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GUIDELINES FOR THE MANAGEMENT OF FORESTRY INDUSTRY BRIGADE OPERATIONS

This document has been created solely for official Country Fire Authority purposes and must not be used for any other purpose without the permission of the Assistant Chief Fire Officer – Wildfire Policy and Planning and Forestry Industry Brigades. Reference to the CFA Act and Regulations are a guide only. The reader should consult the relevant documentation directly to ensure accuracy and relevance on specific issues relating to Forestry Industry Brigades.



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OBJECTIVE

This guideline provides the framework for Forestry Industry Brigade operations. The guideline outlines the principles for efficient and effective Forestry Industry Brigade operations and links these to general CFA operations policy and procedures. This guideline is intended to be used by forestry industry brigade personnel and their owners, and by CFA volunteer and staff members.

1 INTRODUCTION

1.1 Legislative Framework

Section 20 of the Country Fire Authority Act (1958) imposes the duty for prevention and suppression of fires in the Country Area of Victoria on the CFA. Industry Brigades are formed under section 23AA of the Country Fire Authority Act 1958 and in accordance with Country Fire Authority Regulations 2014 Part 5 – Forestry Industry brigades.

CFA Regulation 2014 Part 4 – Brigades and Groups does not apply to industry brigades created under section 23AA of the Act.

Application for registration of a forestry industry brigade

An application under section 23AA(2)(b) of the Act for the registration of a forestry industry brigade must provide the following information—

- (a) the name of the person engaged or employed by a relevant owner who is proposed for appointment as the officer in charge of the forestry industry brigade;
- (b) the names of the persons engaged or employed by the relevant owner or group of relevant owners who are proposed for appointment as officers and members of the forestry industry brigade;
- (c) a list of the apparatus to be used by the brigade for undertaking the responsibilities of the forestry industry brigade.

Operation of a forestry industry brigade

The relevant owner, or the group of relevant owners, in relation to a forestry industry brigade—

- (a) is responsible for the operation and command of the forestry industry brigade in relation to the designated area; and
- (b) must ensure that all apparatus and equipment of the forestry industry brigade is maintained in operational order; and
- (c) may respond to calls to assist other brigades attending fires outside the designated area for which the forestry industry brigade is responsible.

1.2 CFA Policy

This guideline should be read in conjunction with CFA policy. Particular policies that apply to Forestry Industry Brigades include:



Document ID	Title
CS02005	Herbicide Use Guidelines
028761	Fire investigation
028751	Health Safety Environment & Wellbeing
028677	Communications Policy
028743	Values & Behaviour Policy
028747	Training in Compliance Policy
028749	Learning & Development Policy
028763	Community Safety Policy
0391	Class A Foam, Wetting Agent & Agricultural Land

1.3 Chief Officer's Standing Orders

This guideline should be read in conjunction with the Chief Officer's Standing Orders which specify certain requirements that must be met for certain activities and situations.

Chief Officer's Standing Orders that apply particularly to Forestry Industry Brigades include the following and any future direct or associated replacements:

SECTION	STANDING ORDER
1.00	Chief Officer's Standing Order and SOP's
2.00	Fire Brigades – Structure and Management
5.00	Firefighting Equipment
6.00	Training and Competence
8.00	Chain of Command
9.00	Management of Fires and Incidents
11.00	Health and Safety
12.00	Driving CFA and Brigade Owned Vehicles
13.00	Aircraft Operations
14.00	Post Incident Actions
15.00	Role and Structure of Fire Brigades Groups
16.00	Environmental Care

1.4 Standard Operating Procedures

Standard Operating Procedures specify the way in which Officers should carry out certain tasks and responsibilities. Standard Operating Procedures may be prescribed at State, District, Group or Brigade level.

Standard Operating Procedures that apply particularly to Forestry Industry Brigades include the following and any future direct or associated replacements:

SECTION	STANDARD OPERATING PROCEDURES
2.01	Responsibilities of Brigade Officers
2.05	Forestry Industry Brigades
5.01	Testing of Firefighting Equipment
5.03	Protective Equipment
5.04	Service Hose Testing
6.04	Firefighter Skills – Development and Maintenance of
8.02	Incident Controller (CFA as control agency)
8.03	Endorsement of IMT members



- 8.04 [Transfer of Control](#)
- 9.04 [Control Points](#)
- 9.10 [Incident Classifications](#)
- 9.13 [Keeping Logs & Documents](#)
- 9.15 [Mayday Radio Procedures](#)
- 9.22 [Radio use - CFA](#)
- 9.32 [Entrapment Procedures](#)
- 9.33 [Progressive Hose Lay for Bushfire Suppression](#)
- 9.39 [Planning and Conducting Planned Burn or Burn Off](#)
- 11.03 [Personal Protective Clothing](#)
- 11.09 [Traffic Management \(Non-Emergency\)](#)
- 11.10 [Working with Water Bombing Aircraft](#)
- 12.04 [Emergency Vehicle Response](#)
- 12.06 [Speed Limits – CFA vehicles](#)
- 14.03 [Fire Investigation](#)
- 15.01 [Role and Structure of Fire Brigade Groups](#)

