ACT Fire & Rescue

Community Fire Units

Operations Manual

Contents

Training Drills

Background:

The drills and information in this guide build on the CFU Induction Program drills. These training drills are for those members who have undertaken and are proficient in the basic drills covered in the induction practical training.

How to use this guide:

Before commencing any drills, please review the safety checklist on page 5. This checklist will help you to ensure all reasonable measures are taken to keep your training area and participants safe.

These drills serve the following functions:

1. To allow CFU members to maintain their skills and operational currency.
2. To allow CFU members to train with ACTF&R pumper crews.

Points to remember:

Accountability: The **buddy system** is always used, whereby individuals are paired or teamed up and assist in the responsibility for one another's welfare and safety.

Hydration: All CFU recruits and members participating in these drills should be aware of the need to constantly drink water when undertaking these drills to avoid dehydration.

Restoring Operational Capability: At the completion of any drill session, all CFU equipment must be made available for the next activation. Therefore, it is important that all equipment is checked to make sure it is operationally ready and put back in the trailer.

Safety and safe working practices

Equipment: All CFU members are required to wear all issued CFU uniform and PPE when participating in practical drills. A photo of CFU PPE is shown below:

Training Documentation:

Team Leaders are to use the Occurrence Book and the training documents as per example on Page 41 to record the following:

- All members who attended the drills.
- Drills that have been refreshed.
- Incidents that units are deployed to.
- Any injury or near miss incident.

At the end of the fire season, Team Leaders are to access the CFU Annual refresher Training Record, found on the ACTF&R CFU website under documents. **https://esa.act.gov.au/join-us-volunteering/community-fire-units/documents** and save the document to your computer. Fill out the electronic form with all the information recorded over the fire season and email to the CFU coordination team at **ACTFBCFU@act.gov.au** at the end of the fire season.

Safety checklist

Consider external factors	➢ Weather conditions • TOBANS • Inclement weather ➢ Community impact
Costs	➢ Equipment required
Environmental	➢ Water recycling ➢ Run off
Safety	Risk assessments ➢ Notebook ➢ Formal – Online risk assessment documents https://esa.act.gov.au/join-us-volunteering/community-fire-units/documents ➢ Dynamic risk assessment during drill
Clean up	➢ Clean up drill area ➢ Return all equipment to operational capability
Reporting	➢ Notify CFU and neighbour's ➢ Neighbouring Community Fire Unit Team Leaders ➢ Nearest ACTF&R station ➢ COMCEN if required ➢ CFU coordinator if required

CFU's will not be activated during Catastrophic Fire Danger Rating (FDR) periods

Communication

Hand signals

Objective:

To demonstrate appropriate hand signals used during fire ground operations.

Water on:

- Indicate water on by raising and lowering the arm in a deliberate chopping motion or holding your arm vertical.
- Ensure the CFU member turning the water on returns the same signal to indicate the water has been turned on.
- Back up the visual signal with a loud voice signal or radio message.

Water off:

- Indicate water off by a deliberate chopping motion across the body or holding arm out horizontal.
- Ensure the CFU member turning the water off, returns the same signal to indicate the water has been turned off.
- Back up the visual signal with a loud voice signal or radio message.

CFU Accountability

Purpose:

The purpose of accountability is to ensure that the team leader or any ACTF&R personnel (usually the Station Officer) can quickly identify who is currently engaging in firefighting activities at a glance, ensuring WHS protocols are adhered to.

All CFU Units carry an accountability board, which is located on the internal side of the trailer rear hinged door. The boards are designed to hold the yellow magnetic name tags of all members of that CFU unit, with the team leaders name tag coloured **BLUE**.

Use:

- The unit accountability board **must** be used by all members present. When the unit is engaging in training activities or activated during an emergency incident.
- A CFU accountability board has two columns titled MEMBERS and AVAILABLE.
- When a member arrives at the trailer, he/she must first move **their own** name from the MEMBERS column to the AVAILABLE column for the duration of the activity.
- When the activity is finished, and the member is ready to leave, he/she must move their name from the AVAILABLE column to the MEMBERS column.

MEMBERS	AVAILABLE
Joe SMITH	
Sally JONES	
Mark STRONG	
Johnathan FRAKES	
Patrick STEWART	

At the end of the training/incident, it is the Team Leader's responsibility to ensure all members' name magnets have been returned by the members to the MEMBERS side of the accountability board. This ensures that all members who were 'on scene' at any training/incident have been accounted for and have left the fire ground safely.

Any name magnets remaining on the AVAILABLE side of the accountability board must be investigated.

NOTE:

- Members must move only **their own** name magnet between each side of the accountability board. They must not ask other CFU members to move their name for them nor should a CFU member move another CFU member's name magnet.
- New CFU members will be issued their individual name magnet on completion of induction training. They will place it on the MEMBERS side of their CFU trailer at the first available opportunity and notify the Team Leader.
- It is important to check the bottom of the trailer for any member name magnets which may have fallen off during transit to the incident scene.
- CFU Coordination team will notify CFU team leaders when a CFU member from their unit has declared themselves **"Inactive"***.* Alternatively, Team Leaders can notify the CFU Coordination team. Their name magnet can then be removed from the trailer control board.

Accountability board example – no members are training/on the fire ground.

Accountability board example – four members plus team leader are training/ on the fire ground and have moved their name tags from “MEMBERS” to "AVAILABLE".

Radios

Trunked Radio Network (TRN):

ACTF&R use the (TRN) for radio communications. All CFU Team leaders or delegate operate a Portable XL – 200P HARRIS RADIO which they can use to communicate to ACTF&R COMCEN or any ACTF&R appliance.

Each Trailer is equipped with two types of radios:
1 X Harris Radio – for team leader to communicate with ACTF&R (Crews or COMCEN) 5 X Benelec Radio's– for internal CFU team communication.

The Harris and Benelec radios work on different frequencies, Team Leaders will need to carry two radios during operations. The Harris radio is to be set to "OPS 5" to communicate with COMCEN, whilst the Benelec radio will be on the the channel set by the Team Leader.

All 4 agencies in the ESA use the TRN, which provides for inter-agency communication when required.

"Trunking" refers to the network being controlled by computer. When a TRN radio is switched on, the computer monitors the talk group (TG) selected.

The radio network is crucial to operational communication. During incidents, teams may work in isolated and dangerous situations. The portable radio is often the only means of communication available. It is critical to the safety of all personnel, that everyone knows how to operate the radio competently and adheres to correct radio procedure.

Radio allocation when CFU is stood up:

- Team leader - Harris radio and Benelec radio.
- Hydrant or pump operator – Benelec radio.
- Branch team #1 – Benelec radio.
- Branch team #2 – Benelec radio.

