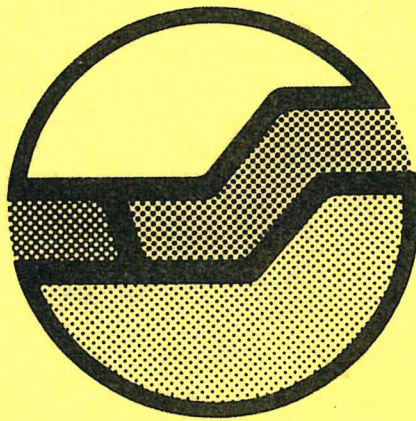


LARGE FIRE ORGANIZATION

STAFF DUTIES AND RESPONSIBILITIES



1985 EDITION

FIRE PROTECTION BRANCH

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

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COMO RESOURCE CENTRE
DEPARTMENT OF CONSERVATION
& LAND MANAGEMENT
WESTERN AUSTRALIA

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LARGE FIRE ORGANIZATION — AN EXPLANATION

THE NEED FOR A LARGE FIRE ORGANISATION

Fire fighting is always in the nature of 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. Thus, the chance to control a fire at small size, or later to prevent it becoming a damaging conflagration is lost.

Case histories of past wildfires exposed the need for a preplanned large fire organisation that ensures that all the function required to combat and control a wildfire are catered for by trained personnel.

WHAT CONSTITUTES A LARGE FIRE?

The "large fire" may be defined as a single, or series of multiple fires which require men, equipment and organisation beyond that available and within the control of the local District fire organisation.

A District L.F.O. should be implemented when:

- (a) Three or more Departmental gang units are committed to one or more fire, or
- (b) When a wildfire starts the predicted or observed rate of spread exceeds 140 metres/hr in forest fuels, or 1.5 km/hr in grass fuels, or
- (c) The District O.I.C. considers that serious fires are likely or outside fires could threaten Departmental lands.

A Regional L.F.O. should be implemented when one or more District L.F.O.'s are installed, or when fire fighting resources requirements exceed those available in any one of that Region's Districts. The extent of L.F.O. buildup for either District or Regional L.F.O.'s will depend on the severity of the fires and the complexity of logistics involved.

PRINCIPLES OF L.F.O.'S

Large fire organizational requirements parallel those of military practise in the relationships of the private 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 of function.

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 responsibility and the specific authority needed to enable him to discharge that responsibility.

A second important principle is to avoid exceeding the span of control. This 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. When a fire escapes control and reaches threatening proportions, the fire boss too often tries to carry on with a constantly enlarged force of men and machines without taking time to organise properly.

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

Crew Leader - not more than 6 men

Sector Boss - not more than 3 gangs

Fire Boss - not more than 4 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, so that if a gang on his sector cannot be reached quickly because of distance or lack of communication when emergency decisions are required, authority to make such decisions must be further delegated or some re-organisation affected to ensure against critical delay.

A third principle requirement of large fire suppression is the need for organisation by functions. Four broad groupings of the essential functions can be recognised. These are termed:

1. The Control (or Command) function.
2. The Intelligence (Plans) function.
3. The Suppression (or Line) function.
4. The Supply (Service) function.

The Control Function must remain clear-cut. There must be only one Controller and the line of authority must be clear. The responsibility should be his until he is relieved, although he may be given assistance as necessary to keep his duties within manageable proportions. For example, the District Liaison Officer runs the District with regard to all activities not connected with the fire, as well as being responsible for liaison with outside organisations in all matters whether connected with the fire or otherwise.

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.

