



# CHECKLISTS



**GUIDELINES FOR**

## Operating Private Equipment at Fires

Edition 1 – June 2016

This publication supports the use of the *Guidelines for Operating Private Equipment at Fires* issued by CFA. It is an extraction of Section 4 of those Guidelines. Before using the checklists, an understanding of those Guidelines are essential. An electronic copy can be found on CFA website at [cfa.vic.gov.au](http://cfa.vic.gov.au) or a hard copy can be obtained from your local CFA District Headquarters.

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## 4.1 Ten Standard Fire Orders

- 1 Stay in contact
- 2 Watch the fire
- 3 Know the country
- 4 Escape route
- 5 Park in a safe place
- 6 Check instructions
- 7 Use an anchor point
- 8 Wear safety gear
- 9 Keep calm
- 10 Take care



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## 4.2 WATCHOUT on the Fireline

- W**eather – dominates fire behaviour, so keep informed
- A**ctions – must be based on present and expected fire behaviour
- T**ry out – at least two safe escape routes
- C**ommunicate – your supervisor, your crew and adjoining crews
- H**azards – beware of variations in fuels and steep slopes
- O**bserve – changes in wind speed and direction, temperature, humidity and cloud
- U**nderstand – your instructions, make sure you are understood
- T**hink – clearly, be alert and act decisively before situation becomes critical

## 4.3 LACES

### **L**ookouts

- Fire crews shall LOOKOUT and ensure that they have a clear appreciation of current fire behaviour, location and size in relationship to crew location.

### **A**wareness

- Firefighters shall be aware of the impact of changes in fire behaviour including those resulting from variations to fuel, weather and topography and of other fireground hazards.

### **C**ommunications

- All fire crews shall discuss and address safety issues and ensure that the established communications plan is implemented.

### **E**scape Routes

- At least two escape routes should be agreed and made known to all relevant personnel. The suitability of an escape route should be continually reviewed to ensure it remains effective.

### **S**afety Zones

- Safety zones should be identified and made known to all relevant firefighters. Firefighters need to consider escape time and safety zone size requirements that will change as fire behaviour changes.



## 4.4 Is Your Vehicle Ready?

- 1 When loaded is the weight of your vehicle less than the rated Gross Vehicle Mass? Yes  No
- 2 Is the load including tank, pump and fittings properly secured? Yes  No
- 3 Is your vehicle roadworthy?  
(To VicRoads standards.) Yes  No
- 4 Are the vehicle and pump mechanically sound? Yes  No
- 5 Have the vehicle and pump been serviced regularly? Yes  No
- 6 Is your vehicle fitted with a UHF Radio transceiver? Yes  No
- 7 Is there a first-aid kit in the vehicle? Yes  No
- 8 Is there a woollen blanket for fire protection in the vehicle? Yes  No
- 9 Is your vehicle fitted with an amber rotating beacon? Yes  No
- 10 Is your vehicle fitted with heatshields?  
(If required.) Yes  No