Procedure:

- Radios are to be kept in a charged state when not in use.
- Team leader will determine channel selection on Benelec radios
- Team leader to carry out radio tests prior to deploying crews and as required.

Harris Radio:

XL – 200P Harris radio

Radio Controls

XL – 200P Harris radio controls (top/front/side views)

Radio controls:

We recommend having a Radio present while completing this section.

Although the appearance of the various radios available may differ, two-way radios have the same basic features and controls. Here are some controls commonly found on two-way radios:

- **Power/Volume** – Turn clockwise to power on and increase volume
- **A/B switch** – Locks navigation keys, soft keys and keypad
- **Channel knob** – Selects channels numbered 1 – 16
- **Channel bank A/B/C/D switch** – Selects one of four channel banks
- **PTT** – Push-To-Talk button
- **Emergency** – This function declares an emergency
- **Soft keys x 3** – Selects different functions (Audio playback, Select group/channel, Scan)
- **Menu/Select button** – Access menu options
- **Navigation buttons** – Navigates through the menu options (Down, left, right)

Changing Zones and Channels:
Harris radios can select between 'Group CFU' and 'CB Channels'.

- Press middle 'Soft Key' under 'SEL CH/GRP' tab on the screen – See diagram 1.
- Use the Navigation buttons (◀▶ ▼▲) to select the desired Zone and Channel, then press the Menu/Select button (Central button) – See diagram 2.

Diagram 1:
Press Soft Key / Tab

Diagram 2:
◀▶ to required Zone
▼▲ to required Channel

Zone CFU	Zone CB 41-80	Zone 1-40
5 OPS 5	CB channels 41-80	CB channels 1-40
6 OPS 6		
10 OPS 10		
11 OPS 11		
ESA 1		
ESA 2		
ESA 3		
ESA 4		
ESA 5		
ESA 6		
RP BlackMt		
RP OneTree		
RP Tennent		
RP Ainslie		
RP Isaacs		
RP Stromlo		

Changing Channels:

There are several ways to change Channels and Zones:

- Channel Selector Knob/Group Selector Switch.
- CFU radios have access to group **A** zone being CFU channels 1 – 16, group B zone CB 1 – 40 and zone CB 41 – 80.
- Use the Channel Selector knob (1 – 16).

Example Shown: Group A, Channel 1: A1 Channel Name: OPS 1
NB: This screen does not show 'Zone'

Declaring an Emergency:

- Ensure the radio is turned on.
- Press and hold the emergency button on the radio or speaker mic for 1 second.
- The emergency icon is displayed with text “TX EMERGENCY”.
- The radio will enter a “Open Mic” period where the radio will transmit automatically for 20 seconds.
- At any time during, or after a “Open Mic” period, the user can also transmit using the PTT.
- To disengage the emergency button, hold down until you hear an audible “beep”.

*****If activated by mistake, ensure you inform COMCEN Immediately as the activation of the emergency button sets an alert tone in COMCEN*****

Accessory microphone for Harris radio

Accessories:

The Harris Radio can add a Remote Speaker Mic (RSM) to the handset body.

To install RSM:

- Turn off radio.
- Remove cover on right side of radio to reveal accessory connector.
- Attach RSM to radio accessory connector. Attach the top of the connector first, then push and turn the thumb screw.
- Tighten the mounting thumbscrew finger tight only.
- Turn on radio and wait for LED to flash once indicating boot is complete.

Care and Cleaning:

Periodically clean the radio using the following procedure:

- Remove dust and dirt using a damp cloth. Warm water and mild detergent soap may be used.
- Wipe dry.
- Remove battery and wipe battery contacts with dry cloth.
- Remove accessory and clean contacts using a clean, dry cloth.
- If no accessories are attached, ensure protective covering is placed over accessory connectors.
- For extremely dirty radios, use a soft-bristle, non-metallic brush to remove debris.
- DO NOT use chemical cleaners, spray or petroleum-based products.
- DO NOT spray cleaning solution directly onto radio.

Battery Settings:

To access battery information, follow these steps:

- Press Menu/Select to access main menu.
- Navigate to UTILITY menu.
- Scroll to the MAINTENANCE menu and select.
- Scroll to BATTERY INFO and select.

Battery information displays include:

- State.
- Voltage.
- Capacity - given as a percentage.
- Chemistry.
- Press BACK to exit menu.

To insert the battery, follow these steps:

1. Lift the belt clip and slide the battery into the top of the battery compartment on rear of radio.
2. Press down on bottom side of battery until it snaps into place (you will not need to force this).

To remove battery, follow these steps:

1. press and hold the two tabs at the bottom sides of battery.
2. Pull battery up and out.

Inserting the Battery.

Removing the Battery.

CFU CB - Benelec BL500 and BL520:

The Benelec BL520 is the standard CB radio used by all members of a CFU unit on the fire ground. It's is a robust and reliable UHF/VHF portable radio that is dust resistant and rated to withstand low pressure jets of water. It is a standalone unit and is not connected to the ACTF&R TRN radio network.

Each CFU trailer is equipped with 1x HARRIS radio and 5x Benelec BL520 portable radios.

Key features include:

- Channel select knob.
- On/Off/Volume control.
- Auto squelch - tuning button to be used when tuning your radio.
- Push-To-Talk (PTT) button - to operate and the unit.

Procedure:

- Radios are to be kept in a charged state when not in use.

- Team leader will determine channel selection prior to deployment.
- Team leader to carry out radio tests as required.

NOTE:

When operating your Benelec radio, ensure that all members of your unit are on the same channel. If members are on differing channels communication cannot be achieved.

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ACT Fire & Rescue

Community Fire Units

Drills

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CFU Terminology

Terms to familiarise yourself with:

- **STILL** – Safely cease all operations immediately. This direction may be issued by any member on the training ground and used when a member is at risk of injury for example.
- **CARRY ON** – Continue what you were doing.
- **GET TO WORK** – Start exercise or scenario.
- **MAKE UP** – Tidy, clean and stow equipment away.
- **EMERGENCY WARNING HORN** – Three short blasts on the air horn means everyone is to cease all operations immediately and proceed to the nominated safety zone (For example, your CFU Trailer).

Always ensure correct Personal Protective Equipment is used on the fire ground.

For your safety and to ensure a successful day of training please familiarise yourself with the following risks and preventative measures.

