



# ACT Fire & Rescue Community Fire Units Refresher Training Drills



## CFU Terminology

Terms to familiarise yourself with:

- **STILL** – Safely cease all operations immediately. This direction may be issued by any member on the training ground and used when a member is at risk of injury for example.
- **CARRY ON** – Continue what you were doing.
- **GET TO WORK** – Start exercise or scenario.
- **MAKE UP** – Tidy, clean and stow equipment away.
- **EMERGENCY WARNING HORN** – Three short blasts on the air horn means everyone is to cease all operations immediately and proceed to the nominated safety zone (For example, your CFU Trailer).

**Always ensure correct Personal Protective Clothing and Equipment is used on the fire ground.**

For your safety and to ensure a successful day of training please familiarise yourself with the following risks and preventative measures.

1. **Evacuation / Cease Operations** – Proceed to identified safety zone (for example the trailer) and await instruction.
2. **Weather** – Ensure re-hydration, sunscreen, and appropriate head protection is used to protect from falling objects caused by heavy wind.
3. **Slips, trips and falls** – Familiarise yourself with the drill area and identify any trip hazards. Be aware that the drill area may be wet and slippery at times. Ensure correct footwear is worn.
4. **Drill Yard** – Be aware of vehicle and people movements on/around the fire ground.
5. **Manual Handling** – Do not attempt to move or lift heavy equipment individually, always observe manual handling techniques, ask for assistance. If unsure seek out your Team Leader for advice.
6. **Water Pressure** – Water pressure can be a danger if not handled with care. Ensure you use the equipment correctly and all hose and standpipe connections are fitted correctly and locked in place.
7. **Charging the Hose** – Open the standpipe hand wheel a little, slowly charging the hose. Once pressure is achieved fully open the standpipe valve. Never stand directly over the top of a standpipe.

**Visual Equipment Glossary**

 <p>A black and silver fire hose nozzle with a trigger handle and a side handle.</p>	 <p>A long, thin, light-colored metal bar with a hook at one end.</p>
<p><b>Protek branch</b></p>	<p><b>Hydrant bar</b></p>
 <p>A silver metal fitting with a handle and a threaded end.</p>	 <p>A red and silver fire hose nozzle with a black handle.</p>
<p><b>Gated breach</b></p>	<p><b>Red diffuser</b></p>
 <p>A curved metal tool with a handle.</p>	 <p>A silver metal nozzle with a black handle and a side handle.</p>
<p><b>C-spanner</b></p>	<p><b>AWG</b></p>
 <p>A grey plastic strainer with a handle.</p>	 <p>A curved metal tool with a handle and a flat end.</p>
<p><b>Strainer</b></p>	<p><b>Hydrant scoop</b></p>
 <p>A silver metal adaptor with a threaded end.</p>	 <p>A silver metal nozzle with a black handle and a side handle.</p>
<p><b>64-38 adaptor</b></p>	<p><b>Metal branch diffuser</b></p>

# Operation Members Drills

Including team leaders and Deputies

## **Drill One Basic trailer and content identification:**

<b>Drill <u>One</u> Basic trailer and content identification:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"><li>• The aim of this drill is to ensure all members are familiar with the layout of their unit trailer as per the inventory. This will ensure that in the event of an emergency, each member will be able to locate any piece of equipment without much time delay.</li><li>• This drill can be completed in any location away from public traffic (e.g. a driveway)</li></ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"><li>• Correct identification of all equipment and its location within the unit trailer</li><li>• Identification of missing/broken equipment (To be reported to CFU coordination team)</li></ul>
<b>Practical resources:</b>	<p><b>CFU trailer:</b></p> <ul style="list-style-type: none"><li>• All contents of trailer</li></ul>
<b>Safety Considerations:</b>	<ul style="list-style-type: none"><li>• Define exclusion zones</li><li>• Public traffic</li><li>• Clear communication to members – visual or through use of radio</li><li>• Safety Officer (usually <b>Team leader</b> unless otherwise designated)</li><li>• If member is uncomfortable with any part of the exercise, they should advise the Team leader</li></ul>
<b>PPE/PPC for members:</b>	<ul style="list-style-type: none"><li>• CFU issued:<ul style="list-style-type: none"><li>○ CFU Tunic and pants</li><li>○ Gloves</li><li>○ Boots</li><li>○ Helmet</li></ul></li></ul>