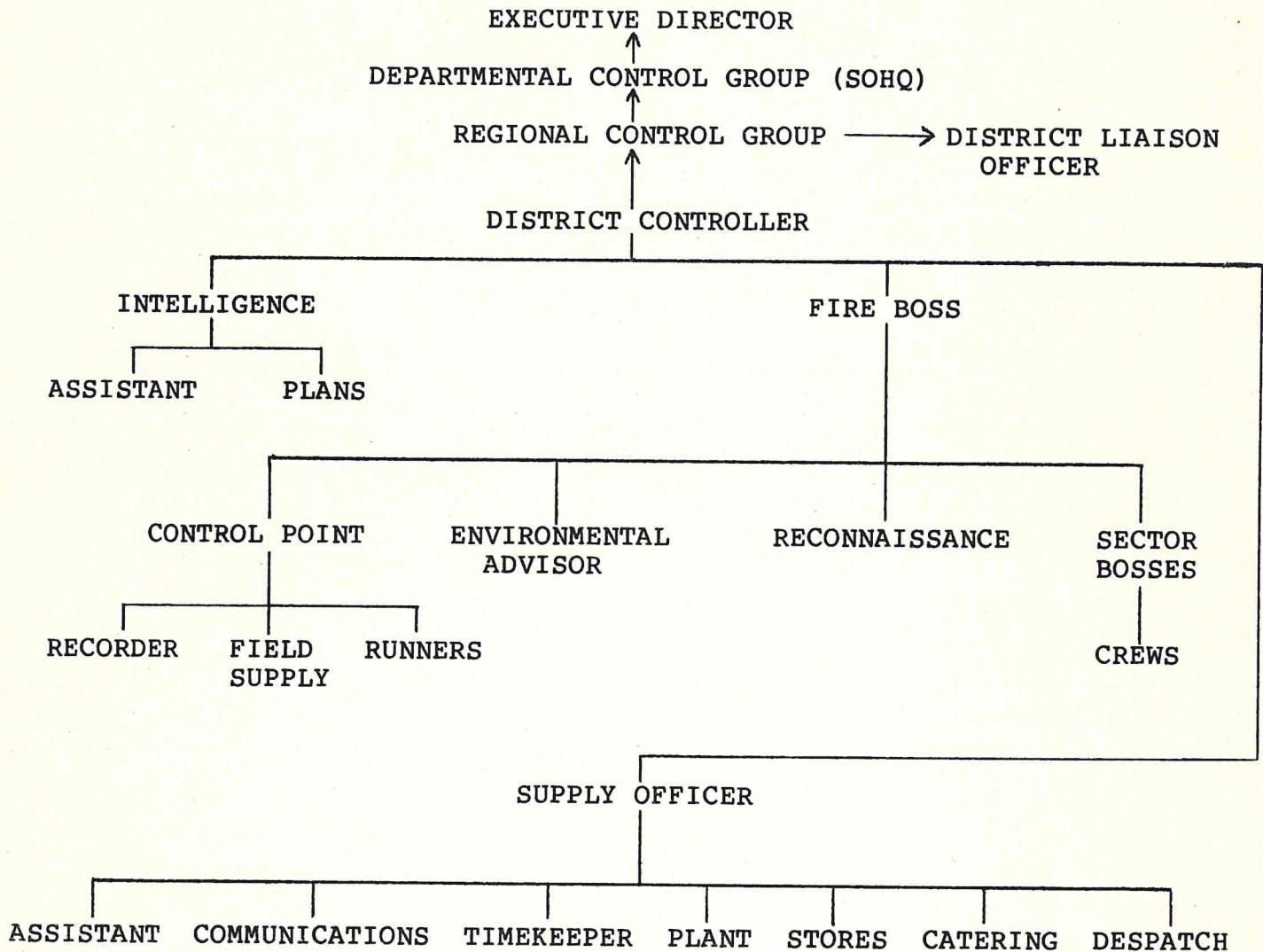
The Suppression Function involves the organisation of work on the fire line. It is the Fire Boss's job to supervise the execution of the suppression strategy laid down by the Controller. He does this by selecting and applying the most suitable tactics by way of co-ordinating the activities on each of the sectors. The suppression job involves not only the containment of running fire, but also the mop-up of all perimeters. This function includes the "Environmental Advisor" role which involves advise on all environmental aspects (e.g., dieback, soil erosion, landscape values) and on local knowledge (e.g., location of best access, fire trials etc).

