

BLOCK A

COMPLETE FOR ALL INCIDENTS



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COMPLETE FOR ALL INCIDENTS

All fields contained in the Primary Details section, for example Block A and response information for Attendances must be completed for all incidents so as to provide basic information about the incident for future analysis.

The information required for most fields consist of a series of **values**, which are supplied for each of the fields.

To fill in a field, select the appropriate code for that field and enter it in the space provided. Each field that requires a numeric code has a set number of digits that are required for the entry and so only the codes provided for that specific field should be used.

Text that is grey and formatted with a strikethrough indicates fields or codes that have been retired by QFRS. Fields retired by AFAC are denoted by strikethrough, red text.

A1 AUTHORITY IDENTIFICATION

1.1 Definition

A three digit code, the first digit being a State or Territory identifier and the next two identify the reporting authority.

1.2 Purpose

This field identifies the State or Territory in which the reporting authority operates and the type of authority.

1.3 Implementation

Table A1 details the codes for the State or Territory in which the reporting authority operates and the reporting authority. **For QFRS, code 411 is automatically assigned to all incidents.**

Table A1 - Reporting Authority codes

| CODE | STATE/TERRITORY |
|------|---|
| 111 | Australian Capital Territory Fire Brigade |
| 131 | Air Services Australia |
| 211 | New South Wales Fire Brigades |
| 221 | New South Wales Rural Fire Service |
| 311 | Melbourne Metropolitan Fire Brigade |
| 321 | Victoria Country Fire Authority |
| 411 | Queensland Fire and Rescue Service |
| 511 | South Australia Metropolitan Fire Brigade |
| 521 | South Australia Country Fire Service |
| 611 | Western Australia Fire Brigades Board |
| 621 | Western Australia Bush Fire Board |
| 711 | Tasmania Fire Service |
| 811 | Northern Territory Fire Service |
| 911 | New Zealand Fire Service |

1.4 Computer Entry

Field - numeric

Length - 3

Default - Default value is 411 for all incidents.

Mandatory field: Entry is not required. Code 411 is applied to all incidents for the AFAC data extraction.

A2 AUTHORITY TYPE

2.1 Definition

The authority's brigade/unit is identified with the type of situation for which that brigade/unit is predominantly responsible, for example urban, urban/rural, rural etc.

2.2 Purpose

To allow comparison of data between units with the same or different areas of operation.

2.3 Implementation

The reporting authority is responsible for determining the category for its units. Table A2 details the codes for the Authority Type. **This field is automatically populated in OMS.**

Table A2 - Authority Type Codes

| CODE | AUTHORITY TYPE |
|------|-------------------------------------|
| 1 | Predominantly Urban |
| 2 | Mixed Urban/Rural |
| 3 | Predominantly Rural |
| 4 | Predominantly forested |
| 5 | Aviation |
| 6 | Maritime |
| 9 | Authority type not classified above |
| 0 | Authority type undermined |

2.4 Computer Entry

Field - numeric

Length - 1

Default - No default required as field is not displayed in the application

Mandatory field: Entry is not required. This field is auto populated in OMS.

A3 BRIGADE IDENTIFICATION

3.1 Definition

A number assigned by the reporting authority to identify the brigade/unit responsible for submitting the report.

The brigade identification should reflect the brigade/unit identification number primarily responsible for handling the incident.

3.2 Purpose

To identify the **first attending** brigade/unit primarily responsible for handling the incident and who would usually generate the report. It is used statistically to sort and compare data accordingly and also forms part of the *Unique Identifier* used by reporting authorities and the National Database.

3.3 Implementation

The report is to be completed and submitted by the **first attending** officer/member of the first arriving brigade/unit who are primarily responsible for handling the incident.

When both Urban and Rural crews attend an incident, the Urban crew will complete the report, except in the case of landscape fire, then the first arriving Officer completes the report regardless of being Urban or Rural

3.4 Computer Entry

Field - numeric

Length - 6 **Note: The AFAC standard is 5 digits.**

Default - No default required as field is not displayed in the application

Mandatory Field - Field is mandatory for all incidents. Entry not required. Field is auto populated in OMS.

A4 INCIDENT NUMBER

4.1 Definition

This is a sequential number assigned by the reporting authority to each report submitted for any one year.

4.2 Purpose

The Incident Number is used to identify and count the number of incident reports submitted by a particular brigade/unit for the year to date.

4.3 Implementation

This number is assigned sequentially by the reporting authority to each report submitted.

QFRS Standard:

QFRS Automatically inserts the numeric component of the ESCAD Master Incident Number into the A4 field since the implementation of OMS. In reports prior to OMS, the AIRS practice was to assign a sequential number to each incident that was unique to station and financial year.