## Drill Two Basic WET hose drill:

<b>Drill <u>Two</u> Basic WET hose drill:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>• The aim of this drill is to refresh members in the correct processes of: <ul style="list-style-type: none"> <li>○ shipping a standpipe.</li> <li>○ bowling hose;</li> <li>○ connecting hose to a standpipe and branch; and</li> <li>○ the correct use of hand signals and use of Benelec radios.</li> </ul> </li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Ship a standpipe ensuring the hydrant pit is checked for serviceability and cleanliness (i.e., free from spiders, snakes or ant nest etc.).</li> <li>• Flush the Standpipe.</li> <li>• Connect a Gated Breach to the Standpipe.</li> <li>• Bowl 1 length of 38mm hose.</li> <li>• Connect hose to the Gated Breach.</li> <li>• Connect a branch to the hose (hose must not be charged/on).</li> <li>• Use correct visual and verbal signals – water on/off.</li> <li>• Use Benelec radios where appropriate and using C.A.N format.</li> <li>• Slowly charge the hose, ensuring branch is closed.</li> <li>• Slowly open branch and direct water stream in a controlled manner.</li> <li>• Make up equipment.</li> </ul>	
<b>Practical resources:</b>	<p><b>CFU trailer:</b></p> <ul style="list-style-type: none"> <li>• 1x 38mm branch.</li> <li>• 1 x 38mm hose.</li> <li>• 1x Gated Breach.</li> <li>• Hydrant scoop.</li> </ul>	<ul style="list-style-type: none"> <li>• Standpipe.</li> <li>• 5x Benelec Radios.</li> <li>• CFU training sign.</li> <li>• 2x Coupling Spanner.</li> <li>• Hydrant Bar.</li> </ul>
<b>Safety Considerations:</b>	<ul style="list-style-type: none"> <li>• Define exclusion zones</li> <li>• Public traffic</li> <li>• Clear communication to members – visual or through use of radio</li> <li>• Safety Officer (usually <b>Team leader</b> unless otherwise designated)</li> <li>• If member is uncomfortable with any part of the exercise, they should advise the Team leader</li> <li>• Working with high pressure water.</li> <li>• Trips and falls on equipment or wet and slippery ground.</li> </ul>	

**PPE/PPC for members:**

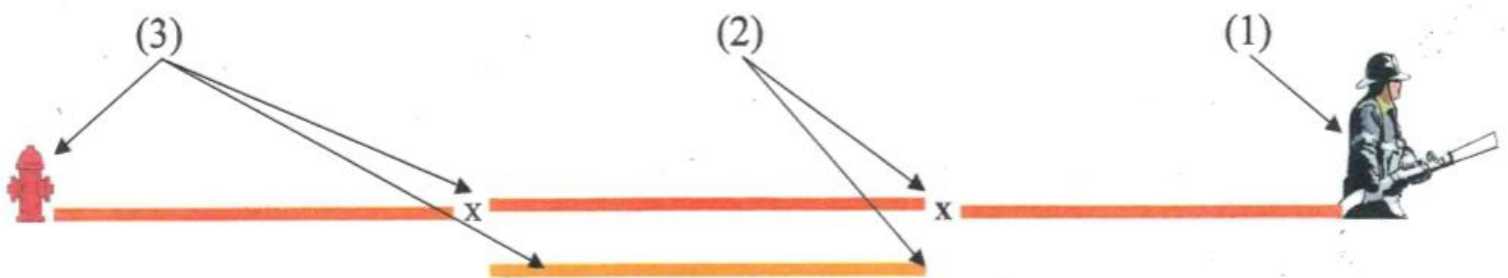
- CFU issued:
  - CFU Tunic and pants
  - Helmets
  - Gloves
  - Boots
  - Goggles