1. **Evacuation / Cease Operations** – Proceed to identified safety zone (for example the trailer) and await instruction.
2. **Weather** – Ensure re-hydration, sunscreen, and appropriate head protection is used to protect from falling objects caused by heavy wind.
3. **Slips, trips and falls** – Familiarise yourself with the drill area and identify any trip hazards. Be aware that the drill area may be wet and slippery at times. Ensure correct footwear is worn.
4. **Drill Yard** – Be aware of vehicle and people movements on/around the fire ground.
5. **Manual Handling** – Do not attempt to move or lift heavy equipment individually, always observe manual handling techniques, ask for assistance. If unsure seek out your Team Leader for advice.
6. **Water Pressure** – Water pressure can be a danger if not handled with care. Ensure you use the equipment correctly and all hose and standpipe connections are fitted correctly and locked in place.
7. **Charging the Hose** – Open the standpipe hand wheel a little, slowly charging the hose. Once pressure is achieved fully open the standpipe valve. Never stand directly over the top of a standpipe.

Visual Equipment Glossary

 **Protek branch**	 **Hydrant bar**
 **Gated breach**	 **Red diffuser**
 **C-spanner**	 **AWG**
 **Suction Strainer (one-way valve)**	 **Hydrant scoop**

Drill One Basic trailer and content identification

Drill One Basic trailer and content identification:	Aim of drill: • The aim of this drill is to ensure all members are familiar with the layout of their unit trailer as per the inventory. This will ensure that in the event of an emergency, each member will be able to locate any piece of equipment without delay. • This drill can be completed in any location away from public traffic (e.g. a driveway). Demonstrate: • Correct identification of all equipment and its location within the trailer. • Identification of missing/broken equipment (To be reported to CFU coordination team).
Practical resources:	CFU trailer: • All contents of trailer. • An Inventory listing.
Safety Considerations:	• Define exclusion zones. • Public traffic. • Clear communication to members – visual or through use of radio. • Safety Officer (usually Team leader unless otherwise designated). • If member is uncomfortable with any part of the exercise, they should advise the Team leader. • Manual Handling Techniques.

PPE/PPC for members:	• CFU issued:
	  • CFU Tunic and pants.
	  • Gloves.
	  • Boots.
	  • Helmet.
	  • Goggles.

Drill Two Basic wet hose drill

<table>
<tr><td>Drill Two Basic WET hose drill:</td><td colspan="2">Aim of drill:
The aim of this drill is to ensure members can safely and correctly:
• Shipping a standpipe.
• Bowl a hose.
• Connecting hose to a standpipe and branch.
• Use of hand signals and Benelec radios.
Demonstrate:
• Ship a standpipe ensuring the hydrant pit is checked for serviceability and cleanliness (i.e. free from spiders, snakes or ant nest etc.).
• Flush the Standpipe.
• Bowl the hose.
• Connect a Gated Breach to the Standpipe.
• Bowl and roll a 38mm hose.
• Connect 1 x length of 38mm hose to the Gated Breach.
• Connect a branch to the 38mm hose (hose must not be charged/on).
• Use correct visual and verbal signals – water on/off.
• Use Benelec radios where appropriate and using C.A.N format.
• Slowly charge the hose, ensuring branch is closed.
• Slowly open branch and direct water stream in a controlled manner.
• Make up equipment.</td></tr>
<tr><td>Practical resources:</td><td>CFU trailer:
• 1x 38mm branch.
• 1 x 38mm hose.
• 1x Gated Breach.
• Hydrant scoop.</td><td>• Standpipe.
• 5x Benelec Radios.
• CFU training sign.
• 2x Coupling Spanner.
• Hydrant Bar.</td></tr>
<tr><td>Safety Considerations:</td><td colspan="2">• Define exclusion zones.
• Public traffic.
• Clear communication to members – visual or verbal through use of radio.
• Safety Officer (usually Team leader unless otherwise designated).
• If any member is uncomfortable with any part of the exercise, they should advise the Team leader.
• Working with high pressure water.
• Trips and falls on equipment or wet and slippery ground.</td></tr>
</table>

PPE/PPC for members:	• CFU issued: • CFU Tunic and pants. • Helmets. • Gloves. • Boots. • Goggles.

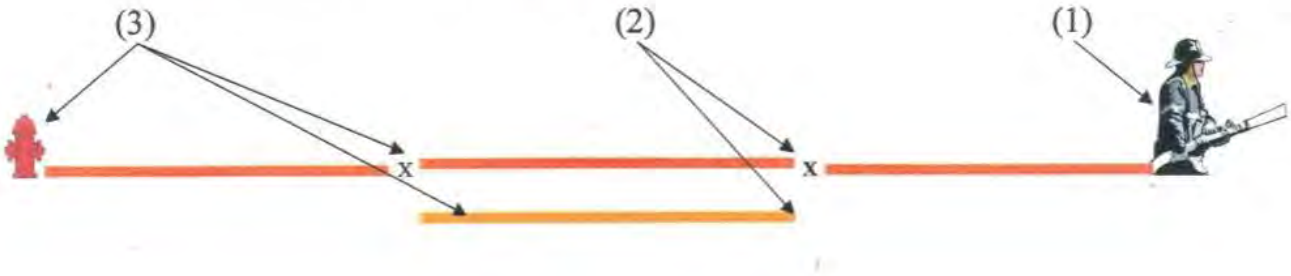
Drill Three Breaching and damaged hose replacement:

Drill Three Breaching and damaged hose replacement:	Aim of drill: • The aim of this drill is to ensure all members are familiar with the process of setting up a gated breach on a standpipe and be able to run two lines of hose from a single standpipe. • All members should be aware of how to replace a length of damaged hose during an incident. Demonstrate: • Ship a standpipe. • Connect a 38mm gated breach to the standpipe. • Bowl 4 x 38mm hose. • Connect two lines of hose to each breach and connect a branch to each connected hose (hose must not be charged/on). • Demonstrate correct visual and verbal communication – water on/off. • Use Benelec radios for communication as necessary. • Slowly charge the hose, ensuring branch is closed. • Slowly open the branch and direct water stream in a controlled manner. • Team leader to nominate a line of hose to be replaced. • One nominated member to bowl new length of hose parallel to damaged hose. • When instructed, Standpipe operator to shut off water to the affected line at the gated breach. • Members on affected line to leave branch open to drain water. allowing disconnection of the damaged line and replace with new line of hose. (An overhand knot should be tied in any actual damaged length and report to CFU coordination team) • Close branch. • When instructed, Standpipe operator to reinstate water supply on breach. • Make up equipment. (NOTE: This drill can be performed with one line of hose with the gated breach isolated on the unused side if membership attendance is low)

Practical resources:	CFU trailer: • 2 x 38mm branch. • 6 x 38mm hose.	• Standpipe. • Gated breach. • Hydrant bar.	• 5x Benelec Radio. • CFU training sign. • Traffic cones. • Hydrant Scoop
Safety Considerations:	• Define exclusion zones. • Public traffic. • Clear communication to members – visual or through use of radio. • Safety Officer (usually Team leader unless otherwise designated). • If member is uncomfortable with any part of tshe exercise, they should advise the Team leader.		
PPE/PPC for members:	• CFU issued: • CFU Tunic and pants. • Helmets.	• Gloves. • Boots. • Goggles.	