AFAC Standard:

Where incident information is recorded on the incident form and forwarded for processing, it would be prudent to keep a separate record of the number of incidents attended. Where the Reporting Authority is using computer aided dispatch, then a unique alpha/numeric system may apply. Use the eight digit codes to complete the entry.

4.4 Computer Entry

Field - numeric

Length - 8 **Note: The AFAC standard is 20 digits.**

Default - No default required as field is not displayed in the application

Mandatory Field - Entry not required. This field is auto populated in OMS.

A5 EXPOSURE NUMBER (FOR FIRES ONLY)**5.1 Definition**

A supplementary number used to identify a fire occurring in a separate structure or property as a direct consequence of the original fire. In this context, property includes vehicles, grasslands and forests.

To be classified as an exposure fire, the property must be separated from the original property, either by space or by vertical firewall.

Exposure fires occur when fire spreads from one structure to another separate structure or structures, to bush or grass, or to mobile property external to the structure. Similarly, structure and mobile property fires resulting from the spread of bush or grass fires are exposure fires. Mobile property that is inside or under a structure, such as the case of a vehicle in a garage, under a car-port etc., are not considered separate property and are to be considered as part of the contents of that structure.

Classify exposure fires only where **actual fire damage has occurred**. Do not include property that has sustained only heat and water, explosion or other non-fire damage.

5.2 Purpose

To provide detailed information on the type of exposure fire, the type of structure or property and its use. Also casualties occurring because of the exposure fire, the initiation and behaviour of the exposure fire, and information about its extinguishment.

5.3 Implementation

The original report is to have the **Exposure Number** recorded as **0**. Additional reports are to be completed for each exposure, the first numbered **1**, the second **2** and so on.

It is not required that an exposure report be submitted for every exposure if some or all of the exposure property is *like property* that cannot be individually identified (for example, registration number).

Exposure reports provide information on the type of exposure fire (whether a structure fire, mobile property fire, bush or grass fire etc.); details of the exposure property; any casualties resulting from the exposure fire; the initiation and behaviour of the exposure fire; and information on how it was extinguished.

Items on the initial fire report i.e. the report covering the property type where the fire originated, will record information related to that property. Similarly, **each exposure report will record information that relates only to that fire.** General information relating to alarm times, resources dispatched etc. may be the same on each report, however it is important that the information on each exposure report pertain to that separate property use fire.

If the fire spreads from one property type to another, e.g. from open grasslands to a forest, an exposure report is required for the forest fire.

For each and every exposure the officer should record only the number of fire related injuries and/or deaths for **that exposure**. If there are multiple exposures, there may be different numbers from the original exposure.

Example 1

A fire occurs in a warehouse that stores, among other things, farm machinery and tractors. The fire spreads to an adjacent factory building consisting of six units sharing a common roof void, and involves three of these units. Six tractors parked in the open and adjacent to the warehouse are also damaged by fire. Burning embers from the blaze also cause a grass fire in an adjacent paddock.

In this example, there are eight exposure fires, including the six tractors parked in the open, the factory units and the grass fire. The tractors and machinery stored inside the warehouse are not counted as they are considered part of the contents. Although the factory building contains six occupancies, they are not fire separated so the whole building is considered one exposure.

In this example, three exposure fire reports are required. One for the factory units, one for the grass fire and, because the six tractors outside the building are all *like property*, one exposure fire report covering them.

Example 2

A fire occurs in a unit of a block of six home units and spreads to the unit next door. During firefighting operations, two units below are damaged by water and a vehicle parked in the street is damaged by falling glass.

In this example, no fire exposure fire reports are required. The units are not separated by a vertical fire wall and are considered to be part of one building. Although the vehicle is damaged, it is not fire damaged and therefore, not counted.

Example 3

A grass fire occurs in open land and spreads to involve a farm house, a separate machine shed and also involves a tractor parked in the open.

In this example three exposure fire reports are required, one for the farm house, one for the shed and one for the tractor. Any vehicles inside the shed would not be counted as separate exposures as they are considered as part of the contents of the shed.

Use the one digit code to complete the entry.



Note: Make sure to record any fire injuries and/or fatalities related to each individual exposure at an incident.

5.4 Computer Entry

Field - numeric

Length - 2 **Note: The AFAC standard is 1 digit.**

Default - 0

Mandatory Field - This field is mandatory for all incidents.

A6 ALARM DATE (DATE OF CALL)

6.1 Definition

This is the date on which the reporting authority was notified of the alarm/ incident.

6.2 Purpose

This Item identifies the date on which the reporting authority was notified of the alarm or incident.