The Supply Function is essential on all fires, but becomes increasingly complex when large numbers of men, and mechanized equipment is required. The supply function is responsible to the Controller and directs the activities of the Communication Officer, Plant Officer, Despatch, Caterer, Storeman, and Time Keeper. Through these officers he arranges for procurement and despatch of all fire fighting resources (men, machines, stores and fuel), food and accommodation, and communications. The function maintains the headquarters message centre and keeps records on the movement of personnel, machinery, shift changes, and costs incurred around the fire face.

On many fires, not all of these functions are carried out by separate staff, and the order in which officers are added may vary as well. Yet each of the four functions must be served in some way. Consequently a clearly defined model organisation for large fires provides useful guidelines. Such a model and the roles and responsibilities of all L.F.O. staff are provided in this L.F.O. booklet.

L.F.O. CHAIN OF COMMAND

FUNCTIONS AND LINE OF RESPONSIBILITY



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

DEPARTMENTAL CONTROL GROUP (SOHQ)

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 district 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.

REGIONAL CONTROL GROUP

RESPONSIBLE TO DEPARTMENTAL CONTROLLER

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 districts.

Provides Department Control Group with situation reports.

Maintains close liaison with district controller and arranges supply of relief forces including shift and fire costs.

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.

DISTRICT LIAISON OFFICER

RESPONSIBLE TO REGIONAL OR DISTRICT CONTROLLER

Running the District with regard to all activities not connected with the fire.

In this respect:

Deals with public enquiries.

Deals with industry problems and requests.

With obvious constraints maintains the essential services normally undertaken by the Department.

Co-ordinates and allocates workers' tasks and priorities to uncommitted staff and employees.

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

In this respect:

Accepts requests from the Controller for input from outside sources, initiates action and advises Controller.

Receives input from outside sources, vets these inputs and advises Controller as necessary.

Liaises specifically (in relation to both preceding paragraphs) with: Bush Fires Board, Shires, Industry, other Government Departments, S.E.C., S.E.S., Department of Army, media etc.

Handles media and other briefings at District level in accordance with Regional direction.

Remains aloof from and takes no part in direct involvement in the fire suppression activities, (unless specifically requested by Controller).

Should be a competent senior officer totally familiar with District activities.

DISTRICT CONTROLLER

SOLELY RESPONSIBLE TO REGIONAL CONTROLLER for the overall organisation and direction of the fire suppression operation within the district.

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

Completes controllers Fire Suppression Guide and checklists.

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 with due regard to the objectives laid down in existing Fire Management Plan for the area.

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 new 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.

INTELLIGENCE OFFICER

DIRECTLY RESPONSIBLE TO THE CONTROLLER

Determines and continually up-dates 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).

Interprets and makes appropriate adjustments to weather forecasts according to local conditions. Arranges special forecasts by direct contact with the forecasting service or through Protection Branch at S.O.H.Q.

Evaluates field reports and once each shift makes a personal field inspection, then confirms or revises his predictions.

Assesses the likely manpower and equipment required to achieve earliest control of the fire.

Advises Controller when Quarantine or Hygiene problems are imminent.

Assists Controller to prepare progress reports and change-of-shift plans.

<u>Directly controls</u>	-	Assistant Intelligence Officer
	-	Plans Officer

Liaises with Supply Officer to assess relative costs and benefits of alternative fire fighting strategies.

ASSISTANT INTELLIGENCE OFFICER

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.

PLANS OFFICER

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 time 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.

SUPPLY OFFICER

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.

<u>Controls directly</u>	Assistant Supply Officer
	Communications Officer
	Timekeeper
	Plant Officer
	Storeman
	Caterer
	Despatcher

ASSISTANT SUPPLY OFFICER

DIRECTLY RESPONSIBLE TO THE SUPPLY OFFICER

Acts as Administrative assistant to the Supply Officer.

HEADQUARTERS TIMEKEEPER

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.

PLANT OFFICER

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.

STOREMAN

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.

CATERER

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 Districts.

HEADQUARTERS DESPATCHER

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 times 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 checklist and advises controller.

COMMUNICATIONS OFFICER

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.

Arranges distribution of written messages around headquarters.

Maintains "fire diary" as required.

Maintains record of communication problems for Communications Branch Technician.

FIRE BOSS

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 procedure 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.