Example:
No 1 is the branch operator.
No 2 is the branch assistant.
No 3 is the Stand pipe operator.

- **No 3-** Run out a new length parallel to the damaged length
- When order '**Water Off**' is given, **No 3** shut off supply, **No 2 and 3** will disconnect the damaged length and reconnect new length.
- When order "**Water On**" is given, **No 3** reinstate supply and **No 2** assists on branch.
- An overhand knot should be tied in the damaged length.



Drill Four Static water supply pumping:

<table>
<tr><td>Drill Four Static water supply pumping:</td><td colspan="3">Aim of drill:
• The aim of this drill is to ensure all members are familiar with the process of obtaining water from a static water supply (e.g. a pool or domestic water tank).
Demonstrate:
• Identify various components of CFU petrol pump and carry out checks.
• Fill pump with a bucket of water for priming.
• Set-up pump for suction pumping at an appropriate static water supply.
• Connect 2 x lengths of 38mm suction hose together, attaching strainer at end of hose to be immersed in water supply.
• Connect suction hoses to collector of pump.
• Connect 1x length of 38mm hose to pump delivery (fold hose over pump so water does not run into hose line).
• Connect branch to 38mm hose.
• Use correct verbal and visual signals – water on/water off, pressure up/pressure down.
• Use Benelec radios where appropriate utilising C.A.N format.
• Make sure branch operator is ready before starting the pump.
• Start pump (WET), ensuring a member is attending the branch and slowly open.
• Shut down the pump and drain the hose line.
• Make up equipment.</td></tr>
<tr><td>Practical resources:</td><td>CFU trailer:
• 1x 38mm branch.
• 1x 38mm hose.</td><td>• CFU petrol pump.
• Bucket of water.
• 2x 38mm hose.</td><td>• 5x Benelec Radio.
• CFU training sign.</td></tr>
<tr><td>Safety Considerations:</td><td colspan="3">• Define exclusion zones.
• Public traffic.
• Clear communication to members – visual and or verbal communication.
• Safety Officer (usually Team leader unless otherwise designated).
• If member is uncomfortable with any part of the exercise, they should advise the Team leader.</td></tr>
</table>

PPE/PPC for members:	• CFU issued: • CFU Tunic and pants. • Helmets. • Gloves. • Boots. • Goggles.

Communications Drills

Situation Reports

On arrival at your chosen/designated location, the team leader should provide an initial situation report (sitrep) to COMCEN in order to provide COMCEN and other attending units with a “picture” of the incident itself.
A Sitrep should include the following:

Activation Message

- **Identify yourself and your unit number (e.g. CFU01).**
- **The number of members from your unit that are present.**
- **Your location.**
- **What you see.**
- **What you have tasked your team to do.**

NOTE: Only identify your name once. Use your CFU number for all ongoing communication with COMCEN

For example:

- CFU01: COMCEN this is CFU01, SITREP.
- COMCEN: CFU01 this is COMCEN, pass your SITREP.
- CFU01: COMCEN this is CFU01, we have 5 members of CFU01 activated and are on scene at 123 Smiths Street, Chapman. We have a small grass fire behind 123 Smiths Street and are deploying two teams of two along both sides of 123 Smiths Street to extinguish the grass fire.
- COMCEN: Received CFU01, you have 5 members of CFU01 activated and are on scene at 123 Smiths Street, Chapman. You have a small grass fire behind 123 Smiths Street and are deploying two teams of two along both sides of 123 Smiths Street to extinguish the grass fire.

NOTE: Once you have completed a training or operational activity, the Team Leader is to inform COMCEN using the Harris Radio

Stand down Message

- **Identify yourself and your unit number (e.g. CFU01).**
- **The number of members from your unit that are present.**

For example:

- CFU01: COMCEN this is CFU01, we have completed our training exercise and are making up equipment.
- COMCEN: CFU01 this is COMCEN, you have completed our training exercise and are making up equipment – COMS CLEAR.

Conditions, Actions, Needs (CAN) Reports

After the situation report on arrival, all other status reports, including an emergency communication, follow the Conditions, Actions, Needs (CAN) format.

The Team leader provides CAN reports when:

- When a strategic objective has been met or the plan/activities change.
- When further assistance is required.
- When there is an emergency – e.g. a CFU member is injured, missing or cannot be accounted for.

CFU members or Sector leaders provide CAN reports regarding their sector to the Team leader as requested, or when:

- A new critical factor is discovered.
- A previous task is complete, and the unit is ready for re-tasking.
- If, for some reason, the task allocated cannot be completed.

CAN Reporting:

CAN reporting keeps things simple and it delivers the team leader the information needed to keep the strategy and plan current.

C.A.N REPORTS

CONDITIONS (What you see)

ACTIONS (What you are doing/going to do)

NEEDS (What resources do you need –

e.g. Need more hose)

Drill One Basic Hand Signals:

<table>
<tr><td>Drill One Basic Hand Signals:</td><td>Aim of drill:
• To demonstrate the use of hand signals for communication.
Demonstrate:
• Ship a standpipe ensuring hydrant pit is clean.
• Bowl 2 x lengths of 38mm hose.
• Connect hoses together.
• Connect one end to the standpipe and a branch to the other end.
• Use correct HAND SIGNALS – water on/off.
• Make up equipment.</td><td colspan="3">➢ Water on
 
➢ Water off
  </td></tr>
<tr><td>Practical resources:</td><td>CFU trailer:
• 2 x length 38mm hose.</td><td>• CFU PPE.</td><td>• CFU training sign.
• Traffic cones.</td></tr>
<tr><td>Safety Considerations:</td><td colspan="3">• Define exclusion zones.
• Public traffic.
• Clear communication to members – visual or through use of radio.
• Safety Officer (usually Team leader unless otherwise designated).
• If member is uncomfortable with any part of the exercise, they should advise the Team leader.</td></tr>
<tr><td>PPE/PPC for members:</td><td colspan="3">CFU issued:
• CFU Tunic and pants.
• Helmets.
• Gloves.
• Boots.
• Goggles.</td></tr>
</table>

Drill Two Radio Check with COMCEN:

Drill Two Radio Check with COMCEN:	Aim of drill: • To demonstrate the process for establishing communications with COMCEN (RADIO CHECK). Demonstrate: • Remove HARRIS radio from CFU trailer. • Turn radio on and check battery strength. • If battery does not have enough charge, proceed to local fire station to replace battery. (Take CFU ID card when changing battery) or if your trailer has a solar battery recharging system, refit to the charging base. • Select correct radio talk group (Position 1) which is connected to ACTF&R OPS 5. • Activate Press To Talk (PTT) button and repeat the following: • COMCEN this is CFU (unit number). • COMCEN will reply, acknowledging your message by repeating your callsign. If COMCEN do not reply after 30 seconds, try again, then either repeat the message or ring COMCEN (62004122). Advise them your radio message was not acknowledged. When COMCEN acknowledge, relay the following message: • COMCEN, THIS IS CFU (unit number) requesting radio check, how do you receive? • COMCEN will reply advising you how they received your radio message. E.G. "5 by 5" is loud and clear and "1 by 5" is inaudible. • you will then reply; • COMCEN, CFU (unit number) received, reading you "5 by 5" (E.G. # out of 5 for clarity), CFU (unit number) out.
Practical resources:	• CFU Harris Radio.
PPE/PPC for members:	• Not applicable.