## Drill Three Breaching and damaged hose replacement

<b>Drill <u>Three</u> Breaching and damaged hose replacement:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>• The aim of this drill is to ensure all members are familiar with the process of setting up a gated breach on a standpipe and be able to run <b>2</b> x lines of hose from a single standpipe.</li> <li>• All members should be aware of how to replace a damaged hose during an incident.</li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Ship a standpipe</li> <li>• Connect a 38mm gated breach to the standpipe</li> <li>• Bowl and roll 4 x 38mm hose</li> <li>• Connect 1 line of hose (2 lengths each) to each breach and connect a branch to each connected hose (hose should not be charged/on)</li> <li>• Demonstrate correct hand signals – water on/off</li> <li>• Use Benelec radios for communication where appropriate</li> <li>• Turn water on (WET), ensuring branch is closed</li> <li>• Open branch and direct water stream in a controlled manner</li> <li>• Team leader to nominate a length of hose to replace</li> <li>• One nominated member to bowl new length of hose parallel to damaged hose</li> <li>• Standpipe operator to shut off water to the affected line at the breach</li> <li>• Members on affected line to leave branch open to drain water, disconnect damaged line and replace with new line of hose.</li> </ul> <p style="text-align: center;"><b>An overhand knot should be tied in the damaged length and reported to CFU coordination team</b></p> <ul style="list-style-type: none"> <li>• Close branch</li> <li>• Water on – Standpipe operator to reinstate water supply on breach</li> <li>• Make up equipment</li> </ul> <p style="text-align: center;"><b>(NOTE: This drill can be performed with one line of hose with the gated breach isolated on the unused side if membership attendance is low)</b></p>		
<b>Practical resources:</b>	<p><b>CFU trailer:</b></p> <ul style="list-style-type: none"> <li>• 1 – 2 x 38mm branch</li> <li>• 3 – 6 x 38mm hose</li> </ul>	<ul style="list-style-type: none"> <li>• Standpipe</li> <li>• Gated breach (as required)</li> </ul>	<ul style="list-style-type: none"> <li>• 5x Benelec Radio</li> <li>• CFU training sign</li> <li>• Traffic cones</li> </ul>

<b>Safety Considerations:</b>	<ul style="list-style-type: none"> <li>• Define exclusion zones</li> <li>• Public traffic</li> <li>• Clear communication to members – visual or through use of radio</li> <li>• Safety Officer (usually <b>Team leader</b> unless otherwise designated)</li> <li>• If member is uncomfortable with any part of the exercise, they should advise the Team leader</li> </ul>	
<b>PPE/PPC for members:</b>	<ul style="list-style-type: none"> <li>• CFU issued: <ul style="list-style-type: none"> <li>○ CFU Tunic and pants</li> <li>○ Helmets</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Gloves</li> <li>○ Boots</li> <li>○ Goggles</li> </ul>

- **No 3**- Run out a new length parallel to the damaged length
- When order **'Water Off'** is given, **No 3** shut off supply, **No 2 and 3** will disconnect the damaged length and reconnect new length.
- When order **"Water On"** is given, **No 3** reinstate supply and **No 2** assists on branch.
- An overhand knot should be tied in the damaged length.







## Drill Four Static water supply pumping:

<b>Drill <u>Four</u> Static water supply pumping:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>The aim of this drill is to ensure all members are familiar with the process of obtaining water from a static water supply (e.g. a pool or domestic water tank)</li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>Identify various components of CFU portable pump and carry out checks</li> <li>Fill pump with a bucket of water for priming</li> <li>Set-up pump for suction pumping at an appropriate static water supply</li> <li>Connect 2 x lengths of 38mm suction hose together (some units only have one long length), attaching strainer to end of suction hose to be immersed in water supply</li> <li>Connect other end of suction hoses to collector of pump</li> <li>Connect 1x length of 38mm hose to pump delivery (<b>fold hose over pump so water does not run into hose line</b>)</li> <li>Connect branch to 38mm hose</li> <li>Use correct hand signals – water/pump on/off</li> <li>Use Benelec radios where appropriate and using C.A.N format</li> <li>Make sure branch operator is ready <b>before</b> starting the pump</li> <li>Start pump (WET), ensuring branch is <b>open</b></li> <li>Shut down pump and drain the hose line</li> <li>Make up equipment</li> </ul>		
<b>Practical resources:</b>	<p><b>CFU trailer:</b></p> <ul style="list-style-type: none"> <li>1x 38mm branch and hose</li> </ul>	<ul style="list-style-type: none"> <li>CFU portable pump</li> <li>Bucket of water</li> <li>38mm suction hose</li> </ul>	<ul style="list-style-type: none"> <li>5x Benelec Radio</li> <li>CFU training sign</li> </ul>
<b>Safety Considerations:</b>	<ul style="list-style-type: none"> <li>Define exclusion zones</li> <li>Public traffic</li> <li>Clear communication to members – visual or through use of radio</li> <li>Safety Officer (usually <b>Team leader</b> unless otherwise designated)</li> <li>If member is uncomfortable with any part of the exercise, they should advise the Team leader</li> </ul>		
<b>PPE/PPC for members:</b>	<ul style="list-style-type: none"> <li>CFU issued:                             <ul style="list-style-type: none"> <li>CFU Tunic and pants</li> <li>Helmets</li> <li>Boots</li> <li>Goggles</li> </ul> </li> </ul>		

