

LARGE FIRE ORGANIZATION



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Staff Duties

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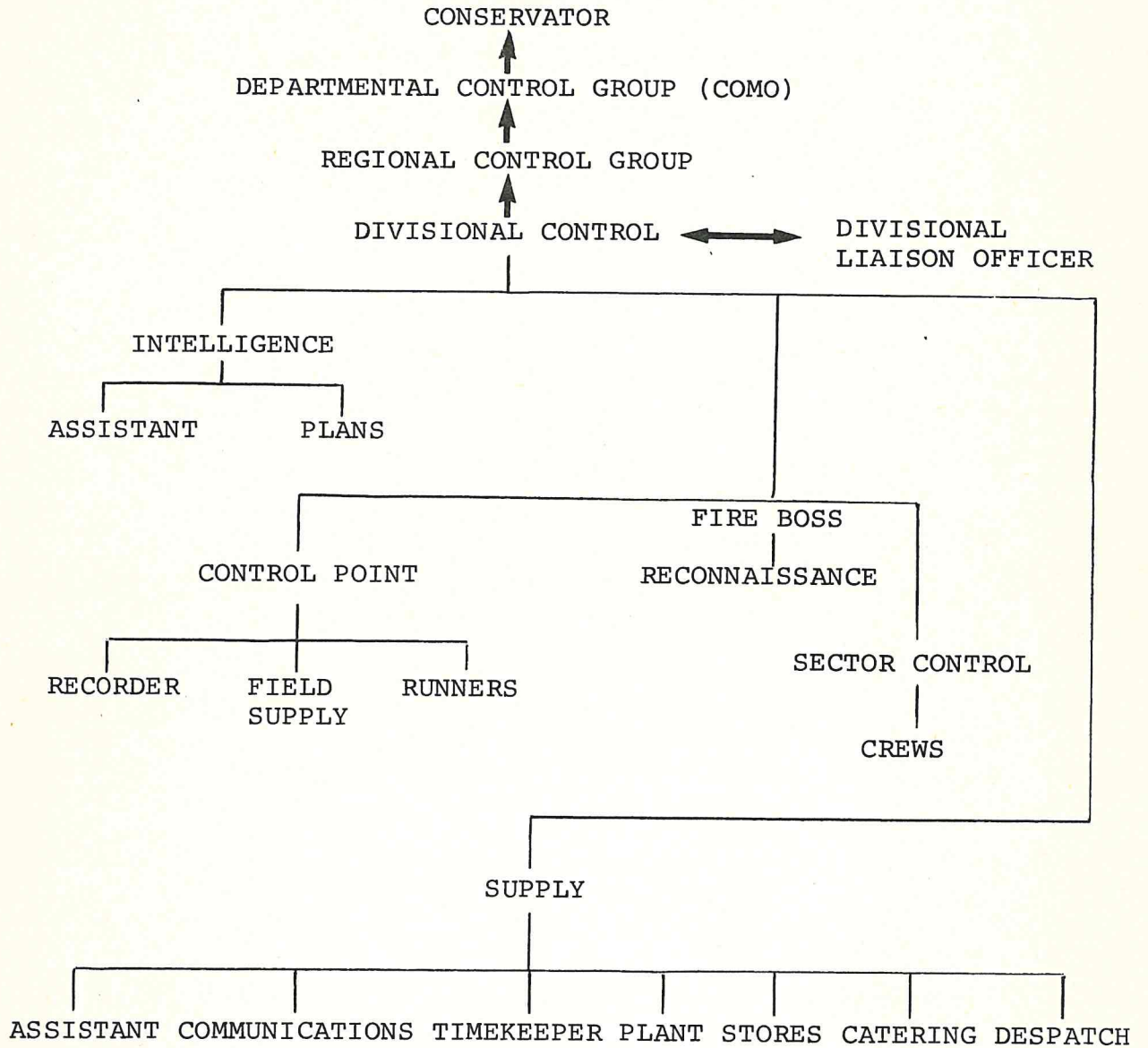
Responsibilities

PAGE 1	L.F.O. CHAIN OF COMMAND
PAGES 1A - 13	DUTY LISTS - HEADQUARTERS STAFF
	DEPARTMENTAL CONTROL GROUP
	REGIONAL CONTROL GROUP
	DIVISIONAL CONTROL
	INTELLIGENCE
	PLANS
	SUPPLY
	TIME KEEPER
	PLANT
	STORES
	CATERING
	DESPATCH
	COMMUNICATIONS
PAGES 14 - 21	DUTY LISTS - FIELD STAFF
	FIRE BOSS
	SECTOR BOSS
	CONTROL POINT
	SUPPLY
	RECONNAISSANCE
	RECORDING
	RUNNERS
	CREW LEADERS

L.F.O. CHAIN OF COMMAND

1

FUNCTIONS AND LINE OF RESPONSIBILITY



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

DEPARTMENTAL CONTROL GROUP (COMO)

Provides intelligence information on Departmental fire situation for senior officers.

Assists senior officers in setting inter-regional priorities.

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

Provides resources not available at regional or divisional level, e.g. aircraft and Drafting 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

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

Arranges inter-regional supply of men and equipment.

Arranges resources not readily available to the divisions.

Provides Como control with situation reports.

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

Monitors public safety, dieback hygiene requirements and fire costs.

Checks weather forecasts and forwards planning on fire strategy.

Liaises with other organisations at regional level.

