 7. Co-ordinate staff activities and assess their performance. | | |
| 8. Initiate Fire Diary and recording of all decisions made. | | |
| * 9. Arrange and authorize inter-Regional deployment of resources as required. | | |
| *10. Arrange and approve media release. | | |
| *11. Determine information needs for senior staff, Media Officer and Senior Liaison Officers of Organisations. | | |
| *12. Brief senior CALM staff and key personnel as required. | | |
| 13. Conduct regular planning meetings with key staff. | | |
| 14. Review information on fires, weather, resources, progress, etc. | | |
| 15. Based on 13. - regularly review objectives, strategies, priorities and safety. | | |
| 16. Plan for shift change with Fire Controller/s. | | |
| 17. Prepare hand-over statement and brief incoming staff. | | |

Signed.....

Time & Date.....

FIRE CONTROLLERS CHECKLIST CONT.**KEY ACTIVITIES**

17. Determine and review considerations for safety and welfare.
18. Complete SITREP reports at predetermined times.
19. Plan for shift change - times, personnel, transport, welfare briefing.
20. Conduct debriefing and prepare hand-over report.
21. Conduct briefing for incoming control group.

TICK	TIME

Signed.....

Time & Date.....

H.Q. INTELLIGENCE OFFICERS CHECKLISTS**KEY ACTIVITIES**

TICK TIME

- | KEY ACTIVITIES | TICK | TIME |
|---|------|------|
| 1. Obtain briefing on task objectives, priorities from Fire Controller. | | |
| 2. Set up Intelligence Unit (Plans & Detection Officer). | | |
| 3. Introduce key personnel in unit. | | |
| 4. Set up Plans Room and facilities (Plans Officer). | | |
| 5. Obtain all necessary data, maps and records. | | |
| 6. Check Land Use Plans, management constraints etc. | | |
| 7. Through liaison with appropriate staff and field reports obtain and summarize information on fire situation including: <ul style="list-style-type: none"> - Assets threatened/Issues involved - Fire behaviour and location - Fuels - type, age, loading, moisture, changes - Weather forecasts/changes - Environmental constraints (dieback) | | |
| 8. Plot fire perimeter and projections and update as necessary. | | |
| 9. Determine suppression resources available. | | |
| 10. Calculate input/output balance between fire spread and fireline production. Regularly update. | | |
| 11. Assess and advise of likely additional resource requirements to achieve objectives. | | |
| 12. Determine resource requirements for Fire Controllers alternative strategies. | | |
| 15. Maintain close liaison with Field Intelligence Unit. | | |
| 16. Provide Despatch Officer with relevant information of the Fire Resources Record System (FRRS). | | |
| 17. Provide information to Media Officers as needed. | | |

Cont...

H.Q. INTELLIGENCE OFFICERS CHECKLIST CONT.KEY ACTIVITIES

18. Assist Controller with progress SITREPS and hand-over briefing.
19. Attend debriefing and briefing sessions for outgoing and incoming control groups.
20. Brief incoming H.Q. Intelligence Officer.

TICK	TIME

Signed.....

Time & Date.....

H.Q. LIAISON OFFICER CHECKLIST**KEY ACTIVITIES**

TICK TIME

Check off each item and indicate time action completed.

1. Establish and maintain effective liaison communications between HQ and other organisation centres or their nominees.
2. Obtain briefing from Fire Controller:
 - fire situation
 - objectives and strategies
 - roles and responsibilities of various organizations
 - resource allocation
3. Provide briefing to outside representatives (or nominate a spokesperson).
4. Prepare media releases for Fire Controller.
5. Process requests for information and redirect where necessary.
6. Maintain Diary of messages passed, decisions made, media releases.
7. Ensure Media Officer is operating effectively and has established a briefing area and a waiting area. Assist where necessary.
8. Keep Controller fully informed of possible incompatibility of strategies and actions between CALM and outside organizations.
9. Keep O.I.C.'s of other organizations informed of changes in fire situation and decisions affecting these agencies.

Signed.....

Time & Date.....