SECTION JOINT STANDARD OPERATING PROCEDURES

- JO3.06 [Incident Briefings](#)
- JO3.11 [Red Flag Warnings](#)
- JO3.12 [Evacuation](#)
- JO3.10 [Traffic Management](#)

Field Emergency Response Guide

The Field Emergency Response Guide is a compilation of quick reference guides that may be used by members to assist with the conduct of fire management operations. They support and summarise, the Chief Officer's Standing Orders, the Chief Officer's Standard Operating Procedures, the AIIMS Manual and CFA training manuals. They are a guide for Action and do not replace Policy, Standing Orders or Standard Operating Procedures which FIBs need to be aware of. Adopting a Safety First approach at each incident is fundamental in implementing the guidance provided by these check lists. The Field Emergency Response Guide can be [downloaded from Brigades Online](#) in the drop down box under the Fire & Emergencies heading by selecting Manuals.

2 PREPAREDNESS

2.1 Group and FIB relationship

Forestry Industry Brigades are registered as part of a CFA Group of Brigades which is often referred to as their "Home Group" even though the FIB has estate potentially spread across multiple Group areas.

As with all CFA brigades, FIB's should interact with their Home Group in relation to preparedness and training, this relationship is important to ensure appropriate chain of command and resource management. CFA Group's should be aware of the FIB's strength and availability and any incidents occurring in or around their designated area. This enables appropriate and timely dispatching of resources. For FIB's it can provide a level of mutual support if an incident occurs when they are committed outside the Home Group area.

The role of the Group is detailed in CFA SOP 15.01 Role and structure of Groups while CFA Standing Order 8.0 Chain of Command provides direction on working with Groups.



2.2 Training and Accreditation

FIB members must be a registered CFA member to participate in training courses. Members must complete [Member Application Form](#) and provide a copy of photo ID i.e. drivers licence and return to district office.

Chief Officer's Standing Order 6.00 determines certain procedures for the management and recording of training of brigade members. Forestry industry brigade members shall be trained and accredited for fire suppression roles under the Public Safety Training Package National Competency Framework.

Brigade members may also be trained and accredited for roles in the AIMS incident management teams.

Detailed specifications for training of forestry industry brigade members are found on the CFA Intranet or Brigades Online under the FIB Management Documents section (see [Training Specifications and Guidelines](#))

2.3 Availability of Personnel

Before each fire season the plantation owner should consider:

- Availability of staff during and outside working hours.
- Training and accreditation requirements.
- Preparedness of equipment.
- Contact arrangements.
- Arrangements for hire of heavy or supplementary equipment.
- Updated Fire Management Plan circulated

Plantation owners are responsible for ensuring that arrangements are made for members of Forestry Industry Brigades to be available for duty on high fire danger Days, or when fires are burning or the likelihood of fire is imminent.

2.4 Preparedness of equipment

At all times forestry industry brigade equipment, including personal protective equipment, must be maintained in operational order (CFA Regulations 2014 70(b)).

Tankers, slip-on units and pumps should be equipped with at least the mandatory items required (see ["Forestry Industry Brigade Equipment Specifications and Guidelines"](#))

Forestry Industry Brigades must provide a list of firefighting vehicles to be used by the brigade for fire suppression activities, Forestry Industry Brigades must also provide updates to this list as vehicles are updated. Refer to form on page 20 of this document

2.5 Inspection of Forestry Industry Brigades

Under section 29 of the CFA Act 1958, CFA Chief Officer is required to conduct or arrange for an inspection of brigades, including forestry industry brigades. This is usually an annual inspection and includes equipment and apparatus, training records, fire reports, fire management plans and members list ([refer to FIB s29 Proforma](#)). It is customary to use this opportunity for the District staff to meet members of the brigade.

2.6 Forestry Industry Brigade Duty Officer

The forestry industry brigade Captain or Duty Officer shall act as the OIC of the brigade and will maintain preparedness and co-ordinate response to incidents by the forestry industry brigade. Duties may include:

- Transmitting Wordbacks and situation reports up the chain of command in accordance with local procedures (if not on scene at the incident).
- Notifying the CFA District Duty Officer of significant incidents via FIRECOM.
- Carrying out harvesting restriction and Total Fire Ban notifications internal to the FIB owners operations.
- Act upon resource requests from other brigades and groups, or other plantation owners.
- Stepping up resources to fill “gaps” created when resources are committed to incidents and manage shift change requirements.
- Liaising with adjoining CFA Brigades and Groups, other plantation owners and the CFA District Duty Officer and the Incident Management Team (Plantation Technical Advisor) as required.

During the Fire Danger Period, the forestry industry brigade Duty Officer shall be immediately contactable and be able to respond to incidents or attend an established incident control point as required.

2.7 Trigger Points

The plantation owner should determine various trigger points for increasing the preparedness of staff and equipment and the introduction of restrictions on harvesting operations as fire danger increases. These trigger points should be documented in the FIB’s plantation fire management plan refer to ([“aide memoir for preparing a plantation fire management plan”](#)) and should be consistent with actions of other plantation owners, CFA preparedness levels and adjoining landholders.