6.3 Implementation

The format provided to AFAC is **dd/mm/yyyy**. In the OMS interface the A6 Alarm Date and A8 Alarm Time are combined into the format dd/mmm/yyyy hh:mm:ss. This value is generally auto filled from the ESCAD Time in Waiting Queue time. In the case of a Late Notifiable Incident this value may be edited by the reporting officer.

6.4 Computer Entry

Field - date

Length - 10 dd/mm/yyyy

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.



Note: Accept only valid date.

A7 DAY OF WEEK

7.1 Definition

The day of the week when the incident occurred or was reported to the Reporting Authority.

7.2 Purpose

This item is used to sort information for statistical purposes.

7.3 Implementation

The day of the week is generated using the date of call. Table A7 details the codes for the day of the week. This field is automatically generated in the IDC warehouse.

Table A7 - Day of Week Codes

| CODE | DAY OF WEEK |
|------|-------------|
| 1 | Sunday |
| 2 | Monday |
| 3 | Tuesday |
| 4 | Wednesday |
| 5 | Thursday |
| 6 | Friday |
| 7 | Saturday |



Note: The day of week is computer generated using the *Date of Call*.

7.4 Computer Entry

Field - numeric

Length - 1

Default - No default required as field is not displayed in the application

Mandatory field - This field is mandatory for all incidents however, entry is not required as this field is automatically populated in the Fire Data Warehouse.

A8 ALARM TIME (TIME OF CALL)

8.1 Definition

This is the time, in hours, minutes and seconds, when the reporting authority was **first** notified of the incident.

8.2 Purpose

This item identifies the time at which the reporting authority was first notified of the alarm/incident. This information, along with other times collected, allows the generation of elapsed time records that can be useful in determining the effectiveness of detection, response and control techniques.

8.3 Implementation

The format provided to AFAC uses the 24 hour clock and is HH:MM: SS. Values must be within the range 00:00:00 – 23:59:59. In the OMS interface the A6 Alarm Date and A8 Alarm Time are combined into the format dd/mmm/yyyy hh:mm:ss. This value is generally auto filled from the ESCAD Time in Waiting Queue time. In the case of a Late Notifiable Incident this value may be edited by the reporting officer.



Note: It has been determined that *Time in Waiting Queue* will be used as the alarm time as this is the time the incident has been verified by the Communication Centre Officer and is the earliest common time stamp between all possible methods of notifications to Fire Communications (i.e. - 000 Call, Transfer from QAS, and ADT Activation).

Example 1

A call is received and verified by a Reporting Authority local communications centre at 1500 hours, 13 seconds and the responding unit is ordered on to the incident at 1501 hours, 42 seconds. The **Time of Call** would be **15:00:13** as that was the time the Reporting Authority was first notified of the incident and the **Dispatch Time**, the time the unit was responded, would be **15:01:42**.

Example 2

An alarm is activated and the ADT Interface creates the incident at 1500 hours, 13 seconds. The communications centre recommends and responds a unit at 1501 hours, 42 seconds. The **Time of Call** would be **15:00:13** as that was the time that the interface created the incident in ESCAD and the Dispatch Time, the time the unit was responded, would be **15:01:42**

8.4 Computer Entry

Field - numeric

Length - 8 Format provided to AFAC is hh:mm:ss

Default - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS from the ESCAD field Time_Entered_Queue

Mandatory field - This field is mandatory for all incidents.

A9 METHOD OF NOTIFICATION**9.1 Definition**

The method by which the reporting authority was **first** notified of the incident.

9.2 Purpose

This information can be useful in studying the types of methods used to notify the Reporting Authority of incidents. It can also be useful in analysing different alarm systems to determine whether they increase or decrease unnecessary attendances.

9.3 Implementation

Record the method in which the reporting authority was first notified of the incident.

Example 1

A fire call is received by a fire service communications centre via the **000** network. The control centre activates a direct turn out system and responds a unit.

The **Method of Notification** would be reported as **000, The reporting person dials 000 or mobile on 112 - code 71**, as this was the method used by the caller to notify the reporting authority of the incident.

Example 2

A call is received from a dedicated phone line connected to the Fire Service and a unit is responded.

The **Method of Notification** would be reported as code **72 Direct telephone tie-line. A dedicated line connected to the fire service.**

Example 3

An occupant of a building noticed a fire and broke the glass on a manual call point to notify the fire service of the incident.

The **Method of Notification** would be reported as code **21 Manual Call Point**.

Example 4

A fire is ignited in a structure and causes the Fire Communication Alarm (FCA) to activate and as a result a unit is responded to the incident.

The **Method of Notification** would be reported as code **31 Direct Brigade Alarm**



Note: Irrespective of what method is employed by the reporting authority to relay the call to the responding station, the Method of Notification must identify the method used by the public or other outside organisation to notify the Reporting Authority.