H.Q. SUPPLY OFFICER CHECKLIST**KEY ACTIVITIES**

TICK TIME

Check off each item and indicate time action completed.

- | | | | |
|-----|---|--|--|
| 1. | Obtain briefing on task objective, strategies, resources etc. from Fire Controller. | | |
| 2. | Set up supply unit - Storeman, Plant Officer, Communications Officer, Despatcher, Marshalls, Timekeeper, Runners. | | |
| 3. | Introduce key personnel in unit. | | |
| 4. | Brief key personnel of Supply Unit. Upgrade information as required. | | |
| 5. | Ensure adequate facilities to implement tasks - vehicles, radios, fuels etc. | | |
| 6. | Determine resource deployment situation in field and headquarters. | | |
| 7. | Determine additional resource requirements. | | |
| 8. | Order additional resources and determine times of arrival. | | |
| 9. | Arrange deployment of resources from HQ to Control Point or fireline (Despatch). | | |
| 10. | Obtain Gang Unit Cards and ensure transfer of information to Fire Resources Record System (FRRS). (Despatcher). | | |
| 11. | Assist Despatcher with FRRS update. | | |
| 12. | Ensure Fire Diary is being properly maintained. (Recorder) | | |
| 13. | Ensure Communications Systems operating effectively (Communications Officer). | | |
| 14. | Ensure plant, vehicle needs are being met (repairs, fuels, spare parts). (Plant Officer). | | |
| 15. | Ensure meals arrangements are adequate (Storeman/Caterer). | | |

H.Q. SUPPLY OFFICER CHECKLIST CONT.KEY ACTIVITIES

16. Ensure effective utilization of Runners/Couriers.
(Despatcher).
17. Ensure incoming/outgoing personnel and plant are
marshalled safely and effectively. (Marshall).
18. Liaise closely with Field Supply Unit.
19. Check requirements and hire arrangements of
contract machines.

TICK	TIME

Signed.....

Time & Date.....

HQ MEDIA OFFICER CHECKLIST**KEY ACTIVITIES**

TICK TIME

For Media releases confirm the following:-

1. Where is the fire? - roads, localities, landmarks.
2. When did it start?
3. What was the suspected cause?
4. Who is in command? eg. CALM only, or CALM plus mutual aid.
5. How big is the fire? ie area, length of uncontrolled perimeter, length of controlled perimeter.
6. What is the extent of damage?
 - life lost?
 - injuries? - who, type and numbers
 - houses? - where, (street, locality) and how many.
 - other property? - what, where and how many eg. sheds, shops, fencing (km), crops, pasture (ha).
 - livestock? - what, where and how many.
 - area of land? - what and how much eg. forest, plantation, National Park, Nature Reserve, private, other.
7. Any notable saves?
8. What forces are fighting the fire?
 - Who? - CALM, brigades, WAFB etc.
 - Numbers? - people, tankers, dozers, aircraft.
9. What is the degree of continuing risk? - what is threatened and where? Provide details of how that conclusion was drawn.
10. What control steps are being taken? - where, what and when? eg. direct attack, dozer break, and backburn.
11. What can the public do to assist? - no sightseers, road closures, remain calm, no volunteers etc.

cont...

FIRE BOSS CHECKLIST CONT.DURING FIRE

TICK TIME

- | | TICK | TIME |
|--|------|------|
| 1. Maintain regular progress reports. | | |
| - from the fire via OIC Suppression, Intelligence, Supply, Sector Bosses, & Liaison Officers. | | |
| - to the Controller. | | |
| 2. Plan ahead, watch for change in weather, fire behaviour, danger spots, crew performance and morale. | | |
| 3. Staffing of chain of command. | | |
| 4. Safety (crews, neighbours, public). | | |
| 5. Supply (food, fuel, etc) | | |
| 6. Maintain liaison with other organizations (B.F.B., Shires etc). | | |
| 7. Check requirements and hire arrangements of contract machines. | | |
| 8. Plan for shift change in field. | | |
| 9. Departure arrangements for outgoing forces. | | |
| 10. Debrief all outgoing staff. | | |
| 11. Brief incoming Fire Boss and key staff. | | |

Signed.....