2.8 Prevention Operations Outside Designated Area of FIB

Amendments to the CFA Act 1958 which came into effect on 1st September 2014, allows officers and members of an industry brigade to assist CFA brigades or FFMV in carrying out fire prevention work subject to the general direction of the authority and Chief Officer.

Also provides immunity provisions to officers and members of an Industry Brigade under the general direction or control of CFA, when assisting CFA or FFMV outside of the designated area for that Forest Industry Brigade.

All FIB’s must consult with their Catchment Commander when planning or conducting a planned burn or burn off outside their designated area to ensure standing orders & standard operating procedures are followed. Refer to Appendix 4 [“Planning or Conducting Planned Burn or Burn Off”](#)

2.9 Fire Weather Forecasts

Fire weather forecasts are provided by the Bureau of Meteorology (BoM), and will normally be transmitted to each CFA District Headquarters regularly during the Fire Danger Period.

Information related to Fire Danger Index (FDI) can be sourced from the CFA BoM site. As this



site has access security, user ID and password can be sourced from your local District Office.

Forestry Industry Brigade headquarters may be requested to provide local weather observations from time to time to supplement CFA's weather monitoring network.

2.10 District and Group Radio Schedules

District radio schedules may be conducted from time to time to disseminate BoM fire weather estimates, storm or wind change warnings; urgent operational information and updates on operational situations. FIB's are encouraged to participate in the Home Group schedule to ensure radios are operational and to receive information on group activities.

2.11 Spot Weather Forecasts

Spot Fire Weather Forecasts can be provided by BOM for significant incidents. Requests for Spot Weather Forecasts should be made to the relevant CFA District Office, or through an Incident Control Centre.

2.12 Radio and EAS Communications

CFA has developed the capacity to manage the initial dispatch radio traffic across the entire state via Cat 1. All brigades now communicate directly with FIRECOM via VHF Digital radio during the initial response phase of an incident. (See ["FIB Fire Response and Reporting Guidelines"](#)).

Each CFA District has allocated to it a main channel for VHF communications as well as a number of "go to" channels. Channel arrangements for routine turn outs and for incident management are contained in the District Communications Plan (in the District Contact Book). All radio communications shall be in accordance with the District Communications Plan, or as directed by an approved incident communications plan.

Radio traffic at incidents must be kept to a minimum, with due regard for personnel safety and provision of situation reports up the chain of command. Refer to SOP 9.22 Radio Use – CFA.

FIBs will be notified by FIRECOM of incidents by EAS pager unless other arrangements are agreed by CFA in consultation with the FIB concerned. EAS pagers also have the capacity to notify individuals and group page personnel with non-emergency messages.

The Supplementary Alerting Service (SAS) application is available and free to all CFA members. The SAS application has been developed to work alongside the existing EAS paging system to provide members with increased functionality and enhanced communication during incident response.

The app is available to download on both Apple and Android devices; a web version is also available. You can find the app by searching for Supplementary Alerting Service in the relevant app store. You can access the desktop version [here](#).

The EAS remains the primary means of alerting members to emergency callouts and dispatch to fires and incidents. Members are expected to continue to carry and use their existing pagers alongside the SAS app.

CFA has in place a CFA radio lease agreement which FIBs can enter into. Under the agreement CFA will provide and maintain CFA communications equipment provided to the FIB. It is however the responsibility of the FIB to ensure they have communications equipment that is able to communicate with FIRECOM and other fire ground channels during a fire event in their



designated area of operations.

2.13 Aircraft Frequencies

District Fire Spotter aircraft generally use the Districts main frequency for routine operations or trunk radio (SMR). For major incidents a separate channel may be nominated by the District Headquarters for Aircraft reconnaissance and flight following.

Aeronautical frequencies have been allocated by the Civil Aviation Safety Authority for use by fire authorities. The frequencies are primarily for aircraft to aircraft use or for use by specialist aviation personnel.

3 RESPONSE

Upon detection of a fire in or near a plantation, suppression action will be safe, fast, determined and thorough, with the primary objective of controlling the fire in the shortest possible time, to minimise loss and environmental damage.

In achieving the primary objective due regard will be paid to:

- Safety of personnel;
- Protection of members of the community;
- Provision of timely and accurate information to the Community via the Incident Controller
- Protection of critical infrastructure and community assets;
- Aggressive first attack on new outbreaks; and
- Protection of conservation and environmental values.

3.1 Safety of Personnel

- Safety of CFA personnel is of primary importance at all times. Actions are to be in accordance with Chief Officer's Standing Order 11.00 (Health and Safety).
- All personnel are to ensure that the proper personal protective equipment is used and that safe work practices are used. "*Field Emergency Response Guide*" can be used as a guide to appropriate safety gear and actions.
- Particular consideration must be made by all personnel to the "[10 standard fire orders](#)" and the "[18 watchout situations](#)", implemented using the Lookouts, Situational Awareness, Communications, Escape Routes and Safety Zones ([LACES](#)) safety process.