ENVIRONMENTAL ADVISOR

RESPONSIBLE TO FIRE BOSS

Provides advice on objectives, strategies and requirements of the environmental and ecological requirements of the Fire Management Plan for the area.

Advises on firebreak locations and conditions.

Advises on dieback disease location, precautions, and washdown sites. Advises on known location of rare and endangered wildlife species.

Advises on potential for soil erosion, dune stability and need for soil rehabilitation.

Advises on potential visual impact resulting from suppression activities.

This function may be allocated to local Reserve Managers, National Park Rangers or Ecology Research Officer.

SECTOR BOSS

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 checklist.

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.

CONTROL POINT OFFICER

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.

RECORDER

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.

FIELD SUPPLY OFFICER

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.

RUNNERS

RESPONSIBLE TO FIELD SUPPLY OFFICER

Assist with the following tasks

- Guide - when moving men and equipment
- Marshall - during shift changes
- Storeman - delivery
 - food
 - fuel
 - equipment and supplies

RECONNAISSANCE OFFICER

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.

CREW LEADER

RESPONSIBLE TO THE SECTOR BOSS FOR -

THE JOB

Obtain instructions and brief crew.

Reconnoitre the fire job and allocates work.

Reports 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.

APPENDIX I — CONTROLLERS CHECKLIST

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 FORM 613)
 - 2.2 Despatch forces as per Operation Orders (despatch tables of 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 Headfire ROS 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.

APPENDIX I (CONT'D)

PART B

L.F.O. PROCEDURESB1. 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. STAFFING2.1 L.F.O. ACTION BOARD

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

(District 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>Postion</u>	<u>Name</u>
Intelligence	Supply
	Despatcher
Plans	Stores
Time Keeper	Plant
Communications	Caterer
Divisional Liaison	Forest Asst
Spotter/Tower Co-ord

APPENDIX I (CONT'D)

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 officer procedures as set out in the District Fire Control Working Plan.
- 3.1 Controller Room:-
must be isolated from main activity and provided with District Fire Control Working Plan.
- 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.

APPENDIX I (CONT'D)

PART C

FIRE APPRECIATIONC1. FIRE SUPPRESSION GUIDE

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

C2. OUTSIDE LIAISON

When Life or Property is threatened established
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 CONTROL4.1 Control Point

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

Fire No. Control Point at

Fire No. Control Point at

Fire No. Control Point at

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

APPENDIX I (CONT'D)

- 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
District L.F.O. Sitrep to be forwarded to Regional Control for transmission to Departmental Control - Refer to Form 693.
- District reports due at 0700 hours
- District reports due at 1430 hours
- District reports due at 1900 hours
- (N.B. Regional Controller's Report to State Headquarters is required 1-1/2 hours later).
- 6.2 Shift Change for L.F.O.
Prepare District Controller handover statement of L.F.O. situations for incoming Controller at least 1/2 hour before changeover.
-

L.F.O. CONTROLLER'S NOTES

APPENDIX II — FIRE BOSS CHECKLIST

BEFORE ARRIVAL AT FIRE

Obtain basic information on:

1. Fire location
2. Forces despatched
3. Despatch instructions for incoming forces
4. Intelligence information (values at risk, fuels, fire behaviour).
5. Weather forecast
6. Consider strategies and alternatives
7. Action for fire cause investigation.

ON ARRIVAL AT FIRE

1. Obtain PAFTACC information for Controller
2. Establish Control Point
3. Confirm strategy and tactics with Controller
4. Sectorize and allocate forces
5. Brief crews
6. Resources adequate? Request additions if required.
7. Communication arrangements - including other organisations.

DURING FIRE

1. Maintain regular progress reports:
 - from the fire via Sector Bosses and Field Inspectors
 - to the Controller
2. Plan ahead, watch for changes in weather, fire behaviour, danger spots, etc.
3. Safety (crews, neighbours, public)
4. Supply (food, fuel, etc)
5. Maintain liaison with other organisations (B.F.B., Shires, etc)
6. Check requirements and hire arrangements of contract machines
7. Departure arrangements for outgoing forces
8. Brief incoming Fire Boss.