Use of Fire Mapper

The ACT Rural Fire Service Chief Officer has issued this guideline under Section 38(1) of the *Emergencies Act 2004* – A Chief Officer may determine standards and protocols.

Purpose

This guideline is to ensure FireMapper is used consistently and effectively within the ACTRFS.

Applicability

This guideline is to be used by ACTRFS Volunteers, Staff, and Parks and Conservation Service (PCS) when arriving at an incident and creating maps within FireMapper.

FireMapper is to be used by the Service in support of administration (record keeping), strategic planning and analysis, and operations.

Responsibilities

First Arriving Vehicle/Incident Controller	Name the fire to the nearest identifiable landmark, road or suburb Notify RFSDO of mapping to commence
RFS Duty Officers and Brigade Super Users	Create and issue brigade licences and portal accounts
RFSDO / RFS FBAN	Rename the incident maps when required, and replace shell maps

Guidelines

Issuing FireMapper Accounts

Portal Accounts
RFS Duty Officers and nominated Brigade Super Users are given "Administrator" Portal Accounts. They have full access to the FireMapper subscription, including the ability to create/revoke FireMapper Portal accounts, and allocate enterprise licences to be used on the FireMapper application.

All RFS Officer's and Crew Leaders will be issued with Publisher Portal accounts to provide them with the ability to create, view, and edit shared maps, as well as create map tokens.

Licences
All RFS members are eligible to be issued with a FireMapper licence. Members will need to work with their Brigades Super Users to be allocated a licence.

A FireMapper licence does not expire, and allows the Member to access, view, edit and export all maps within their Brigades portal.

Members should

- Use FireMapper to view fireground maps and resources when at an incident.
- Map features of the fireground on the application, under guidance/permission of the Incident Controller.
- Share relevant maps with other Brigades and Members.

Members should not

- Edit or export maps without the express permission of the IC and/or Divcom.
- Share FireMapper maps with external agencies or contacts.
- Give licences or access, to members outside of the ACTRFS.

Incident Mapping

Fires that are deemed suspicious or are larger than 20m2 are required to be mapped.

All members should be aware that any and all items on FireMapper may be recalled in case of an investigation. This includes Coronial Inquiries and Freedom of Information requests.

1) Three incident shell maps are created and shared to all ACTRFS brigades and PCS. These will be used as the base map for incidents. Much like the radio channels, these maps are pre-determined and can be allocated to incidents. All members will have access to these maps.

2) If and when possible, the RFS Duty Officer or RFS Duty FBAN will rename a shell incident map as named by the first arriving appliance.

   a) Map naming convention - YYYYMMDD (geographical or landmark Location) Fire.
   E.g. 20231208 Mt Painter Fire

   b) *In the event that the renaming is delayed, mapping is to continue on the next available shell incident map with all units communicated to which map is being used.*

   c) *All ACTRFS attending Members with FireMapper will have access to the incident map.*

   d) *If external agencies are involved in the incident, a Map Token may be created by the ACTRFS Duty Officer or ACT Duty FBAN*

Map Modifications

The only persons authorised to modify an incident map include;

Level 1 Incident

- Incident Controller, or person tasked as the incident mapper by the Incident Controller;
- RFS Fire Behaviour Analyst (fire predictions);
- Field Safety Officer if appointed; or
- ESA Mapping
- Any member tasked with reporting a safety issue by the Incident Controller or Crew Leader

Level 2/3 Incident

- Divisional Commander, or person delegated by the Divisional Commander;

- RFS Fire Behaviour Analyst (fire predictions);
- Sector Commander, or person delegated by Sector Commander to undertake mapping, including Strike Team Leaders;
- Field Safety Officers;
- Air Observers;
- ESA Mapping.

Tracking

- Any resource in attendance should enable tracking while at the incident.
- The Crew Leader (or delegated person by Crew Leader) will adjust their profile to display the correct Resource Type they are in, including callsign. *E.G – RIV10*
  - Ensure correct resource type is selected.
  - Ensure Location Sharing is turned on.

Use of Images

Crew Leaders are able to upload pictures to FireMapper incidents. These can be used for situational awareness such as:

- Track entrances;
- Water points;
- Critical assets or infrastructure;
- Cultural, or sites of significance;
- Hazards;
- Fire behaviour.

Crew Leaders must be cautious to not upload any images that could be interpreted as distressing, such as:

- property damage;
- Personnel injury;
- Motor vehicle accidents;
- loss of stock.

If in doubt, members should seek guidance from the Incident Controller or ACTRFS Duty Officer.

Use of FireMapper for events other than incidents

Members of the ACT RFS are encouraged to use FireMapper for events such as:

- Prescribed burning;
- Community education and engagement;
- Brigade trainings;
- Brigade events.

Members must ensure that these maps are created within their Brigade and are not using the 3 pre-planned incident maps.

Brigades are able to manage the access to Brigade-created shared maps by intra-agency sharing via the FireMapper portal.

Map Archiving

Maps created and stored in FireMapper do not have expiries. To prevent unnecessary storage all maps will be archived by RFS HQ Staff after 2 months of inactivity.

Brigades wishing to keep maps beyond this need to reach out to RFSHQ to prevent specific maps from being archived.

All Hazard Reduction burn maps will be archived upon the completion of the burn.

Support

FireMapper has several layers of support available for members. In order of escalation, members should contact:

1. Their Brigade Super User/Admin;
2. RFS HQ Operations team
3. ESA Mapping (RFS will contact on behalf of)
4. FireMapper Support (RFS will contact on behalf of)

Document information

Version history

Author	Version	Version Approval Date	Summary of Changes
David Darnell	1.0	22/1/24	Version 1.0
David Darnell	2.0	14/5/24	Addition of "*Map Archiving*"

Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		14/05/2024

Document Owner

Position	Section
Director	Operations

Next review due: 1/2/2025

Related documents

Document name

Signed documents will be scanned and filed in TRIM.