Drill Three General Emergency drill with COMCEN:

Drill Three General Emergency drill with COMCEN:	Aim of drill: • To demonstrate that emergency radio communications can be established with COMCEN (RADIO CHECK). Prior to conducting this drill you must notify COMCEN 62004122. Demonstrate: • Remove handheld HARRIS radio from CFU trailer. • Turn radio on and check battery strength. • If battery does not have enough charge, proceed to local fire station to replace battery. Take CFU ID card when changing battery or if your trailer has a solar battery recharging system, refit to the charging base. • Select correct radio channel position 1 (ACTF&R OPS 5). • Activate Press To Talk (PTT) button and repeat the following. • COMCEN this is CFU (unit number) "FOR DRILL PURPOSES ONLY RED RED RED". • Wait for COMCEN to reply acknowledging your request to send a red message. • If COMCEN do not reply, repeat the message. • In the event of an actual fire or emergency ring COMCEN on 000. Any of these scenarios can be used for this drill: • COMCEN, CFU (unit number), for drill purposes only, we require urgent assistance at (add detail). • COMCEN will reply advising you they received your radio message and may request further details. • COMCEN, CFU (unit number), for drill purposes only, we require an ambulance and/or fire appliance at (add address/location. • COMCEN will reply advising you they received your radio message and may request further details.
Practical resources:	• CFU Harris Radio.
Safety Considerations	• COMCEN must be notified on 62004122 before this drill is undertaken. Any radio communications must be prefaced by a comment that this is for drill purposes only.
PPE/PPC for members:	• Not applicable.

Drill Four Reporting a fire:

Drill Four Reporting a fire:	Aim of drill: • To demonstrate that emergency radio communications can be established with COMCEN. Demonstrate: • Remove handheld HARRIS radio from CFU trailer. • Turn radio on and check battery strength. If battery does not have enough charge, proceed to local fire station to replace battery. Take CFU ID card when changing battery or if your trailer has a solar battery recharging system, refit to the charging base. • Select correct radio channel position 1 (ACTF&R OPS 5). • Activate Press To Talk (PTT) button and repeat the following: • COMCEN this is CFU (unit number) Sit rep. • COMCEN will reply acknowledging your request to send a Sit Rep Message. • If COMCEN do not reply, repeat the message. • COMCEN, CFU (unit number), for drill purposes only, there is a fire at (add address/location). • COMCEN will reply advising you they received your radio message, and may request further details. In the event of an actual fire or emergency ring COMCEN on 000.
Practical resources:	• CFU Harris Radio.
Safety Considerations	• COMCEN MUST be notified on 62004122 before this drill is undertaken. Any radio communications must be prefaced by a comment that this is for drill purposes only.
PPE/PPC for members:	• Not applicable.

Drill Five Internal Unit COMS drill:

Drill Five Internal Unit COMS drill:	Aim of drill:
	• To demonstrate that radio communications can be established within your unit using Benelec radios.
	Demonstrate:
	• Remove Benelec radios from CFU trailer.
	• Turn radio on and check battery strength.
	If battery does not have enough charge, follow procedures to change/charge battery or if your trailer has a solar battery recharging system, refit to the charging base.
	• Nominate a talk around channel.
	• Ensure all Benelec radios are on the same channel.
	• Make sure you know the limits of your radios i.e. distance between radios (approx. 2km).
	• Activate Press To Talk (PTT) button and communicate between radio users.
	• Try using the Benelec radios for activities like:
	  • Requesting water on.
	  • Requesting water off.
	  • Asking for more hose.
	  • A section of hose requires replacing.
	  • Advising the team leader that a fire appliance has arrived.
	  • Anything that needs to be communicated and can't be done face to face.

Practical resources:	• CFU Benelec Radio.
Safety Considerations	• Not applicable.
PPE/PPC for members:	• Not applicable.

Please go to the ACTF&R CFU website to access a BLANK COPY under the heading "documents"

Training Record

Surname	First name	CFU ID no.	2019-2020 Season					
			September	October	November	December	February	March
			e.g 15/09/2019					
**List all of you members in these columns.			**Put a tick in these columns as each member attends training					
e.g Smith	John	CFU01xx	✓					
Drill activity completed * Tick the drills covered in the training session								
1. Identify equipment			✓					
2. Wet hose drill			✓					
3. Breeching & damaged hose replacement			✓					
4. Static water supply pumping			✓					
5. Communications			✓					
Training supervised by ACTFR								
** If you hold more than one training activity per month you can add more columns to the spreadsheet								
** Example of how to complete the spreadsheet on the next sheet								

Surname	First name	CFU ID no.	2019-2020 Season					
			September	October	November	December	February	March
			e.g 15/09/2019					
e.g Smith	John	CFU01xx	✓	✓				
e.g Jones	Scott	CFU01xx		✓				
Drill activity completed								
1. Identify equipment			✓					
2. Wet hose drill			✓					
3. Breeching & damaged hose replacement			✓					
4. Static water supply pumping			✓					
5. Communications			✓					
Training supervised by ACTFR								
** If you hold more than one training activity per month you can add more columns to the spreadsheet								

Roach, Helen:
Insert CFU Members names and CFU ID no into columns A,B &C

Roach, Helen:
Insert date in row 3 for each training activity

Roach, Helen:
Tick the drills covered in this training session

Roach, Helen:
If ACT Fire & Rescue staff attend the training session please include their names here

Pumping Operations

Pump pre-operational checks:

Pump pre-operational checks:	Aim of drill: • To ensure that the pump is functioning correctly and is maintained in accordance with operational standards. Check List: • Is there sufficient oil in the pump (ensure the pump is on a level surface and the engine is OFF). • Remove the oil filler cap and wipe the dipstick clean. • Insert the dipstick into the oil filler neck (do not screw in). • Remove dipstick and check level. • If the level is low, contact the CFU coordination team for service (email or phone 62078454). • Check the air cleaner element. • Check fuel tank level. If fuel is low, fill using UNLEADED fuel only. Note: Honda engines have an automatic oil level cut-out, which will prevent starting or stop the engine when the oil level is low. This function will also operate if the pump is on steep inclines.
Practical resources:	CFU trailer: • Pump.
Safety Considerations:	• Manual lifting with 2 x people for equipment 20kg or over. • Fuel spill. • Oil spill. • Heat from exhaust and engine housing.
PPE/PPC for members:	• CFU issued: • CFU Tunic and pants. • Helmets. • Gloves. • Boots. • Goggles.