All FIB members need to be trained in Forestry firefighting, and use CFA fire ground Safe Person Approach, and Dynamic Risk Assessment (SPADRA) system of operation.

3.2 Protective Equipment

All Forestry Industry Brigade firefighters must wear the following minimum personal protective equipment whilst on the fire line:

- Boots – AS/NZS4821 and 2210.3
- Wildfire gloves – AS/NZS2161.6
- Goggles – AS/NZS1337.
- Proban treated full cover overalls or equivalent – AS/NZS4824.
- A safety helmet – AS/NZS1801 Type 3.

- Particle mask – P2 – AS/NZS1716

Specifications for this and other personal and protective gear is detailed in ["Forestry Industry Brigade Equipment Specifications and Guidelines"](#).

All vehicles and plant used by the forestry industry brigade in firefighting must be equipped with sufficient nonflammable blanket(s) (usually pure wool) to fully cover the operator, or driver and passengers.

3.3 Weight of Response to Wildfires

Each Group of Brigades will have local Operating Procedures that define the minimum number of appliances that are responded to incidents. FIB's are additional to these resources. FIB response is expected to relate to the risk for that forest owner and pre planned cooperative response arrangements.

3.4 Notification of a Fire or Incident

Forestry Industry Brigades must notify FIRECOM using "000" as soon as possible of any new fire event (refer Regulation 70(2)). If discovered by the FIB or the FIB is notified of a fire by the public, additional notifications and escalation will be arranged in accordance with Local Group/FIRECOM Operating Procedures and usually actioned by FIRECOM using the Computer Aided Dispatch (CAD) system.

3.5 Incident Response and Reporting

- Specific details on what FIB's should do when notified of a fire are detailed in ["FIB Fire Response and Reporting Guidelines"](#) in accordance with SOP 9.04 all brigades including FIB's must inform FIRECOM of what action they are taking with regard the fire (i.e. responding, not available, etc.).
 - **Further Response:**

Where an FIB is in a command role, escalations can be arranged by request using the radio back to FIRECOM or Incident Control Centre (if activated). If this is not possible it can be arranged by calling FIRECOM direct via telephone 1800 452 544.
 - **Notification of Significant Incidents:**

The following incidents shall be notified to the CFA District Duty Officer as soon as practicable:

 - Large and going incidents with potential for major loss.
 - Fatalities involving fire.
 - Special incidents (e.g. involving major road closures, evacuations, aircraft etc.).
 - Injuries or fatalities to personnel whilst engaged in operations.
 - Accidents involving CFA appliances.
 - Major damage or theft occurring to CFA property.
 - Any incident that may cause more than usual media interest.

It is the responsibility of the Incident Controller to ensure the District Duty Officer is notified in accordance with Districts established procedures.



3.6 The powers of the Chief Officer in fire suppression

Section 33 of the CFA Act 1958 confers the powers of the CFA Chief Officer on any officer in charge of any brigade (including FIB's) or group of brigades who is present at the fire.

Chief Officer's Standing Order SO 9.00 and SOP 9.12 "Management of Fires and Incidents" specifies the circumstances that determine which members of which brigade or group may exercise these powers in the Country Area of Victoria.

The Chief Officer's powers may be exercised if there is a danger of a fire occurring or a fire is burning or has recently been extinguished as follows:

- Within the Country Area of Victoria; or
- Within State Forest, National Park or Protected Public Land where a Forest Officer is not present at the fire or is unable to exercise those powers.

The Chief Officer has the following general powers (refer section 30 of CFA Act):

- To control and direct brigades at the fire.
- To enter any land house building or premises and to use force if necessary if there is a fire, and to direct apparatus as he considers convenient.
- To take any measures which in the circumstances are reasonable, necessary and expedient including that fences, undergrowth, trees, scrub, grass, stubble, weeds or other vegetation can be burnt or otherwise destroyed or removed.
- To cause water to be shut off, or take water from any waterway, lake, lagoon, bore, dam, tank main or pipe or other source of water supply whatsoever.
- To close to traffic any street, road, lane or thoroughfare or any part thereof in the vicinity of the scene of any fire, and direct traffic on any part of that street, road, lane or thoroughfare which is not closed?
- To order to withdraw and (in the event of a failure or a refusal to withdraw) remove any person who interferes with operations.
- Pull down or shore up any wall or building damaged by fire that may become dangerous to life or property.
- To take other measures for the protection of life and property.

3.7 Command and Control

The forestry industry brigade OIC (Captain) is responsible for the operation and command of the Forestry Industry Brigade in relation to the plantation holdings of the relevant owner or group of owners (CFA Regulation 2014 r.70).

All brigades and all officers and members of brigades are under the control of the Chief Officer (s.27 of CFA Act). Standing Order 8.00 determines who shall exercise the powers of the Chief Officer in various delegated situations.

Where a forestry industry brigade attends a fire then the control shall be exercise consistent with the Chief Officer's Standing Orders on "Forestry Industry Brigades" and "Control & Command of Incidents".

