



9.24 Reporting on Scene at a Fire or Incident SOP

Section 1 - Purpose and Objectives

(1) To ensure that all CFA members independently attending a fire or incident are accounted for and appropriately recorded on incident records.

Section 2 - Scope

(2) This procedure applies to all CFA members.

(3) This procedure does not apply to GoodSAM responses.

Section 3 - Procedure

(4) All CFA members independently attending a fire or incident where CFA is in attendance must report to the Incident Controller (where CFA is the control agency) or CFA Agency Commander (where CFA is not the control agency) to report attendance and obtain tasking. For clarity, this does not apply to CFA members responding in an appliance dispatched by Firecom.

(5) On being approached by any CFA member reporting for duty at a fire or incident, the Incident Controller/CFA Agency Commander shall cause to:

- a. Record the CFA member's full name and Brigade in notes/logs and the FIRS Report.
- b. Record their competencies and endorsements as stated.
- c. Ensure the CFA member is wearing appropriate Personal Protective Clothing (PPC).
- d. Allocate tasks as appropriate.

(6) CFA members independently offering to support other agencies at a fire or incident are to report to the Incident Controller of the Control Agency (e.g. CFA member offering assistance to FRV in an FRV Fire District). The Incident Controller is under no obligation to accept the offer of assistance and if declined the CFA member must leave the incident scene.

(7) CFA members where offers of assistance are accepted by other agencies should maintain a personal notes/log and have it endorsed by the relevant Control Agency.

Safety Notes

(8) If arriving on scene at an incident prior to the arrival of the first arriving appliance or other control agency, CFA members must ensure they conduct a dynamic risk assessment with consideration for:

- a. The potential for hostile or aggressive persons.

- b. The type of incident or fire.
- c. The direct communications with Firecom (or lack thereof).
- d. The number of CFA members on scene.
- e. The safety and welfare of any other persons in the private vehicle.
- f. If a rendezvous point has been designated for responding crews.

Environmental Notes

(9) Nil

Section 4 - Definitions

(10) Commonly defined terms are located in the CFA [centralised glossary](#).

Section 5 - Related Documents

(11) [SO 9.00 Fires and Incidents - Management of](#)

DRAFT

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Author	Tim Connor
Enquiries Contact	Operational Response and Coordination

Glossary Terms and Definitions

"**CFA member**" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"**Dynamic Risk Assessment**" - The continuous assessment and control of risk in the rapidly changing circumstances of an operational incident. DRA is an intuitive thought process and is typically not recorded.

"**Firecom**" - The callsign for day to day / normal radio communications to CFA vehicles and aircraft.

"**Personal Protective Clothing (PPC)**" - Includes clothing used to provide protection to CFA members from the risks associated with performing a specific operational task for which they are competent and endorsed

"**Control Agency**" - The agency nominated to control the response activities to a specified type of emergency.

"**CFA Agency Commander**" - A CFA member with overall management of CFA resources at a fire or incident for which CFA is a support agency.

"**FIRS**" - Fire and Incident Reporting System.