## Basic Hand Signals for all Operational Members:

<p><b>Basic Hand Signals:</b></p>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>To demonstrate that communications can be established with the use of hand signals</li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>Carry out either of Drills 2 – 4</li> <li>Use correct hand signals – as required to visually communicate</li> <li>Make up equipment</li> </ul>	<p>➤ <b>Water on</b></p>  <p>➤ <b>Water off</b></p> 
<p><b>Practical resources:</b></p>	<ul style="list-style-type: none"> <li>As per specific drills</li> </ul>	
<p><b>Safety Considerations:</b></p>	<ul style="list-style-type: none"> <li>As per specific drill</li> </ul>	
<p><b>PPE/PPC for members:</b></p>	<ul style="list-style-type: none"> <li>As per specific drill</li> </ul>	

## Internal Unit COMS for all Operational Members:

<b>Internal Unit COMS:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>To demonstrate that radio communications can be established within your unit using Benelec radios.</li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>Whilst carrying out Drills 2 -4</li> <li>Remove Benelec radios from CFU trailer</li> <li>Turn radio on and check battery strength</li> <li>If battery does not have enough charge, follow procedures to change/charge battery</li> <li>Nominate a talk around channel</li> <li>Ensure all Benelec radios are on the same channel</li> <li>Make sure you know the limits of your radios i.e., distance between radios (approx. 2km)</li> <li>Activate press to talk (PTT) button and communicate between radio users</li> </ul> <p style="text-align: center;"><b>Note -There are no limits on using Benelec radios apart from public decency</b></p> <ul style="list-style-type: none"> <li>Try using the Benelec radios during the Drills for activities like: <ul style="list-style-type: none"> <li>Requesting water on</li> <li>Requesting water off</li> <li>Asking for more hose</li> <li>Advising the team leader that a fire appliance has arrived</li> <li>Anything that needs to be communicated and can't be done face to face</li> </ul> </li> </ul>
<b>Practical resources:</b>	<ul style="list-style-type: none"> <li>CFU Benelec Radio</li> <li>As per specific drill</li> </ul>
<b>Safety Considerations</b>	<ul style="list-style-type: none"> <li>As per specific drill</li> </ul>
<b>PPE/PPC for members:</b>	<ul style="list-style-type: none"> <li>As per specific drill</li> </ul>

# Team Leader/Deputies Communications Drills

## Drill Five Team Leader Communications with COMCEN:

<b>Drill <u>Five</u> Team Leaders Communications with Comcen:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>The aim of this drill is to ensure team leaders/deputies are familiar with the procedures when communicating with ACTF&amp;R Incident controllers and ACTF&amp;R Comcen</li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>Contact Comcen on <b>62004111</b> to request monitoring Ops 5</li> <li>Operation of the Harris Radio</li> <li>Send messages to Comcen on Harris Radio</li> </ul>
<b>Practical resources:</b>	<p><b>CFU trailer:</b></p> <ul style="list-style-type: none"> <li>1x ACTF&amp;R Harris Radio</li> </ul>
<b>Safety Considerations:</b>	<ul style="list-style-type: none"> <li>Public Traffic</li> </ul>
<b>PPE/PPC for members:</b>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>

## Radio Check with COMCEN:

<b>Drill <u>Two</u> Radio Check with COMCEN:</b>	<p><b>Aim of drill:</b></p> <ul style="list-style-type: none"> <li>• To demonstrate that radio communications can be established with COMCEN (<b>RADIO CHECK</b>).</li> </ul> <p><b>Demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Remove <b>HARRIS</b> radio from CFU trailer</li> <li>• Turn radio on and check battery strength</li> <li>• Select correct radio talk group (Position 1) which is connected to ACTF&amp;R OPS 5</li> <li>• Activate press to talk (PTT) button and repeat the following:</li> <li>• <i>COMCEN this is CFU (unit number)</i></li> <li>• COMCEN will reply acknowledging your message by repeating your callsign. If COMCEN do not reply <b>after 30 seconds</b>, repeat the message. When COMCEN acknowledge, relay the following message:</li> <li>• <i>COMCEN, 'This is CFU (unit number) requesting radio check, how do you receive?'</i></li> <li>• COMCEN will reply advising you how they received your radio message, you will then reply.</li> <li>• <i>COMCEN, CFU (unit number) received, reading you <b>5 by 5 (# out of 5 for clarity)</b>, CFU (unit number) out.</i></li> </ul>
<b>Practical resources:</b>	<ul style="list-style-type: none"> <li>• CFU Harris Radio</li> </ul>
<b>PPE/PPC for members:</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>