Time & Date.....

FIELD LIAISON OFFICERS CHECKLIST**KEY ACTIVITIES**

Check off each item and indicate time action completed.

1. Ensure and maintain effective communications between CALM and field representatives of outside organizations.
2. Obtain briefing from Fire Boss:
 - fire situation
 - strategies and tactics employed/proposed.
 - roles and responsibilities pf various organizations
 - requirements from outside organizations.
3. Provide briefing to outside organizations' representatives - where necessary provide maps, briefing notes etc.
4. Keep outside organizations informed of Fire Boss initiations. Facilitate briefings.
5. Process requests, and redirect where necessary.
6. Ensure Media Officer is operating effectively. In his absence, obtain information for media notes and pass on to Headquarters.
7. Keep informed on progress of work done by Outside Organizations and keep Fire Boss informed of any incompatibility of actions between CALM and outside organizations.

TICK | TIME

Signed.....

Time & Date.....

FIELD SUPPLY OFFICER CHECKLISTKEY ACTIVITIES

TICK TIME

Check off each item and indicate time action is completed.

1. Obtain briefing on task objective, tactics, resources requirements and deployment from Fire Boss.
2. Set up field supply unit including - Field Despatcher, C.P. Marshall, C.P. Timekeeper/Recorder, Field Plant Officer, Field Communications Officer, Radio Operator(s), Runners.
3. Inform these personnel of their roles and responsibilities. Brief them on their tasks in current shift.
4. Set out the Field Control Point according to standard layout or as directed by Fire Boss.
5. Ensure that Field Despatch Centre is adequately staffed and operating effectively - Fire Resources Recording System.
6. Ensure incoming/outgoing personnel and plant are marshalled safely and effectively.
7. Ensure plant and vehicle needs are being met (repairs, fuels, lights, spares etc) (Plant Officer).
8. Determine from Fire Boss additional resource requirements.
9. Request additional resources; determine their E.T.A.'s; and re-deploy around fire line as directed by Fire Boss.
10. Through Communication Officer ensure that radio operation is adequate and efficient, and that messages are being effectively distributed and recorded (Timekeeper/Recorder).
11. Ensure meals and welfare requirements are adequately catered for around the fire line and at the Control Point.

cont....

FIELD SUPPLY OFFICER CHECKLIST CONTKEY ACTIVITIES

12. Maintain close liaison with H.Q. Supply Officer to ensure effective ordering and distribution of stores and resources between H.Q. and the field.
13. Ensure effective utilization of field Runners.
14. Check requirements and line arrangements of contract machines as well as those from outside organizations.

TICK	TIME

Signed.....

Time & Date.....

BRIEFING CHECKLIST**CONDUCTED AT START OF SHIFT AND AGAIN MID-WAY THROUGH SHIFT**

		TICK	TIME
1.	<u>FIRE SITUATION OUTLINE</u>		
	- history of fire to current situation		
	- fire potential		
	- significant threats	-	life and property
		-	forest resources
	- detailed status		
	- weather, likely changes.		
2.	<u>CONTROL OBJECTIVES</u>		
3.	<u>STRATEGY TO DATE</u>		
	- actions taken by various forces on different sectors		
	- include action taken by outside agencies		
	- list options considered and subsequently rejected with reasons		
	- contingency strategy and plans.		
4.	<u>RESOURCES</u>		
	- key personnel		
	- on the fireline		
	- current and planned deployment		
	- maps and charts		
	- liaison arrangements with other agencies.		

cont...

BRIEFING CHECKLIST CONT.

5. UPCOMING REQUIREMENTS/COMMITMENTS

- meetings
- briefings
- major resources expected
- shift changes

6. INFORMATION NEEDS

- senior staff
- media
- Bush Fires Board, Police etc.

TICK | TIME

A vertical timeline labeled "TICK TIME" at the top. It consists of a central vertical line with seven horizontal tick marks extending to the left and right. The tick marks are evenly spaced along the vertical line.