9.18 Use of Personal Mobile Devices During Incidents SOP

Section 1 - Purpose and Objectives

(1) To provide guidance in managing the use of personal mobile devices during operational activites.

Section 2 - Scope

(2) This procedure applies to all CFA members.

Section 3 - Procedure

(3) CFA allows the use of personal mobile devices during CFA activities for private purposes. The use of personal mobile devices is to be limited to use at appropriate times and when safety is not compromised.

(4) In certain circumstances, it may be required for a CFA member to use their personal mobile device for CFA activities both operational and non-operational.

Approved usage

(5) Personal mobile devices should not be used as a primary method of fireground communications replacing formal radio telecommunications back to Firecom, unless the CFA radio is inoperable or out of range.

(6) CFA members must adhere to any issued or approved Communications Plans.

(7) CFA members should only use personal mobile devices on the incident ground when safe to do so and only to meet an operational outcome. This may include accessing CFA-approved and endorsed applications.

Collection and use of content using mobile devices

(8) CFA members must adhere to all CFA policies and procedures pertaining to the use of social media when conducting CFA activities.

(9) Any CFA member recording content during CFA activities must consider if it is appropriate to record, its intended usage and the potential requirement for the data to be provided in certain legal contexts to CFA and external parties.

(10) CFA members must not record or distribute data for later private use outside their role as a CFA member.

Compensation

(11) In circumstances where a CFA volunteer's personal mobile device is lost or damaged during CFA activities where the device was required to be used for operational purposes, the relevant Personal Property Compensation Form may be submitted by the CFA member to their District HQ for assessment by CFA’s insurer.

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Safety Notes

(12) The use of private mobile devices whilst conducting operational activities can be distracting and may jeopardise the safety of CFA members and the public.

Environmental Notes

(13) Nil.

Section 4 - Definitions

(14) Commonly defined terms are located in the CFA centralised glossary.

Section 5 - Related Documents

(15) Standing Order 9.18 Fires and Incidents - Management of

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Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
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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
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Glossary Terms and Definitions

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

"CFA volunteer" - An officer, member, or volunteer auxiliary worker who receives no remuneration for their services in relation to a brigade but does not include an officer or member of an industry brigade.

"CFA activities" - Any activity normally performed by CFA which includes (but is not limited to): Response to, and in support of, a potential or existing emergency incident Driving an ESO vehicle as requested by another agency Training & exercises Administrative duties Fire Equipment Maintenance Investigations (fire or collisions) Maintenance of CFA firefighting appliances Fundraising Community events Brigade activities

"Operational activities" - CFA approved, coordinated or pre-planned action, or series of actions, in response to and in support of a potential or existing emergency incident, including training and exercises.

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

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