

	<b>ACT Rural Fire Service</b> <b>Standard Operating Procedure 1.1</b> <b>RFS Requirements For Reporting</b> <b>Of Fires</b>	<b>1.1</b> Administrative Management
---	--	--

### Purpose

This procedure is to be used by the ESA Communications Centre (COMCEN) operators for the notification to the RFS Duty Officer (RFS DO).

### Operating Procedure.

#### **STANDBY HOURS - ALL LEVELS OF READINESS**

The COMCEN operator handling the incident will:

- Dispatch the nearest most appropriate units (*“most appropriate” meaning the appliance(s) most suited to the incident type that has been reported, based on the information received, and “nearest” based on the CAD recommendation*). This may be Departmental Brigades, Volunteer Brigades or ACT Fire Brigade or a mix of each.
- Any bush or grass fire, regardless of its location, is to be reported to the RFS DO as the initial dispatch is being completed.
- The RFS DO will advise of any further action that may be required.
- If the RFS DO cannot be contacted by mobile then a pager message is to be left for the RFS DO to call COMCEN back ASAP.
- Should the fire occur on Government management land, the RFS DO will advise the Land Management Agency Representative of the fire location and of actions which have been undertaken.

#### **OUTSIDE STANDBY HOURS**

The COMCEN operator handling the incident will:

- Dispatch the nearest most appropriate units (*“most appropriate” meaning the appliance(s) most suited to the incident type that has been reported, based on the information received, and “nearest” based on the CAD recommendation*).
- Any bush or grass fire is to be reported to the RFS DO as the initial dispatch is being completed.
- The RFS DO will advise of any further action that may be required.
- If the RFS DO cannot be contacted by mobile then a pager message is to be left for the duty coordinator to call COMCEN back ASAP.
- Should the fire occur on Government management land, the RFS DO will advise the Land Management Agency Representative of the fire location and of actions which have been undertaken.



ACT Rural Fire Service  
Standard Operating Procedure 1.1  
**RFS Requirements For Reporting  
Of Fires**

**1.1**  
Administrative  
Management

**FOLLOW ALL RFS DO INSTRUCTIONS**

- The RFS DO will advise the COMCEN Operator of any further instructions/requests that may be required.

**FIRE EXTINGUISHED**

- The COMCEN operator is to advise the RFS DO once the fire has been extinguished and the last unit is departing the fire ground.

**Maintained By:** Manager, Operations

**Approved By:** Andrew Stark

**Position:** Chief Officer RFS

**Signature:**

A handwritten signature in black ink, appearing to be 'Andrew Stark', written over a light green rectangular background.

**Date:** 15/02/2011

**Cross Reference SOP/s:** SOP 1.9 RFS Incidents Reports

**Amendments:**