3.8 CFA/FFMV Heads of Agreement (Partnership and Joint Service Delivery)

Both CFA and FFMV have adopted a Heads of Agreement which recognises that one Incident Controller and one AIIMS structure will be used to manage all resources deployed to a multi-



agency incident. Refer to CFA-FFMV Heads of Agreement (Partnership and Joint Service Deliver) document.

3.9 Emergency vehicle response

Drivers of CFA and FIB vehicles must follow the Road Traffic Regulations at all times. Under the Road Safety Road Rules – Victoria 2017, a fire brigade vehicle being used on urgent fire brigade duty may be exempted from certain requirements under specific conditions.

Only drivers with the necessary qualifications and endorsement are permitted to drive a CFA vehicle or FIB fire response vehicle under emergency condition (Emergency Lights and Sirens). Additionally, FIB's wishing to install, or mount emergency lights and sirens must gain CFA approval by writing to the Manager Wildfire Planning and Forestry Industry Brigades with a copy to their Home District Assistant Chief Fire Officer (ACFO). Detail the number and type of vehicles to be equipped is required in the application. Vehicles must also display CFA identification signs.

Only dedicated fire appliance can have permanently fitted emergency lights and sirens along with permanent CFA stickers on front driver and passenger doors. Other appliances can only use removable magnetic CFA identification signs and temporary type emergency red/blue lights (magnetic base types).

In all cases, the operation of an emergency vehicle shall be done with due care and attention, and only if it is expedient to do so and in accordance with Chief Officer's Standing Order 12.00 *"Driving of CFA and Brigade Owned vehicles"*, Chief Officer's Standard Operating Procedure 12.03 *Driving and Travelling in CFA Vehicles*, Chief Officer's Standard Operating Procedure 12.04 *"Emergency vehicle response"* Chief Officer's Standard Operating Procedure 12.06 *Speed Limits – CFA Vehicles* and the *Victorian Road Safety Road Rules 2017*. These documents outline the requirements and exemptions for CFA emergency vehicles.

The CFA objective is to limit the number of appliances traveling as emergency vehicles to those considered essential. Chief Officer's Standard Operating Procedure 12.04 *"Emergency Vehicle Response"* defines Codes for the status of responding vehicles and requirements for emergency vehicle response.

3.10 On arrival at the fire

It is vital that fire ground control is established as soon as possible including nominating an Incident Controller in accordance with CFA SOP 8.02. For CFA fires, the first arriving appliance crew leader from the primary brigade should assume control of the fire and continue to control all fire response until relieved or the fire is deemed safe.

In the case of plantations, the Incident Controller may be from an FIB. The Incident Controller should be nominated following negotiations between the FIB and the senior brigade member from the primary brigade. A control point must be established as a reference point for all fire ground resources and as the location of the Incident Controller.

Following CFA SOP 9.28, the Incident Controller should conduct a size up of the fire, ensure an immediate and aggressive initial attack and conduct a Dynamic Risk Assessment. This initial size up should also be communicated back up the chain of command.

Where impractical or unsafe to attack the fire head, alternative fire suppression and asset protection measures should be implemented to limit the fires escalation and losses caused by the fire.



Resources shall then be rearranged and used to the best advantage in preventing the spread of the fire and protecting assets.

At all times safety of firefighters will be paramount. Using the LACES safety system, the ten standard orders for rural firefighting and the “18 watchout situations” shall guide the actions of all personnel on the fireground.

It is also important for all personnel to be trained and implement CFA’s safe work system, Safe Person Approach Dynamic Risk Assessment (SPADRA).

These two safety systems will reduce the incidence of accidents on the fire ground.

Situation reports up the chain of command shall be made at least once every 30 minutes until the fire is contained. If the assessed task appears to be beyond the capability of the initial attack crew the Incident Controller will review the situation and arrange for extra resources.

3.11 Incident Management Team

FIB members are encouraged to become involved in incident management beyond the fire ground. Input into strategic decision making at incidents by FIB’s provides CFA with increase fire behaviour information along with improved local intelligence of ownership, rates of spread and potential loss estimates.

Sectorisation of the incident should be considered if:

- There are more than 5 appliances or 30 personnel involved in the incident.
- The whole of the incident cannot be easily seen and resources cannot be directly commanded by one Officer.

The establishment and fire ground command trigger points above are guides. Variation will occur due to environment, weather and local district Operational procedures.

3.12 Plantation Technical Advisor role

- This role has been identified as support to the IMT in the Planning Unit to assist with planning and information flow regarding firefighting involving plantations.
- It is recommended that the role be identified and available for deployment on sever and Total Fire Ban days as part of the preplanned IMT structure.

3.13 Incident Control

Three levels of Incident Control are recognised: Refer to SOP 9.10

- **Level 1 Incident – vehicle based ICP (Incident Control Point)**
 - Established in the field (e.g. Field Command Vehicle).
 - The Operations Officer may be a separate person to the Incident Controller if the situation requires.
 - CFA Group/FFMV Officer to provide support/co-ordination.
- **Level 2 Incident – Identified Level 2 ICC (Incident Control Centre)**
 - May be located at CFA Group, CFA LCF, FFMV Office, mobile control unit, or a preplanned Level 2 ICC location.