Table A9 details the codes for studying the types of methods used to notify the Reporting Authority of incidents. Choose the appropriate code from the table and complete the entry.

Table A9 - Method of Notification Codes

| CODE | METHODS USED TO NOTIFY THE REPORTING AUTHORITY | START DATE | END DATE |
|------|--|------------|----------|
| 11 | Exchange telephone call direct to authority. <i>This includes calls to fire control room, communications centre or local fire station but does not include 000 calls (see 71)</i> | | |
| 21 | Manual call point. <i>Included are telegraph systems and radio systems and manual call points outside fire stations. Includes street alarms and break glass alarms</i> | | |
| 31 | Direct brigade alarm. <i>Included are signals received from automatic fire detection/suppression and other alarm systems.</i> | | |
| 41 | Radio. <i>Included are fires reported by radio from vehicles, aircraft or towers on fire service, police department or other emergency service frequencies direct to authority</i> | | |
| 51 | Direct report to fire station (verbal) | | |
| 71 | 000 - The reporting person dials 000 or mobile on 112 | | |
| 72 | Direct telephone tie-line. A dedicated line connected to the fire service | | |
| 79 | Direct telephone tie-line not classified above | | 2004 |
| 70 | Direct telephone tie-line; insufficient information to classify further | | 2010 |
| 81 | Voice signal municipal fire alarm system. Included are all other telephone type alarm systems | | 2004 |
| 99 | Method of alarm not classified above | | 2007 |
| 90 | Method of alarm; insufficient information available to classify further | | 2004 |
| 00 | Method of alarm undetermined or not reported | | |



Note: When the call is received from a Direct Brigade Alarm, Block B may require entry.

9.4 Computer Entry

Field - numeric

Length - 2

Default - blank

Mandatory field - this field is mandatory for all incidents.

A10 AGENCY/PERSON RAISING ALARM

10.1 Definition

This item identifies the agency or persons responsible for the detection and raising of an alarm in regard to the incident.

10.2 Purpose

This item provides information that is used to allow an overall appraisal of how incidents are detected and assess the effectiveness of detection systems.

10.3 Implementation

Table A10 details the codes for the agency or persons responsible for the detection and raising of an alarm. Choose the appropriate code from the table and complete the entry.

Table A10 - Agency Persons Raising Alarm Codes

| CODE | AGENCY/PERSONS RAISING ALARM | START DATE | END DATE |
|---------------|---|------------|----------|
| | AUTOMATIC ALARM SYSTEM | | |
| 11 | Automatic Sprinkler Systems | | 2004 |
| 12 | Automatic Detection/Sprinkler System - monitored by fire service | | |
| 13 | Automatic Detection/Sprinkler System – privately monitored – residential | 2003/2004 | |
| 14 | Automatic Detection/Sprinkler System – privately monitored – commercial | 2003/2004 | |
| 15 | Non-monitored Detection/Sprinkler System – residential | 2003/2004 | |
| 16 | Non-monitored Detection/Sprinkler System – commercial | 2003/2004 | |
| 19 | Automatic alarm system not classified above | | |
| 10 | Automatic Alarm System; insufficient information to classify further | | 2008 |

| CODE | AGENCY/PERSONS RAISING ALARM | START DATE | END DATE |
|---------------|--|------------|----------|
| | OTHER | | |
| 21 | Resident, occupier, employee | | |
| 31 | Traveller, passer-by, neighbour | | |
| 41 | Fire Service personnel | | |
| 51 | Fire Look-out | | 2006 |
| 61 | Aircraft spotting, observation | | 2008 |
| 71 | Aircraft other | | 2008 |
| 91 | Other Fire Service | | |
| 92 | Police | | |
| 93 | Ambulance | | |
| 94 | Air Traffic Control, airport management | | 2010 |
| 95 | Private security company – staff on premises only | 2001 | |
| 99 | Other agency/persons raising alarm not classified above | | |
| 90 | Other agency/person raising alarm; insufficient information to classify further | | 2006 |
| 00 | Agency/person raising alarm undetermined or not reported | | |
| 08 | Agency/person raising alarm not applicable | | 2005 |



Note: Any alarm raised due to an automatic detection system being triggered must be coded as "Automatic Alarm System" regardless of who observes the alarm and how they observed it.



Note: Codes 13, 14, 15, 16, 95 are only used by QFRS.

10.4 Computer Entry

Field - numeric

Length -2

Default - blank

Mandatory field - this field is mandatory for all incidents

A11 JURISDICTION OF ORIGIN

11.1 Definition

This item indicates whether the incident occurred within the area of jurisdiction of the reporting authority.