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

DIVISIONAL LIAISON OFFICER

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

Responsible to Regional Controller for the following:

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

In this respect:

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

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

In this respect:

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

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

DIVISIONAL CONTROLLER

2

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

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

Completes controllers Fire Suppression Guide and check lists.

Sets up large fire organisation - using the following guidelines:

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

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

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

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

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

Designates sectors.

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

Inspects critical sectors of the fire personally - once per shift, is possible.

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

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

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

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

In conjunction with Regional Controller

Carries out priorities set by Regional Control.

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

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

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

Reviews performance on completion of exercise and recommends remedial action.

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, rate of spread tables, cutting plans, road classification plans, tower reports and any reconnaissance data available).

Interprets and makes appropriate adjustments to weather forecasts according to local conditions, and arranges special forecasts through direct contact with Como Fire Control.

Appraises the reliability of his predictions and the need for revisions as a result of personal field inspection once in each shift and evaluation of various field reports.

Assesses the likely man power 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.

Directly controls - Assistant Intelligence Officer
- Plans Officer

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

RESPONSIBLE TO INTELLIGENCE OFFICER

Operates Detection System and Office log book

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

Maintains weather records.

RESPONSIBLE TO THE INTELLIGENCE OFFICER

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

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

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

Maintains the movements board in conjunction with the Supply Officer.

Supplies all maps and plans including photo copying facilities.

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

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

SUPPLY OFFICER

6

RESPONSIBLE TO THE CONTROLLER

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

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

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

Anticipates the likely supply problems and advises the Controller.

Advises the Intelligence Officer of movements of men and equipment.

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

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

Investigates reported accidents.

Arranges to keep DHQ clean and tidy.

Controls directly

Assist. S.O.

Communications Officer

Timekeeper

Plant Officer

Storeman

Caterer

Despatcher

ASST/SUPPLY OFFICER

7

DIRECTLY RESPONSIBLE TO THE SUPPLY OFFICER

Acts as Administrative assistant to the
Supply Officer.

H.Q. 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.

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 supplied, transactions (i.e. in/out book).

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

Responsible for delivery of stores to the field.

RESPONSIBLE TO THE SUPPLY OFFICER

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

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

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

Ensures proper documentation of supplies and services purchased.

RESPONSIBLE TO THE SUPPLY OFFICER

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

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

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

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

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

Controls and directs runners.

Completes dieback hygiene, checks list and advises controller.

RESPONSIBLE TO SUPPLY OFFICER

Operates telephone systems or delegates as necessary to an operator.

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

Records all messages both inward and outgoing.

Relays written messages around D.H.Q.

Maintains "fire diary" as required.

Maintains record of communication problems for Radio Branch Technician.

SOLELY RESPONSIBLE TO THE CONTROLLER

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

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

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

Maintains "Fire Boss" Dieback hygiene checklists.

Obtains the strategic plan and alternate courses 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.

SECTOR BOSS

15

SOLELY RESPONSIBLE TO THE FIRE BOSS

Solely responsible to the Fire Boss for directing and supervising all work in his sector.

DUTIES:

Obtain definition of his sector:

Instructions on work to be done.

Tactics decided by the Fire Boss.

Brief crew leaders:

Allot, control, supervise and co-ordinate the work of crews and plant assigned to him.

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

Regularly travel his sector and -

Inspect work progress and quality.

Note the fire situation and behaviour.

Maintain contact with crew leaders.

Be alert for dieback symptoms and ensure hygiene requirements are met.

Complete dieback hygiene check list and implement.

Report to the Fire Boss -

Information gathered on work progress.

Fire situation and behaviour.

Anticipated problems.

Possible courses of action.

Additional resources needed or surplus resources.

Inform crew leaders of his movements.

Decide the locations of communication facilities allotted to his sector.

Ensure meal breaks and rest periods are taken in accordance with A.W.U. requirements, allowing for the fire situation.

Remain on his sector unless otherwise directed.

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.

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

Arranges adequate communications and supervises recording.

In the absence of the Fire Boss -

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

RESPONSIBLE TO THE FIRE BOSS OR HIS DEPUTY

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

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

Organises catering.

Advise movements of men and materials to control point officer.

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

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

Directs runners and mechanics.

DIRECTLY RESPONSIBLE TO THE FIRE BOSS

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

Location of fire edge

Location of suspect or known dieback areas

Work progress

Track conditions

Water supplies

Signposting

Any allied intelligence required by Fire Boss

RESPONSIBLE TO THE CONTROL POINT OFFICER

Maintains a diary of events by time periods as follows:

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

Summarises important verbal communications concerning the fire situation.

Records men and equipment received or despatched.

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

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

RUNNERS

20

RESPONSIBLE TO FIELD SUPPLY OFFICER

Responsible to Field Supply Officer and assist as -

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

CREW LEADER

21

RESPONSIBLE TO THE SECTOR BOSS FOR -

THE JOB

Obtain instructions and brief crew.

Reconnoitres the fire job and allots work.

Report work progress:

Changes in fire situation.

Deviation from pre-arranged plans.

Ensure dieback hygiene instructions are followed.

THE CREW

Direct - Work done by his men

- Suitable meal breaks and rest breaks

- His men on and off shift.

Check - Physical conditions and clothing daily.

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

REPORT:

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

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

ENSURE:

The safety and welfare of his men.

Normal crew needs are met.

Water emergency rations and first aid is available.

MACHINERY AND EQUIPMENT

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

- That vehicles are regularly serviced.

- That dieback hygiene has been carried out.

Report - Vehicle repairs required.

- Fueling needs.

- Daily time records of hired plant.