PUMP CHEAT SHEET

FUEL TANK – FULL

OIL – FULL

WATER – FULL

CHOKE – ON (ENGINE COLD)

FUEL – ON

MAIN SWITCH – ON

THROTTLE MID WAY

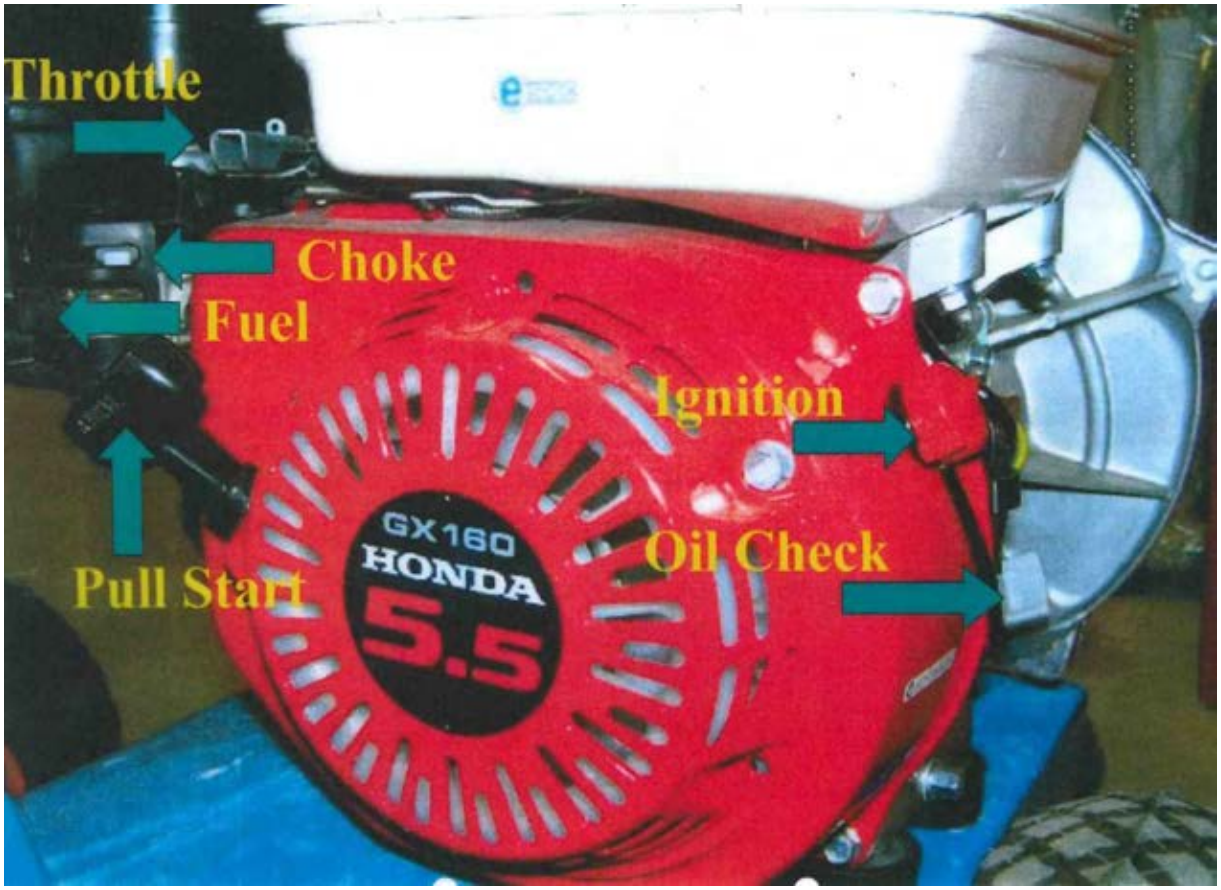
START MOTOR

CHOKE – OFF (IF ON)

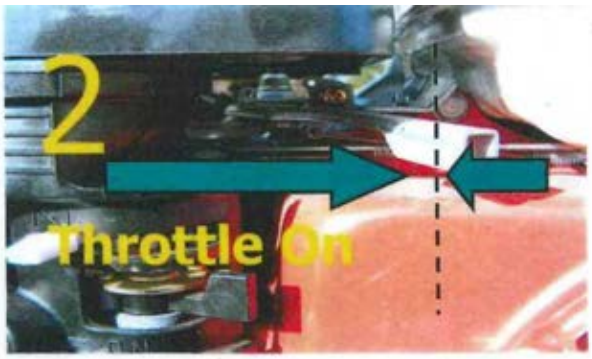
WATER ON – THROTTLE FULL

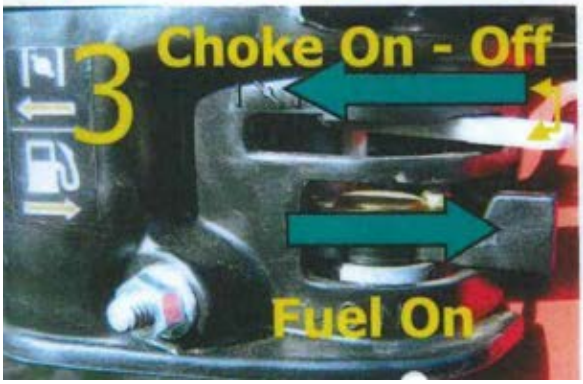
Starting the pump:

Starting the pump	Aim of drill: • To start pump and operate in normal conditions as well as observing all safety considerations relating to using the pump. Starting the pump: 1. Turn the engine switch to the ON position. 2. Move the throttle lever halfway open position. 3. Move the choke level to the ON position. NOTE: Leave the choke in the OFF position if the engine is warm. 4. Move the fuel lever to the ON position. 5. Pull the starter grip briskly. As the engine warms up, gradually move the choke lever to the OFF position. 6. Position the throttle lever to the desired engine speed. 7. Stopping the pump - turn the engine switch OFF
Practical resources:	CFU trailer: • Pump.
Safety Considerations:	• Pump is to ONLY be moved by 2 people. • Keep the pump at least 1 meter from buildings and other equipment during operation. Do not place flammable objects close to the engine. • Refuel in a well-ventilated area with the engine OFF. • Avoid inhalation of exhaust gasses. Exhaust gas contains carbon monoxide which is poisonous. • NEVER run the engine in a confined space. • The muffler becomes very hot during operation and remains hot for a while after use. To avoid burns or fire hazards, let the engine cool before placing it back into the CFU unit trailer. • The pump should always be full of water when operating and should not be allowed to run dry for extended periods. Check that there is water flow through the pump at all times when running. Overheating pumps can cause severe burns, injury and damage to the pump.
PPE/PPC for members:	CFU issued: • CFU Tunic and pants. • Helmets. • Gloves. • Boots. • Goggles.