11.2 Purpose

This information is useful in monitoring the frequency of a reporting authority's response outside of its area of responsibility and can indicate the need to review boundaries or mutual aid agreements. It is also used, when comparing national statistics, to identify incidents that may be reported by more than one authority.



Note: QFRS is the combat agency for all incidents in Queensland.

11.3 Implementation

Table A11 details the codes for the area of responsibility or jurisdiction of the reporting authority. Choose the appropriate code from the table and complete the entry.

Table A11 - Area of Responsibility/Jurisdiction Codes

| CODE | AREA OF RESPONSIBILITY JURISDICTION | START DATE | END DATE |
|------|--------------------------------------|------------|----------|
| 1 | Inside | | |
| 2 | Outside | | |
| 0 | Jurisdiction undetermined | | 2000 |

11.4 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory field - This field is mandatory for all incidents

A12 STATISTICAL LOCAL AREA

12.1 Definition

The statistical local area in which the incident occurs or originated in terms of the *Australian Bureau of Statistics (ABS) Australian Standard Geographical Classification* (Catalogue No1216.0).

12.2 Purpose

This item is used to sort AIRS information according to ABS census areas and for linking ABS census data with AIRS data.

12.3 Implementation

The ABS Statistical Local Areas (SLA) are, in most cases, equivalent to the local government areas (LGA). In some instances, however, LGA have been split for statistical purposes to form two or more SLA within that area.

The *ABS Geographical Classification Code of Statistical Local Areas* should be consulted for the correct code.



Note: First digit to represent the State or Territory and the other four digits to represent the last four digits of the ABS SLA in which the incident occurs or originated

Table A12 – State/Territory Codes

| CODE | STATE/TERRITORY |
|------|------------------------------|
| 1 | New South Wales |
| 2 | Victoria |
| 3 | Queensland |
| 4 | South Australia |
| 5 | Western Australia |
| 6 | Tasmania |
| 7 | Northern Territory |
| 8 | Australian Capital Territory |
| 9 | New Zealand |

12.4 Computer Entry

Look-up set from ABS Statistical Code List

Field - numeric

Length - 5

Mandatory field - Entry is not required. This field is auto populated in OMS.

A13 GEOGRAPHICAL LOCATION OF THE INCIDENT - UNIVERSAL MAP GRID REFERENCE [QFRS RETIRED - QFRS now only use lat longs]

13.1 Definition

This is the Universal Map Grid Reference of the location or area of origin of the incident and is made up of the following;

- *The Grid Zone Designation - two digits and an alpha character.*
- *100 000 m square identification - two alpha characters.*
- *Local six figure grid reference - three numbers each for eastings and northings.*

13.2 Purpose

This Item provides an actual point on a map (accurate to within 100 m) where the incident originated.

Although other Items of information indicate the location of an incident, none give the necessary degree of accuracy or allow computer assisted plotting of locations. This is especially useful when graphically indicating the areas on a map of various types of incidents, their causes etc.

13.3 AFAC Implementation Grid Squares

Maps are provided with a system of squares called a grid and the ground distance represented between grid lines that form the squares is usually quoted in the marginal information of the map. As an example, the ground distance between grid lines on most 1:25,000 topographical maps is 1000 m or 1 Km and by using a six figure grid reference, an area on the map 100 m square can be identified.

The vertical grid lines, those running north/south are referred to as the eastings as they number to the east (across the map) and are always quoted first in the grid reference. The horizontal grid lines, those running east/west, are referred to as the northings as they number to the north (up the map).

As the six figure grid references re-occur at 100 Km intervals, it is necessary, for a unique definition, to proceed with further letters and figures.

QFRS Implementation

This is no longer entered by the reporting officer in OMS. It will be auto-generated from the incident's lat/longs and provided for the AFAC extract.