- Co-ordination of CFA Group resources and other Group activities to be managed by the Group.
- **Level 3 Incident – Pre Planned Level 3 ICC**
 - Located at a preplanned Level 3 ICC.
 - Incident Management Team to include all AIIMS functions.
 - Possible long duration incident.
 - Complexity of incident
 - Multi Agency Coordination

Incident Control Centers are pre planned with FFMV before each fire season and are documented in the District Operations Management Plan and wildfire response plans.

3.14 Suppression operations outside the forestry industry brigade area

Under CFA Regulations 2014 r.70 (c) a forestry industry brigade may respond to calls to assist other brigades attending fires beyond their plantation holdings. This support to neighboring Brigades, Groups and Districts is encouraged on the understanding that appropriate notification is provided to the Home Group or District and is at the FIB's discretion.

3.15 Mutual support arrangements

Mutual support arrangements are commonly made between brigades, groups, districts and across interstate borders. Forestry industry brigades are encouraged to make contact with relevant adjoining brigades, groups, CFA Districts and FFMV to determine mutual support arrangements in and around plantations.

Details of such arrangements should be discussed first with the CFA Operations Manager or Group Officer to ensure consistency and co-ordination in response.

3.16 Strike teams

Strike Teams consist of four or five vehicles of a similar type (e.g.: all slip ons or all tankers) complete with a leader's vehicle and support (e.g. quick fill). Requests for Strike Teams will be directed to the District Duty Officer. FIB's may be requested to join or form a Strike Team but are not part of the District Strike Team roster. A request will include:

- Number of appliances required
- Type 2WD or 4WD
- Location of staging area
- Name/call sign of person to report to
- Duration of tour of duty

The District will:

- Initiate actions to ensure an appropriate Strike Team Leader is appointed.
- Provide the Strike Team Leader with a briefing to cover the formation, travel and arrival at the Incident Staging Area.
- Nominate a District Staging/Assembly Area and a time for the Strike Team to depart the Staging/Assembly Area.
- Provide a marshaling officer at the Districts Assembly Area.



Any Brigade or Group participating in a Strike Team will:

- Ensure that personnel are appropriately equipped and qualified.
- Complete the relevant details of the Strike Team Registration form.
- Arrive at the District Assembly Area with sufficient time to be briefed before assigned departure time.
- Hand over the Strike Team registration form to the Strike Team Leader at the District Assembly Area.
- Notify the Brigade or Group Communications Officer of the names of personnel on the tanker.

Brigades on Rostered Strike Teams should be able to respond within 30 minutes. Strike Team Leaders should preferably travel in a separate radio equipped vehicle. Once assembled the call sign of the Strike Team Leader will be a unique call sign tied to the district (e.g. "Strike Team 10-02" represents strike team number two from District 10).

Radio traffic will be kept to an absolute minimum. Where possible the Strike Team Leader shall communicate face to face with tanker crews in the Strike Team. Leaders will assemble vehicles at the assembly point, collect (or fill out) the Strike Team Registration forms, and brief Crew Leaders and drivers on the destination, route and convoy procedure.

At the fire or destination, the Strike Team Leader shall report to the nominated person, or in his/her absence the Planning Officer, without delay.

3.17 Media Releases

Timely and accurate information on incidents will be provided to the media on all newsworthy incidents in which CFA personnel are, or have been involved or which could impact on the Community. For fires and incidents affecting plantations, the plantation owner where practical will be involved when planning the media response. Media releases will be authorised by the Incident Controller or the District Duty Officer.

Information should be provided on; where, when, what happened, how did it happen, who did it involve. The owner of the plantation should be available to take part in the media interview if possible.

3.18 Evacuation Policy

In relation to Evacuation, a joint SOP regarding Evacuation during Bushfires (JSOP 3.12) The Emergency Management Act (1986) and the Country Fire Authority Act (1958) gives residents the right to stay with their homes during a bushfire however property occupiers are encouraged to have a Bushfire assessment conducted to determine potential survivability of fire, possible treatments to improve survivability of the property and link this information into their development of a fire plan.

CFA and other emergency service personnel do not have the authority to order the removal of a person from a property if they have pecuniary interest in the relevant land, building or goods within it.

The Fire Services may recommend evacuations under certain conditions and will follow the direction set out in the JSOP 3.12.

3.19 CFA/FFMV Aircraft



District fire spotter (single engine) or bird dog (dual engine) aircraft shall be activated at the discretion of the District Duty Officer. These aircraft will be crewed by trained Air Observers.

Local guidelines may use some of the following events to trigger activation of fire spotter aircraft:

- it is a Day of Total Fire Ban or;
- fire danger index exceeds a predetermined local trigger point or;
- there are more than 5 fires burning or;
- lightning has occurred or is imminent or;
- patrol of potential arson activity is required.