Throttle
Choke
Fuel
Ignition
Oil Check
Pull Start
GX160
HONDA
5.5


1
Ignition On


2
Throttle On


3
Choke On - Off
Fuel On


4
Pull Start
GX160
HONDA
5.5

Care and Maintenance of CFU Pump

1. Pump should be run at least once a month to stop deterioration of pump and engine seals. Pump should be run for approximately 2 minutes at various speeds up to ¾ throttle with water flowing through the pump.

2. Before starting, check the oil and fuel levels (Unleaded Petrol ONLY).

3. Do not pump with sand/dirt contamination, use strainer on suction hose to avoid this issue.

4. If draughting water (taking water from a pool or pond), make sure all joins in the hose are tight, suction strainer is fitted and submerged so air does not get into the suction line. Avoid using salt or chlorinated water supply and flush the system with fresh drinking water afterwards. Salt and Chlorine damage the internal components of the pump.

5. Pump casing should be filled with water and filler cap replaced before starting engine.

6. Pump should be sited on firm level ground.

7. While pumping from a static water supply, ensure that there is always a constant flow of water through the pump to avoid overheating.

8. On completion of pumping/draughting the pump casing must be flushed with fresh water.

9. Remove drain plug and drain pump on completion so water cannot freeze inside the pump casing causing damage.

Note: Draughting will not work if any of the hose connections have an air leak.

Pump Location and Priming

Location:

- Site the pump as close to the water supply as practical and no more than 7m above the surface of the water.
- The pump must be located on a horizontal surface to function correctly. If allowed to run on a slope, the oil lubrication system may not operate effectively. Subsequently engine may either not start or shut down.
- The pump should be positioned in a well-drained location to avoid possible property damage by leaking hose fittings, spilled engine fuel etc.

Pump Priming:

- Fill the pump body with water before starting the engine.
- Remove the flooding cap at the top of the casing and screws it back on tightly after filling the casing with priming water.
- Allow the pump to run until it is drawing water. If the pump fails to prime, it may be due to an air leak in the suction pipe, a blocked pipe or the suction strainer is embedded in mud.

On completion of pumping/draughting the pump casing must be flushed with fresh water especially if using salt or chlorinated water supply.Then drained to stop water freezing in the pump case and damaging the pump.

Remove drain plug and drain pump on completion.

Connecting and Operating Suction hose

- Reinforced or non-collapsible hose must be used for the pump suction.
- The suction strainer must be fitted to the bottom of the suction hose.
- The strainer should be kept out of sand/mud etc. to avoid particles being drawn into the pump and causing damage by abrasion.
- Always locate the pump so that the rise of suction hose from the water is even with no humps or hollows where air may be trapped.
- All hose connections must be airtight for best priming and operation. Check that washers and couplings are in good condition.
- A vortex (whirlpool) can be formed if the strainer is too close to the water surface. This will cause air to enter the suction hose and result in poor water supply and pressure loss at the branch. Or possibly cause damage to the pump.
- To prevent a vortex, ensure the strainer is fully submerged.

Standard Equipment Procedure

- Lost or damaged equipment: Contact the CFU coordination team during business hours by phone or email and the equipment will be replaced at the earliest possible convenience. Please label broken/damaged equipment clearly so that the fault can be identified and the damaged equipment can be repaired or replaced.

- For urgent after-hours requests: For urgent or serious equipment malfunctions (e.g. a trailer that is inoperable), after hours, contact the operational Commander on 62004103 (Northside) or 62004102 (Southside) who will make a determination on the request.

- Problems with hydrants: During business hours contact the CFU coordination team. Outside business hours contact ICON water directly via Canberra Connect on 132281 or follow the link: https://www.accesscanberra.act.gov.au/app/forms/fixmystreet then follow the pathway of water/drinking water.

- Extra Equipment on CFU trailers: ACTF&R has requested that no extra equipment be placed on CFU trailers without approval from CFU Coordinator. There are several issues surrounding members placing their own equipment on CFU trailers, including Work Health and Safety issues, maintenance and replacement, training, weight limits of trailers and possible legal implications in the event of an injury.

- Any extra equipment placed on trailers by members needs to be removed until the equipment has been checked and tested by the CFU Coordination team and approval given.

  Phone: 62078454
  Email: actfbcfu@act.gov.au

PPE Care and Maintenance

Community Fire Units

actfbcfu@act.gov.au
Version February 2021

ACT Fire and Rescue
Community Fire Units
PPE Care Guide

ACTF&R provides CFU operational members with Personal Protective Equipment (PPE) to protect them from harm. It is important that this PPE is stored and maintained appropriately to ensure equipment integrity. PPE must be stored in the appropriate kit bag, out of direct sunlight, in a cool, dry and vermin free environment. Uniforms will be issued and fitted to suit the individual. Once issued the garments must not be altered as this can affect the protective properties.

Personal Protective Clothing (PPC)

The CFU PPE must be checked before and after use, and at regular intervals for:

- Soiling and contamination (wash when required).
- Rips, tears, cuts, holes and fraying.
- Damaged, misaligned or missing buttons, zippers or hook and loop fasteners.
- Damaged organisational insignia and printing.
- Charring, burn holes, melting, discolouration of any layer.
- Damaged or missing reflective trim.
- Loss of seam integrity and broken or missing stitches.
- PPC must be washed according to the manufacturer's instructions on the label.
- Should there be any damage that compromises the integrity of the PPE, please email the CFU Coordinator with Your Name, CFU Number, Unit Number, item for replacement and size.

Laundering

Do's:

- Karvin® and Proban® treated articles can be machine washed in any conventional washing machine
- COLD or WARM wash for both whites and colours (temperature not to exceed 60ºC)
- Wash program used should be for non-colour fast articles
- Only SYNTHETIC liquid detergents should be used e.g. Bio-zet, Castle, Cold Power, Drive, Dynamo, FAB, OMO, Radiant, Spree or Surf.
- For heavily stained or soiled articles a short pre-soak (up to 2 hours) may be useful.
- Regular washing will help prevent soiling build up.
- Garments may be tumble dried on a warm setting (take care not to over-heat as excessive shrinkage may occur).
- Garments may be dry-cleaned.
- Karvin® may be line dried in the shade only, away from direct sunlight exposure.
- Garments should be stored in a bag or box, away from direct sunlight exposure.