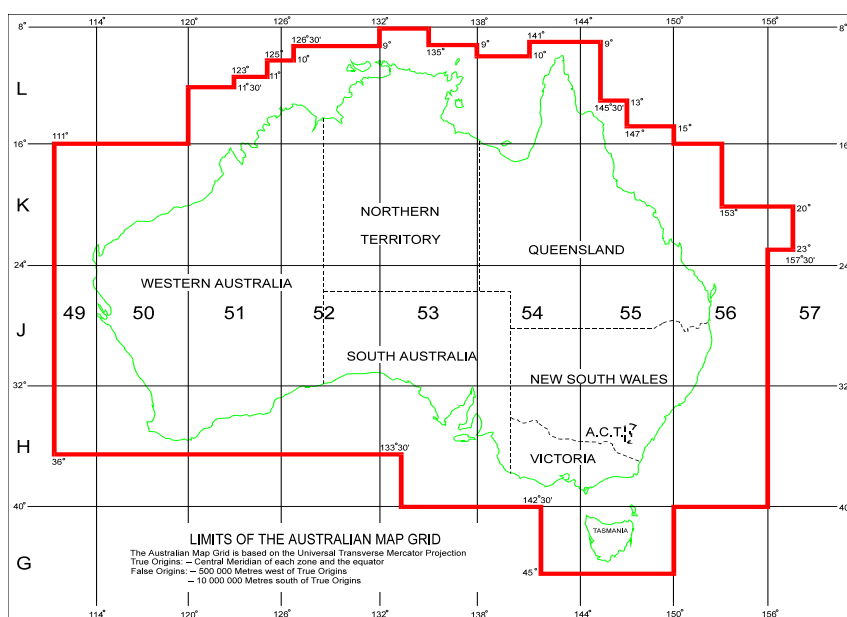
100 KILOMETRE (100 000 M) SQUARES

Every 100 Km square is given a pair of letters. These letters are given in the grid reference box in the margin of the map. A single map sheet may contain parts of two or even four different 100 Km squares. The letters for each part are clearly indicated in the grid reference box and are also indicated on the face of the map near the boundaries of the 100 Km squares.

GRID ZONE DESIGNATION

A grid reference using the 100 Km square identification is still inadequate for unique definition over the whole world as similar references can re-occur at 1000 Km intervals. At the top of the left half of the grid reference box will be found 2 figures and a letter called the Grid Zone Designation. Fig 1 illustrates how the Australian Map Grid Area is segmented into these zones. It can be observed that all of NSW lies within six Grid Zones i.e. 54J, 55J, 56J, 54H, 55H and 56H, whilst Tasmania is entirely contained within Grid Zone 55G. By using the Grid Zone Designation, the letters identifying the 100 Km square together with the six figure grid reference, the location of a point on the map is identified uniquely in the world.

Fig 1 Australian Map Grid Area



DETERMINING THE UNIVERSAL MAP GRID REFERENCE OF AN INCIDENT FROM TOPOGRAPHICAL MAPS

The box below, titled *Universal Grid Reference* appears on all topographical maps issues and gives instructions on how to determine the Universal Map Grid Reference of any point on the map.

| Universal Grid Reference | | |
|--|--|---|
| World Geodetic System | Grid Zone Designation 56H | To give a standard reference on the sheet to the nearest 100 m |
| <p>To convert World Geodetic System 1972 to Australian Geodetic Datum 1966 co-ordinates on which this map is based</p> <p>e</p> <p>Decrease the numerical value of longitudes by 3.4" equivalent to 88 m</p> | <p>100 000 m Square Identification</p> <div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 10px auto;">LH</div> <p>Ignore the smaller figures of any grid number. These are for finding the full co-ordinates. Use only the Larger figures of the grid number e.g. 325000</p> | <p>Sample Point Barrenjoey $\Delta 102$</p> <p>1. Read letters identifying 100 000 m square in which the point lies LH</p> <p>2. Locate first vertical grid line left of point and read large figures labeling the line in either top or bottom margins 44</p> <p>3. Estimate tenths from grid line to point 8</p> <p>4. Locate first horizontal grid line below point and read large figures labeling the line in either the left or right margins 83</p> <p>5. Estimate tenths from grid line to point 0</p> |
| | | <p>Sample Reference LH448830</p> |
| To obtain heights above mean sea level decrease satellite heights by 20 m. | | <p>If reporting beyond 18° in any direction, prefix with Grid Zone Designation e.g. 56H LH 448830</p> <p>Before giving a grid reference civilian users should state the number and name of the map e.g. 9130-1-N Broken Bay 448830</p> |

For purposes of providing the Universal Map Grid Reference of an incident location for the AFAC AIRS the following steps should be taken:

- locate the point on the map where the incident has occurred;
- refer to the grid reference instruction box on the map and identify the Grid Zone Designation. This is located in the top left hand corner of the box and consist of two numbers and an alpha character e.g. 56H;
- read the letters identifying the 100 000 m square in which the point is situated. These letters are located at the top, bottom and sides of the map on the 00 grid lines. Again, refer to the grid reference information box as this will identify and indicate the position of the squares covered by the map;
- to determine the local six figure grid reference of the point, identify the vertical grid line immediately to the left of the point and note the number of this grid line. This number forms the first two digits of the eastings. The third digit for the eastings is obtained by measuring across from the grid line to the point in tenths of the grid square; and
- locate the horizontal grid line immediately below the point and note its number. Count up from this line, in tenths, to the point to obtain the last digit of the northings and complete the grid references.