Prior to the flight, adjoining Districts and DEPI will be consulted to determine a suitable flight plan. A flight plan and crew list shall be completed for every flight before take-off, and entered on IMS. Faxed confirmation of all planned flight details must be submitted to the State Aircraft Unit, local DELWP Fire District headquarters and CFA District Office

3.20 State Aircraft Unit (SAU)

The primary objective of the SAU is a “one stop shop” for all aspects of coordination and management of specialist aviation resources and activities between the CFA and DELWP to satisfy fire and land management objectives in Victoria.

The SAU coordinates a large fleet of modern rotary and fixed wing firefighting and support aircraft. The specific details of the number and type of aircraft available may vary from year to year and depending on the fire danger level. .

SAU aircraft can be requested through the CFA District Duty Officer or through the ICC if operating.

Appropriate management arrangements must be put in place for any aircraft operation. This will include arrangements for the following. Refueling.

- Flight planning.
- Flight following.
- Passenger records.
- Radio channels.
- Aircraft officer.
- Air attack supervisor.
- Air observers.
- Restricted airspace.
- Pilot and crew welfare.

The use of Interstate aircraft in Victorian fire suppression should only occur with prior registration of the aircraft with the SAU, incident communications plan and agreement from the CFA District Duty Officer or the Incident Controller if the incident is being run by an Incident Management Team.

3.21 Control of road traffic

Under the CFA Act 1958 (Section 44A), members may undertake certain actions including controlling traffic at fires. When possible it is preferable to request Victoria Police undertake traffic management at an incident as they are the responsible agency. Joint Standard Operating Procedure SOP J3.10 Traffic Management provides more specific direction on traffic control needs and procedures when Victoria Police is unavailable.

3.22 Incidents and Injuries

Any incident that occurs on the fire ground which requires medical treatment or that may result in the person affected missing work, or is a potential "near miss" is to be reported to the Incident Controller and then onto the CFA District Duty Officer as soon as practicable.

CFA/FFMV Bushfire Incident Report Cards (commonly called Salmon cards) are to be completed whenever a safety issue/near miss /or injury occurs on the fire ground. This then needs to be handed onto the IMT. For issues requiring immediate attention details should be transmitted by radio back to the Incident Controller or ICC as quickly as possible after the incident has occurred.

The District Duty Officer or Incident Controller will initiate an investigation and report in accordance with CFA policy.

3.23 Hire of heavy and supplementary equipment for fire suppression

The plantation owner should make pre-season arrangements for the hire and payment of local private plant, and equipment for use on plantation fire suppression. All plant must meet agreed safety standards and operators must have completed Basic Wildfire Awareness or Wildfire Firefighter training, including the maintain safety module if the operator wants to be eligible for use during incidents. The operator must also be registered with FFMV prior to the commencement of the season.

FIB's will pay for machinery that they hire and deploy on or near their land to protect their plantations, unless other arrangements are made with the Incident Controller prior to deployment. When possible, FIB plant activities should be incorporated into the whole of incident planning process to avoid duplication of resources.

Forestry Industry Brigade Officers must obtain the approval of the CFA District Duty Officer before requisitioning private equipment for fire suppression at CFA expense. Preference should be given to hiring equipment for which acceptable rates have been arranged prior to the fire season (FFMV registered plant and equipment panel).

Officers of the Forestry Industry Brigade in control of equipment hired on behalf of the CFA shall keep adequate records (hours/kilometers of operation) and any fuel, oil or repairs supplied. This should also include water cartage contractors.

3.24 Brigade Operating Procedures

FIB's should develop Brigade Operating Procedures (BOP's) that deal with Brigade level response, turnout and support arrangements, including support to other agencies, crewing arrangements, local communications, safety and training issues.

Care should be taken to ensure that forestry industry brigade plans are consistent with Group and District operating procedures.

3.25 Fire Investigation

The origin and cause of every fire will be investigated. Section 98 of the CFA Act empowers the Chief Officer to search a place where a fire has occurred and exercise relevant powers. Section 98 is delegated to the District Operations Manager.



Initial investigations will be the responsibility of the Brigade. If the origin and cause is easily determined then it will be entered onto the fire incident report form.

To facilitate fire investigations, Forestry Industry Brigade personnel involved in first attack shall follow the investigation procedures for travelling to and on arrival at a fire see field emergency response guide (p 106 – 107 fire Investigation). In circumstances where there are items or materials near the origin or burnt by a fire in suspicious situations a trained Fire Investigator will be requested. When a Fire Investigator is requested to attend a scene the Incident Controller must arrange for adequate preservation and security of the scene and continuity of evidence.

A Fire Investigator may request attendance by Police or a forensic scientist. Section 99 empowers the Chief Officer to request the Coroner to inquire into a fire.

All requests for Fire Investigators are through the District Duty Officer.

Fire Investigation will be conducted in accordance with SOP 14.03 Fire Investigation, and Victorian Fire Investigation Policy and Procedures.

Criteria for Fire Investigation:

- Fatal or serious injury
- Significant fire
- Structural, vehicle, marine craft and wildfires where the origin and cause of the fire is undetermined or suspicious in nature.
- CFA property is involved.