Don'ts:

- DON'T wash Karvin® or Proban® garments in traditional soap-based powders e.g. Lux, Velvet, Advance. These soap powders can form flammable deposits, which may adversely affect the flame-retardant performance of the fabric.
- DON'T use hypochlorite-based bleaches. Bleaches such as Domestos, White King (and all supermarket blends) attack the Karvin® and Proban® finish and can lead to the flame retardancy becoming ineffective.

How long will garment remain flame retardant?

- Proban® treated fabrics meet the minimum standards set out in EN531:1995 (50 washes @ 75ºC). However, numerous independent tests have shown garments still pass this flammability test after 100 to 150 washes. Conversely, garments can fail flammability tests after just a few washes if they are not laundered correctly.
- Karvin® fabric is an inherent fabric and not a treated product. This means that washing the garment will not degrade the flame-retardant properties of the fabric itself. It is recommended by the manufacture that Karvin® garments are tested every 5 years, to ensure that garments remain compliant to AS4824/ISO15364.

Goggles

The CFU Goggles must be checked prior to use for:

- Tears and damage to the foam seal.
- Whilst goggles are not in use, please store in plastic bag provided to minimise scratches and damage to the lens.

Clean lens with warm soapy water after each use.

Helmet

CFU helmets must be stored in a dry area, out of direct sunlight, as per the recommendations of the manufacturer.

All CFU helmets must be checked before and after use, and at regular intervals for:

- Cracks, crazing, dents, gouges, and abrasions.
- Damaged or missing insignia.
- Damaged or missing components of the suspension and chin strap.

Should your helmet show any of these defects, please order a replacement helmet.

The helmet should be replaced or refurbished 5 years from date of manufacture. For clarification on manufacture date refer to the stamp inside the helmet, the arrow points to the month and the numbers either side of the arrow line represents the year. All expired helmets will need to be disposed of by the CFU Coordination Team. Prior to disposal please remove the ACTF&R sticker and mark the helmet “NOT FOR OPERATIONAL USE”.

T-shirt, Cap and Kit Bag

The CFU T-shirt, baseball cap and kit bag must be checked prior to use for:

- Rips, tears, cuts, holes, and fraying.
- Excessive fading and degraded printing.
- Loss of seam integrity and broken or missing stitches.

Gloves

GP gloves must be checked before and after use and at regular intervals for:

- Stitching wear or damage.
- Holes or tears in the glove and liner.
- Cracking or splitting.
- Range of movement.

Should your gloves show any of these defects, please order a replacement pair.

To clean gloves**:**

- Remove any dried dirt or dust from the gloves using a firm bristled brush.
- Clean the gloves with a cloth dampened with a combination of water and liquid detergent.
- Wipe the gloves dry with a clean, dry cloth.
- Do not soak the gloves in water.
- Allow gloves to dry naturally out of the direct sunlight.

Note: When gloves dry after washing, they will be stiff for the first use.

Injuries, Accident or Incident reporting:

Any workplace injuries, accidents, incidents or near miss incidents must be reported through the “Riskman” portal link below:

https://www.cmtedd.act.gov.au/__data/assets/pdf_file/0007/117439/accrepform.pdf

The CFU team also request we are notified by email immediately after the incident, to ensure the hazard is rapidly addressed and minimize the potential risk to others.

Work Injury Reporting

with riskman

The online Work Injury Reporting system makes it easy to report incidents which could ...

... or did cause personal harm.

Every report can contribute to workplace safety and will inform the right people to support your ongoing health and wellbeing.

Report an incident any time, any place by scanning the QR code with your mobile device.

https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1426

The Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) offers free, professional and confidential services to support you and your immediate family members through both personal and work-related issues.

The ACT Public Sector Employees, Volunteers and family members can seek assistance and support from Converge International, 24 hours a day, 365 days of the year.

Converge International

Ph: 1300 687 327

(1300 OUR EAP)

The above provider can provide crisis response services to groups of employees and individuals where there has been a traumatic incident at work, including critical incident intervention and support, consultation and crisis assessment.

ACTF&R members (Including CFU Volunteers) and immediate family and/or members of your household can access the services of EAP free of charge with up to six sessions per issue every financial year.

Further information on counselling and support services for employees and their families can be found at the Employee Assistance Program webpage. www.act.gov.au/eap

Alternate Support Services

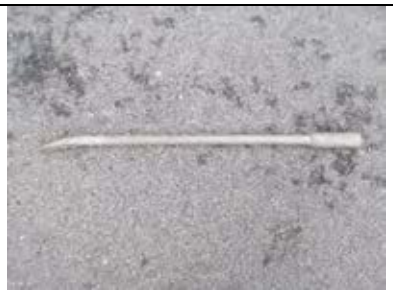
- Lifeline 131114 (24/7) www.lifeline.org.au
- Mensline 1300789978 www.mensline.org.au
- Picking up the Peaces www.pickingupthepeaces.org.au

CFU TRAILER INVENTORY

Description	Number	Tick
Trailer	1	
Davey pump	1	
Motorola/ Harris Radio	1	
Benelec Radios BL520U	5	
38mm hose -	8	
38mm red diffuser - plastic	2 (0)	
38mm Protec branch	1 (2)	
38mm AWG branch	1 (2)	
Standpipes	2	
65-38mm adapters	2	
Hydrant bar	2	
Hydrant scoop	2	
Gated breach	2	
Hose spanners	8	
McLeod Tool	2	
P2 face mask (box)	2	
First aid kit	1	
Fuel container	1	
Unleaded fuel label	1	
Knapsack	2	
Safety vest	4	
Hose straps	8	
Dolphin torch 6V	2	
Torch batteries	2	
Traffic cones	8	
Suction hose	2	
Suction strainer	1	
Drinking water (box of 24)	1	
Fuel funnel	1	
Wheel chocks	4	
Equipment folder	1	
Occurrence book	1	
Padlocks	2	
Nitrile gloves	1	
Signs and Stands	2	
Storage tubs	4	
Trailer lock	1	
Bucket	1	
Barrier tape	1	
Team leaders vest	1	
Signal hooter	1	
Sunscreen	1	
Whiteboard markers	1	
Magnetic Incident Action Plan sheet	1	

Note, trailers will have an assortment of items in red text

Visual Equipment Glossary

 **Protek branch**	 **Hydrant bar**
 **Gated breach**	 **Red diffuser**
 **C-spanner**	 **AWG branch**
 **Suction Strainer (one-way valve)**	 **Hydrant scoop**
 **64-38 adaptor**	 **Metal branch diffuser**