



CFU TEAM LEADERS

INCIDENT CONTROL

Any wildfire that requires CFU involvement will more than likely be divided into what ACTF&R call Sectors.

A Team Leader will not be expected to run an incident or the sector of an incident.

A number of adjoining CFU's may operate in the one sector

Even though you are operating in a sector, you may not necessarily see the Sector Leader as they may be operating elsewhere within the sector.

Communications with the IC/Sector Leader will be either face to face or by use of the radio via COMCEN.

At any Incident Team Leaders need to be across what their team is up to at that incident.

1. Be aware of where your team is operating
2. Always ensure escape routes are available for members
3. Be aware of who is on the fire ground by use of Accountability Boards
4. Have your radio with you so communication with COMCEN is possible at all times and utilise CFU walkie talkies to communicate with members.

STRATEGIES

We believe we can get the best out of a CFU if it is in an integrated effort with ACTF&R. We would like Team Leaders to deploy their teams in a way that best supports the strategic plan of a particular incident.

If specific instruction has not been given to you by an IC/Sector Leader, a CFU should deploy their resources using the following formula and communicate their actions to COMCEN.

ACTF&R would see the CFU's deploying by;

Team Leaders deploying some members to the fence line of their area to watch and report.

Team Leaders, reacting to reports from their members can then deploy hoses to support activities at the fence in the event of ember attack, spot fire or other changes in conditions.

Team leaders identifying clear escape routes.

Managing Accountability Boards so that the IC/Sector Leader or CFU Team Leader is aware of which members of your unit are at the Incident.



INCIDENT MANAGEMENT

Communicating with ACTF&R IC/COMCEN using radio to inform of their teams actions with an initial message, followed later by CAN Reports.

An example of an Initial Message may be;

- “COMCEN, CFU 25 is at Hawker Street and has 8 members on the fence line between 10-30 Hawker Street, keeping watch, will inform of any changes”
- Comcen will reply
- “Received CFU 25”

Any subsequent message will take the form of a CAN report.



C.A.N. REPORTS

ACTF&R would like Team Leaders to format their radio messages to COMCEN using what we call a “CAN Report”. This is the same format used by ACTF&R personnel.

CAN stands for **CONDITIONS, ACTIONS, NEEDS**

A CAN Report is;

CONDITIONS: What you see

ACTIONS: What you are doing

NEEDS: What do you need

CAN Reports can be delivered by radio to COMCEN.

Can also be delivered ‘face to face’ to ACTF&R personnel at an incident.

For Example your message may sound like;

- “COMCEN, CFU 25, CAN Report”
- COMCEN will reply;
- “Pass your CAN Report CFU 25”
- You pass your message;
- “COMCEN CFU 25, we have (**conditions**) Smoke in the vicinity of Mt Taylor behind Hawker Cres, (**actions**) We have CFU members keeping watch for ember attack along

the fence line, (**needs**) we do not require any assistance at this stage, CFU 25 Out”

- COMCEN Replies
- “Received your CAN report CFU 25”

Do not send another message unless the situation changes and if it does change, send another CAN Report reporting what has changed.

For Example;

- “COMCEN, CFU 25, CAN Report”
- Comcen Replies;
- “Pass your CAN Report CFU 25”
- You pass your CAN Report;
- “COMCEN, CFU 25, (**conditions**) I see flames on top of Mt Taylor coming towards Hawker Crescent, (**actions**). We are wetting down the fence line behind Gouger Street. (**needs**) We need assistance to extinguish the fire as houses may be at risk. CFU 25 Out”
- Comcen Replies
- “Received your CAN report CFU 25, will have assistance to you ASAP”

ACCOUNTABILITY

Accountability Boards have been fitted to all CFU Trailers. Each board has a place for member's names and another place for those that are at the incident.

The stickers look like this;

MEMBERS

AVAILABLE

When the trailer is not in use, all names are placed under the member's sticker side.

When a member is available for training or incident, the member moves his/her name to the available side.

On completion, the member moves his/her name back.

This system allows I/Cs or Team Leaders to know at a glance how many members of the unit are at any incident.

Team Leaders can even group the names into small work teams if they wish. For example - place the names of the group of CFU Members that are working behind No: 10 Hawker Crescent in a group and the names of those working behind No: 30 in a group so they have an even more accurate account of their member's whereabouts.

It is very important that;

1. Only the individual or the T/L or His/Her designated member(Accountability Officer) moves the names from members side to the available side, and;

2. Only the individual or the T/L or His/Her designated member (Accountability Officer) moves the names from Available side to Members.

Strict adherence to these rules is vital to the efficient operation of the Accountability System.

CFU Refresher Training - Hume



CFU TEAM MEMBERS SAFETY

CFU member safety is the most important consideration at any incident and safety is everyone's responsibility.

Please always consider the following;

- ❖ Escape routes must be set when members are operating along a fence line in front of an active fire so members are clear where their avenue of retreat is
- ❖ Set an agreed meeting point (probably at the trailer) in the event of an evacuation from the fence line
- ❖ Use the evacuation sirens to call members back to the trailer by using 3 short blasts repeatedly until all members are accounted for at the trailer before considering next course of action.