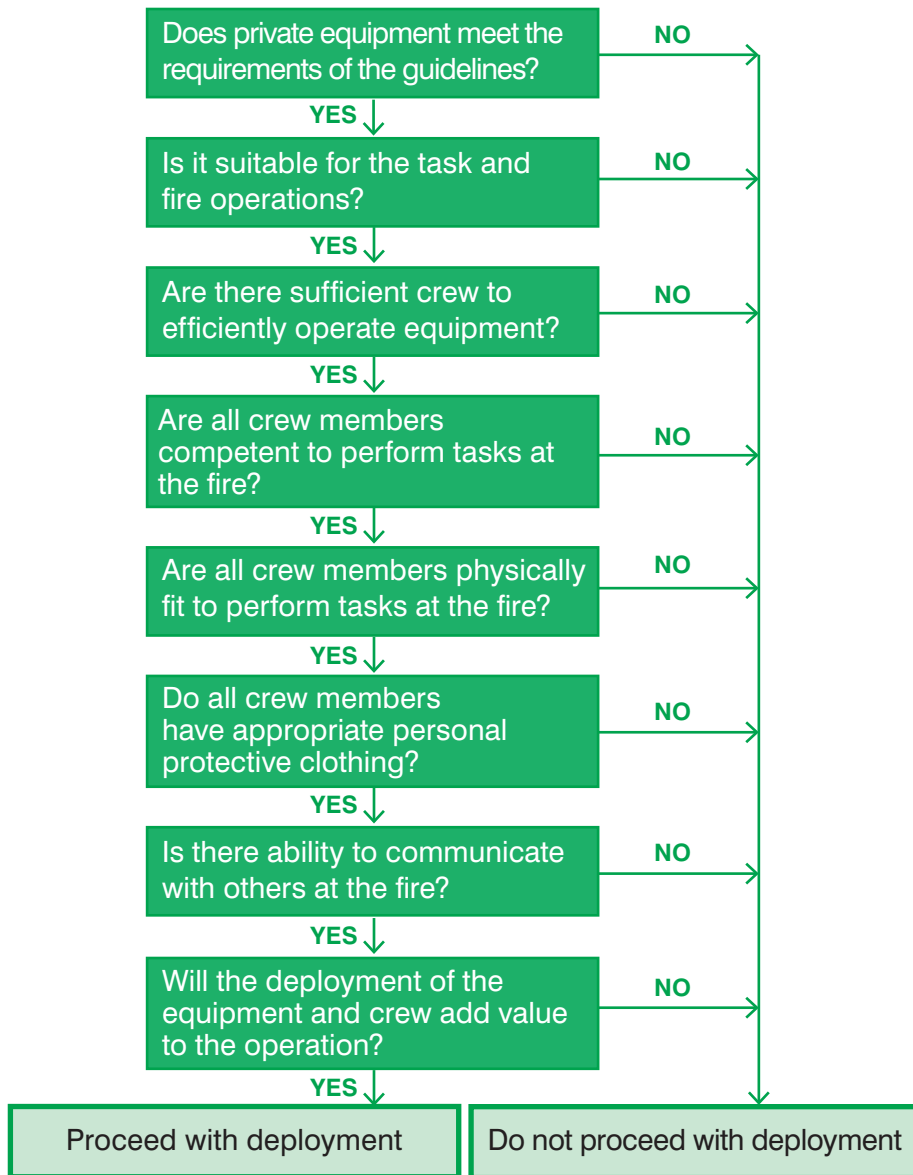
## 4.5 Do You Have the Correct Personal Protective Clothing and Equipment?

- |   |   |                              |                             |
|---|---|------------------------------|-----------------------------|
| 1 | Cotton or natural fibre overalls with long sleeves?<br>or<br>Natural fibre work shirt and trouser ensemble? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2 | Sturdy leather boots?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3 | Leather work gloves?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4 | Industrial type helmet with chin strap?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5 | Industrial type goggles?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6 | Respirator or dust mask?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7 | Hearing protection? (If required.)  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8 | High visibility vest? (If required.)  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9 | Drinking water/food/snacks?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



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## 4.6 Are You Ready to Deploy?



Your local fire brigade:..... Radio channel:.....

Contact person:..... Telephone: .....



## 4.7 Traffic Management Point Access Sticker



(Office use only)  
Sticker No. \_\_\_\_\_

### Application for CFA Private Equipment Traffic Management Point Access Sticker

<b>Applicant name</b>	_____	<b>Contact Number</b>	_____
<b>Address</b>	_____		
<b>Vehicle Registration</b>	_____	<b>Make and Model</b>	_____

The private fire fighting equipment identified above meets the following requirements:

Vehicle Checklist	YES		
When loaded, is the weight of your vehicle less than the rated Gross Vehicle Mass?	<input type="checkbox"/>		
Is the load including tank, pump and fittings properly secured?	<input type="checkbox"/>		
Is your vehicle roadworthy? (To VicRoads standards)	<input type="checkbox"/>		
Are the vehicle and pump mechanically sound?	<input type="checkbox"/>		
Have the vehicle and pump been serviced regularly?	<input type="checkbox"/>		
Is your vehicle fitted with a UHF Radio transceiver?	<input type="checkbox"/>		
Is there a first aid kit in the vehicle?	<input type="checkbox"/>		
Is there a woollen blanket for fire protection in the vehicle?	<input type="checkbox"/>		
Is your vehicle fitted with an amber rotating beacon?	<input type="checkbox"/>		
Is your vehicle fitted with heat shields? (required where people are working from the back of the vehicle)	<table border="1"> <tr> <td>N/A</td> <td><input type="checkbox"/></td> </tr> </table>	N/A	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

#### Terms and Conditions

- The applicant has read and understood the CFA 'Guidelines for Operating Private Equipment at Fires'.  
[http://www.cfa.vic.gov.au/fm\\_files/attachments/Publications/op\\_priv Equip\\_guidelines.pdf](http://www.cfa.vic.gov.au/fm_files/attachments/Publications/op_priv Equip_guidelines.pdf)
- The issuing of a TMP Access sticker does not mean that CFA deems the above equipment as safe and/or roadworthy. This is the responsibility of the applicant.
- The vehicle registration must be written on the TMP access sticker for it to be valid.
- TMP staff have the right to refuse access.
- You accept that your safety is your responsibility.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Operations Manager

Please return signed application to your nearest District office

## 4.8 Equipment Specifications and Guidelines

### 4.8.1 Slip-on unit

Item	Specs.	Guideline
Water carrying capacity		300 litres minimum, 400 litres preferred.
Pump	5 hp	Engine rated at 3.5 kW (5 hp). Able to develop flow of 50 litres per minute at a branch pressure of 250 kpa. Self-filling capability.
Safety		<ul style="list-style-type: none"> <li>▪ Lap sash Seat belts for all crew when travelling.</li> <li>▪ 1 x woollen blanket per cab crew member.</li> <li>▪ 1 x portable first aid kit.</li> <li>▪ 1 x VHF radio with CFA frequencies.</li> <li>▪ Work lights.</li> </ul> <p><i>Optional: Warning lights or rotating beacon and Audible warning device – see FIB Guidelines 2011.</i></p>
Delivery hose	30 m of 19 mm hose	<ul style="list-style-type: none"> <li>▪ 30 m of 19 mm hose with 38 mm external lug couplings on live reel.</li> <li>▪ 2 x 25 mm x 30 m layflat hose.</li> </ul>
Suction hose		<ul style="list-style-type: none"> <li>▪ Hard Suction hose complete with strainer to match operation of the pump.</li> </ul>
Additives		Wetting Agent but preference towards CFA approved Class A foam.
Small gear		1 x 38 mm branches.
Hand tools		<ul style="list-style-type: none"> <li>▪ 2 x rake hoes.</li> <li>▪ 1 x shovel.</li> <li>▪ 1 x chainsaw with fuels.</li> <li>▪ Tools and safety gear .</li> </ul>
Fuel		10 litres pump fuel.
Other		<ul style="list-style-type: none"> <li>▪ 1 x 9 litres knapsack.</li> <li>▪ Ration Packs for the crew sufficient for a shift.</li> <li>▪ Hydrate and drinking water sufficient for a shift (refer to CFA Policy).</li> </ul>



## **Remember:**

- Everyone at the fire has responsibility for safety.
- Accept responsibility for your decisions and actions.
- Ensure someone from CFA at the fire is aware of your presence and what tasks you are undertaking.
- Work cooperatively with the emergency services and others.
- Do not work alone – team up with others.
- Be aware of the situation around you and any hazards likely to cause you harm.
- Wear appropriate personal protective clothing.
- Know and work within your personal limits and ability.
- Ensure your equipment is well maintained and you know and operate it within its limits and capability.
- Ensure the tasks you undertake match your capability and that of your equipment.
- Maintain communications.