Incident location:

Local six figure grid reference = 657 118

Universal Map Grid Reference = 55J CF 657 118

LATITUDE, LONGITUDE

13.4 Definition

Latitude and longitude gives the location of any point on Earth and uses degrees, minutes and seconds.

13.5 Implementation

Identify the latitude and longitude by:

Reading the values from standard topographic map using information on map borders.

Latitudes; between 10° and 44° South – increases from top to bottom of map.

Longitude; between 112° and 154° East – increases from left to right across map.

LATITUDE AND LONGITUDE BY GPS

The GPS receiver must first be set to Australian Datums AGD66 or AGD84. Use of WGS84 datum to plot co-ordinates on a map with an Australian Map Grid, that is, using Australian Datums, AGD66 or AMG84, will result in an error of 250 m.



Note: The latitude for the southern hemisphere is negative.

13.6 Computer Entry

Field - numeric

Length - 8

Default - blank

Mandatory field - Entry of either a map grid reference or the latitude and longitude are mandatory for all incidents

LOCATION OF INCIDENT, OCCUPANT'S NAME AND ADDRESS OF INCIDENT (A14 - A18)

The following five items identify the occupant and provide an address for the incident:

- A14 Occupant's Name
- A15 Property Number
- A16 Street
- A17 Town/Suburb/Area
- A18 Postcode

Details relating to the occupant's name and address are to be recorded as per *AS 4212: 1994 Geographic information systems - Data dictionary for transfer of street addressing information*.

Purpose

This information is useful when identifying particular incident records.

Implementation

Where applicable, the full address of the property where the incident occurs is to be provided. Where the incident occurs on a road itself, such as a vehicle accident, item **A15 Property Number** may be left blank.

Where a fire or other incident occurs in an area remote from any road, then item **A17 Town/Suburb/Area** should be used to name the area in which the incident occurs or, if the area is unnamed, then the name of the closest town or area to the incident site.

A14 OCCUPANT'S NAME

14.1 Definition

This field supplies information about the occupant and this may be the name of the company that occupies the premises or the person holding tenure over rural land.

14.2 Purpose

This information is useful when identifying particular incident records.

14.3 Implementation

The name of the occupant. This may be the name of the company that occupies the premises or the person holding tenure over rural land.

In the case of motor vehicle accidents and hazardous material incidents involving mobile property on roadways and waterways, the occupant's name is to reflect the person driving the mobile property.

14.4 Computer Entry

Field - alpha

Length - 255 **Note: The AFAC standard is 20 digits**

Default - blank

Mandatory field - This field is mandatory for all incidents

A15 PROPERTY NUMBER

15.1 Definition

The property number or unit and property number of the premises or lot number where the incident occurred.

15.2 Purpose

This information is useful when identifying particular incident records.

15.3 Implementation

Record the property number or unit and property number of the premises or lot number where the incident occurred.

15.4 Computer Entry

Field - alpha/numeric

Length - as required

Default - blank

Mandatory field - This field is mandatory unless valid latitude and longitude are provided

A16 STREET

16.1 Definition

The street or road address of the premises or the street/road on which the incident occurred.

16.2 Purpose

This information is useful when identifying particular incident records.

16.3 Implementation

Record the street or road address of the premises or the street/road on which the incident occurred.

16.4 Computer Entry

Field - alpha

Length - as required

Default - blank

Mandatory field - This field is mandatory unless valid latitude and longitude are provided

A17 TOWN OR SUBURB OR LOCAL AREA

17.1 Definition

The town or suburb or name of the area in which the incident occurred.

17.2 Purpose

This information is useful when identifying particular incident records.

17.3 Implementation

Record the town or suburb or name of the local area in which the incident occurred.

17.4 Computer Entry

Field - alpha

Length - as required

Default - blank

Mandatory field - This field is mandatory unless valid latitude and longitude are provided

A18 POSTCODE

18.1 Definition

The postcode of the area in which the incident occurred.

18.2 Purpose

This item forms part of the address and is also used to sort incident information for statistical purposes.

18.3 Implementation

Record the postcode of the area in which the incident occurred.

18.4 Computer Entry

Field - numeric

Length - 4

Default - blank

Mandatory field - This field is mandatory unless valid latitude and longitude are provided

A19 COMPLEX

19.1 Definition

A complex is a property complying with all three of the following:

- a property under one management or ownership and;
- located within a continuous boundary and;
- with multiple uses i.e.
 - (a) a single building with two or more property uses, or
 - (b) more than one building with the same or different fixed property uses, or
 - (c) other multiple uses.

19.2 Purpose

This item provides information on the overall or general use of the property of which the property involved may form part of.

