

What I Need to Know

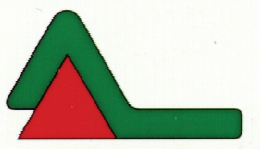
- To ensure the preparedness and safety of all volunteer firefighters, it is essential that brigades undertake a safety and equipment check prior to the commencement of the fire season.

Key Role/s

- Prior to the commencement of the fire season (1 August each year), the First Officer should:
 - undertake an assessment of the brigade area;
 - complete the attached pre-fire season checklist; and
 - forward a copy of the checklist to the Area Office

How I do it

- Review the risks in the brigade area paying particular attention to those areas of higher risk.
- Review the level of equipment held by the brigade.
- Ensure that all volunteers have all items of PPE and that it is in good condition.
- Ensure that the checklist is signed and a copy returned to the Area office for their records.



RURAL FIRE SERVICE



PRE-SEASON FIRE PREPAREDNESS CHECKLIST

Brigade Officer completing: _____

Rural Area: _____

Brigade: _____

Date: _____

Suggested completion frequency: *Annual*

When: *Prior to 1st August*

Responsible Officer: *First Officer*

Reviewing Officer: *Area Director Rural Operations*

OBJECTIVE: *To provide a tool to measure the fire preparedness of the Rural Fire Service.*

1. All active firefighters have access to a full complement of PPE, and support members have access to suitable PPE for the risks entailed in their duties	
2. Brigade safety officers are appointed and regularly brief members on job risks and safety procedures	
3. Where local Fire Management Plans are in use, the plan is reviewed and updated	
4. Annual hazard reduction plans are reviewed and burns or other appropriate treatments carried out where necessary. Burnt and treated areas are mapped	
5. All brigade and area maps are up to date and an adequate supply is on hand	
6. Resources list of personnel, appliances, back-up equipment, other agencies and heavy equipment reviewed	
7. Risk assessment is made of historical ignition points; e.g., roads, power line and rail corridors, dump, recreation/play areas	
8. Potential problem places identified. Relevant control agencies consulted, e.g. QFRS Urban, QPWS, FPQ, DNRM&W, Shire, SES	
9. For identified problem places, firebreaks are checked and potential forward control points, safe refuge areas identified	
10. Fire training programs are up to date. Recruits are assigned a mentor	
11. Accessible water points are identified and are known to all officers	
12. Adequate signage is on hand for burning operations and traffic control	

13. If brigade has keys to special locks for access to watering points or properties, locks are checked and serviced	
14. Pre-season maintenance and servicing is carried out on all firefighting appliances and firefighting equipment	
15. Adequate replacement/additional fire equipment is held in store or available at short notice	
16. Brigade contact details are reviewed and updated and Rural Area Office advised	
17. All communications equipment including base radios, mobiles and hand-held portables are serviceable	
18. Inter-agency communication protocols and contact information are updated	

Comments:

Completing officer's signature: _____ **Date:** _____

Reviewing officer's signature: _____ **Date:** _____