

## INTERIM OPERATIONAL PROCEDURE 08

**Date:** April 2021

**Subject:** Station/BGU Continuity During Lockdown

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### Objective

To provide additional control measures enabling DFES to meet WA State Government lockdown requirements and enhance safety of personnel.

### Applicable to:

CFRS, VFRS, VFES, SES, BFB, MRWA, DFES employees and volunteers undertaking a role in supporting operational response rosters such as MOC/ROC/SOC/SDR/IMT/PFT.

### Why are we doing this?

To ensure adherence to WA State Government lockdown measures and other control measures due to COVID-19 cases present in the community.

### When and where are we doing this?

This procedure is to be adhered to whenever attending work or on station/BGU within a lockdown region or otherwise directed by DFES.

### What do I need to do?

All personnel are to carry out the following;

- **Wear a mask at all times<sup>1</sup>** while at work, attending your station/BGU, or undertaking any DFES activity.
- Review current Business Continuity Plans (BCP's)
- Review Interim Operational Procedures (IOPs) - <https://shared.dfes.wa.gov.au/business-units/doctrine/Pages/covid-19-interim-operational-procedures.aspx>
- Review DFES COVID-19 Safe Operations Guidelines: <https://shared.dfes.wa.gov.au/business-units/doctrine/IRISDoctrinesyncfolder/Doctrine/0-Interim-Operational-Procedures/COVID-19/COVID-19-Interim-Safe-Operations-Guidelines.pdf>
- Review locations visited by confirmed cases for possible exposures - [https://www.healthywa.wa.gov.au/Articles/A\\_E/Coronavirus/Locations-visited-by-confirmed-cases](https://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus/Locations-visited-by-confirmed-cases)
- Where masks are in short supply, contact your regional line manager.
- Supplied masks are for DFES personnel and volunteers use only.
- No unnecessary movements are to occur to or from stations, including purchasing of meals.
- No equipment checks required for volunteer BGU's.

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<sup>1</sup> As per the State Government's Face Covering Directions - <https://www.wa.gov.au/government/publications/face-covering-directions-0>

- No volunteer BGU training. Career staff to only train on their station.
- Where gyms are available, they are not to be used.
- Re-establish enhanced cleaning protocols.
- Where crew changeovers are required (at incident or Station/BGU), vehicles are to be cleaned as detailed in the [DFES Facilities and Vehicle Cleaning Guidelines for COVID-19](#). Incoming and outgoing crews are to minimise contact during changeover.

### CFRS Staff Management.

To minimise the likelihood of COVID-19 being spread across the CFRS network of stations and work locations, the following shall occur;

- Staff shall remain at the approved work location they are at when the lockdown commenced. Staff are not permitted to report for work at any other approved work location for the duration of lockdown.
- Scheduled reliefs that are due to start at any work location, other than the work location you first attend during lockdown, shall be postponed until the conclusion of lockdown.
- All staff who have standbys are requested to re-evaluate the need for the standby.
- Any standby that requires you to report to another approved work location should be cancelled. When a standby cannot be cancelled staff are to present for work at their current work location for duty.
- All unscheduled reliefs are to be sourced from staff currently assigned to your approved work location.
- If reliefs cannot be filled contact District Officer (DO) Perth for further instructions.
- For all other staffing issues contact DO Staff Deployment (business hours) or DO Perth (outside business hours or when DO Staff deployment is unavailable).

### Where can I get further information?

For urgent enquiries, contact your regional line manager. For non-urgent enquiries, email [COVID19@dfes.wa.gov.au](mailto:COVID19@dfes.wa.gov.au).

**CRAIG WATERS**  
**DEPUTY COMMISSIONER OPERATIONS**

# COVID-19

## OPERATIONAL PROCEDURE



### DOCUMENT HISTORY

VERSION	DATE	DESCRIPTION OF CHANGE
1.0	February 2021	Initial release
1.1	February 2021	Removed reference to 5 day lockdown.
1.2	April 2021	Clarify that no equipment checks are not to occur on volunteer stations only. Add no volunteer training and CFRS to train on their station.
1.3	May 2021	Minor amendments to "What I need to do". New section added – "CFRS Staff Management".