

What I Need to Know

- Incident reports provide information to QFRS Rural Operations in the following areas:
 - the incidence of wildfire and hazard reduction burns in your area
 - training needs and additional support evident from activities undertaken e.g. RAR Awareness training, Air Attack support
 - need for subsidised equipment, appliances.
- Incident reports provide a wide range of information which is drawn upon not only in the evaluation of requests from brigades, but also to support submissions to government for funding and approval for development programs in areas such as; legislation, building standards, community education, volunteer support and risk assessment.

How I do it

When do I need to fill out an Incident Report form (RF14)?

Use a green form (RF14A)

- for every hazard reduction burn undertaken by the brigade
- for every attendance at vegetation wildfires.

Use a purple form (RF14B)

- Complete the first page and then the section that is specific to your incident and then the last section. Specific sections are:
 - structural, building fires
 - vehicle incidents (mobile properties)
 - hazardous materials incidents
 - rescue and evacuation.

Filling out the form

- The First Officer (the most senior officer who attended the incident) fills out the relevant form with all of the required information (to the best of the officers knowledge) upon returning from the incident.
- First Officer signs and dates the form on the back page as indicated.
- Fold the form as indicated on the back page.
- Post to the Area Office as addressed. The form is stamped Postage Paid.
- Comments should be confined to the facts of the incident; all personal comments or judgements should be avoided. Keep in mind that these reports are accessible by the public under Freedom of Information laws

Reference Materials

- Area Reference Manual – Business Rule: D5.4.1 Ensure Application of Operations Doctrine (OpsDoc) to Manage Response to Incidents as per Operations Doctrine (OpsDoc)
- Rural Fire Brigade Manual – Business Rule: D7.30 – Preparing and Submitting Correspondence
- Example of a completed RF14A, RF14B