3.26 Reports of Significant Fires

The Chief Officer requires a report of any significant fire. A “significant fire” is one where structural damage exceeds one million dollars, or is of an unusual nature of interest to the fire services or Insurance Council of Australia. The Assistant Chief Fire Officer (ACFO) and the Manager of Community Safety shall be advised as soon as possible of any significant incident and will co-ordinate preparation of a report.

3.27 Fire fatalities

The District Duty Officer shall attend and prepare a report (in conjunction with Police and the Coroner) for the Coronial Inquiry. A request for an accredited Fire Investigator must be made and the State Fire Investigation Coordinator from CFA Headquarters must be advised.

3.28 Critical Incident Stress Support - Operational Incidents

Critical Incident Stress support is available to CFA members and their immediate family during or after a critical incident during Operational Incidents. CIS Peer Teams have been identified and trained to help reduce the impact of a critical event on members and to accelerate the recovery of people who are suffering normal reactions to abnormal events. This service is available to all CFA member including FIB members.

Activation of CIS Peers or the Chaplain must only be after prior approval from the District Duty Officer. Contact VicFire to request activation of the CIS support system through the District Duty Officer (Refer to SOP 14.02).

CFA will provide immediate or short term CIS support to FIB members and immediate family. FIB member employers will have OH&S policies and procedures to provide medium or ongoing



CIS support. It is the employer's responsibility to manage CIS beyond the initial period.

3.29 Operational Analysis or “Debrief”

The aim of operational analysis is to review an incident to identify common themes and take actions to improve deficiencies in performance. FIB's are included in this process.

3.30 Rehabilitation of Damage caused by Fire Suppression

Costs of restoration of damage to plantations such as drainage works on temporary fire lines or repairs to roads to rectify damage caused by fire suppression actions are to be kept to a minimum and may even be avoided through the careful use of equipment during fire suppression.

Costs of rehabilitation shall, unless by other agreement, be the responsibility of the land owner.

Where property is damaged by suppression actions, and the owner of the property has insurance, a claim should be submitted to their insurance company.

3.31 Finance

Unless otherwise determined by the Chief Officer and after consultation with the relevant forestry industry brigade or brigades, each relevant owner or group of owners of a forestry industry brigade shall be responsible for:

- Costs associated with the establishment, maintenance and operation of resources required under the Regulations and other resources acquired by the forestry industry brigade in support of its obligations; and
- The establishment and maintenance of the forestry industry brigade or brigades formed to protect plantations within the designated area; and
- Costs associated with the officer(s) and members of the forestry industry brigade acquiring and maintaining competencies to meet the requirements of the Chief Officer unless otherwise negotiated with CFA.

3.32 Compensation

FIB members are eligible for compensation under CFA Compensation policies as outlined in the CFA Regulations 2014 (Part 6), when attending or travelling to or from a fire that is not on their FIB designated area and they are operating under CFA command and control. Refer to [Guidelines for Forestry Industry Brigade Compensation and Insurance](#).

4 REFERENCES

CFA Act 1958
CFA Regulations 2004
Emergency Management Act 1986
Emergency Management Act 2013
Victorian Road Safety Regulations 1999
Emergency Management Manual Victoria
CFA policy on evacuation during wildfire and Wildfire risk Management CS 02005
CFA policy on fire investigation FM.03
CFA policy on Charging for uninsured property fires FA 11011
CFA policy on hire of heavy or supplementary equipment OP.07
Chief Officer's Standing Orders and Standard Operating Procedures



cfa.vic.gov.au

Victorian Fire Investigation Policy and Procedures
CFA Operational Guidelines
CFA Operational Checklists
State Operations Management Plan
District Operations Management Plan
Relevant Group and Brigade Operating Procedures
10 Standard Fire Orders
18 watchout situations

5 APPENDICES

Appendix Title

- | | |
|---|--|
| 1 | Guidelines for preparing a plantation fire management plan. |
| 2 | Forestry industry brigade equipment specifications and guidelines. |
| 3 | Forestry industry brigade training specifications and guidelines. |
| 4 | Guideline for Planning or Conducting Planned Burn or Burn Off |
| 5 | FIB Fire Response and Reporting Guideline. |

Also Available

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|----|--|
| 1. | FIB member induction manual |
| 2. | FIB S29 Proforma |
| 3. | FIB Compensation Insurance |
| 4. | Member Application/Transfer Form |



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FIB Resource Detail - New

Date:

Brigade Name:		Brigade No.		District:	
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Category:		Call Sign:	
Resource Type:		Fuel Type:	
Make:		Registration No.	
Model:		Drive: (4x4 or 2x4)	
Year of manufacture:		Located at:	
Water carrying capacity:		Custodian:	

Pump Details

Pump Type:		Fuel Type:	
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CFA Radio Details

Type	S/N	Alias	Radio ID	Asset ID	Issue Date

Replacing existing vehicle:		Y / N			
If yes please provide details of existing vehicle:					
Registration:		Make:		Model:	

Other Comments:

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