For example, a grease duct fire in a hotel restaurant, or an explosion in a laboratory of a university is difficult to report adequately.

Obviously in the first case if only the information on the restaurant is collected, then information concerning the hotel will be neglected in the incident analysis.

Similarly, if only the information on the university is collected in the second case, then information on the laboratory will be lost. Information on the complex, when combined with the information on the fixed property use provides a good indication of both the use of the area in which the incident has occurred, and the overall use of the total property. Analysis of various combinations may highlight potential problems.

19.3 Implementation

By applying the definition above it can be seen that most fixed or mobile property will be part of a complex.

Example 1. Dwelling Complex

Most residential homes would be considered a complex (A19 = 41) as they are under one management or ownership, located within a continuous boundary and have more than one Fixed Property Use within the perimeter. To clarify the property further for analysis use A19 in conjunction with A20 Type of property use as follows; there is the residence itself (**A20 = code 411, 412 etc.**) attached or detached residential garage (**A20 = code 881**), private driveway (**A20 = code 963**), residential yard (**A20 = code 933**) etc.

If the dwelling was a unit or apartment, then it would be part of an **Apartment Complex (code 42)** containing various fixed property uses such as other units, private driveway, parking area, residential garages etc.

Example 2. Road Complex

Most road systems are complexes containing various fixed and mobile properties such as vehicles, bridges, toll stations and the like.

A vehicle alight on a public street would be recorded as being on a road complex (A19 = 96). If however the vehicle was parked in a private driveway of a house or in the car park of a hospital, it would be recorded as being on a dwelling complex or hospital complex respectively (A19 = 41 or 33 respectively and A20 = 963 or 882). Although the fire may have been the same in each case, the different fixed property uses and complexes indicate the whereabouts of the vehicle at the time.

If the complex itself is nested inside another complex e.g. a hotel at an airport, then record the complex managed by those who manage the fixed property use where the fire started. For example (a) a hotel at an airport leased to and managed by a hotel chain, use **Hotel Complex (code 44)**; and (b) a hotel at a university and managed by the university, use **Educational Complex (code 22)**.

Where fixed or mobile property is part of or on a complex which, in turn, is part of a greater complex e.g. a one family dwelling that is part of a dwelling complex that is situated on a military base, the complex that the property is immediately associated with is to be recorded rather than the greater use complex (the military base in the example).

Table A19 details the codes for the type of complex. Choose the appropriate code from the table and complete the entry.

Table A19 - Complex Codes

| CODES | TYPES OF COMPLEX |
|-------|--|
| 11 | Public recreation complex. Included are zoos, amusement parks and general recreational parks |
| 12 | Stadium, exhibition complex. Included are football grounds, race tracks and sports centres |
| 13 | Religious use. Included are properties used for funerals and cemeteries |

| | |
|----|---|
| 14 | Club complex. Included are golf clubs, tennis clubs and country clubs |
| 15 | Judicial, legislative, archival, historical use. Included are properties used for courts, libraries and museums |
| 16 | Restaurants, food service, drinking establishments |
| 18 | Theatre complex |
| 21 | Primary and secondary educational use. Included are facilities through high school level |
| 22 | Post-secondary level educational use. Included are colleges and universities |
| 25 | Child Day Care |
| 31 | Care Facility. Included are properties where the old, the young, or the disabled are cared for but medical treatment is minor |
| 33 | Medical care. Included are hospitals, medical centres and mental institutions |
| 34 | Prisons and detention centres and immigration holding facilities |
| 41 | Dwellings (one-family and two-family) |
| 42 | Apartments. Included are flats and home units |
| 43 | Group living use. Included are properties associated with rooming, boarding, and lodging houses, and dormitories or barracks not a part of another complex |
| 44 | Hotel complex. Included are motels, inns, lodges and back packers |
| 47 | Caravan park complex |
| 49 | Business with residential complex. Included are apartments over stores |
| 52 | Service use. Included are properties where the predominant use is for service, maintenance or cleaning of products |
| 57 | Service station complex |
| 58 | Shopping complex. Included are department stores, malls, discount houses and shopping centres. Also included are groups of business and commercial establishments which may contain theatres and other places of assembly |
| 59 | Office complex |
| 61 | Power production complex |
| 62 | Research use |
| 63 | Military complex |
| 64 | Communication use. Included are data processing centres |
| 65 | Farm complex. Included are grazing, orchards and live stock production |
| 66 | Aboriginal settlement complex/mission |
| 67 | Mining, quarrying |
| 68 | Forestry complex. Included are tree farms and plantations |
| 69 | Emergency services complex. Included are police, ambulance and fire stations |
| 71 | Industrial plant, manufacturing complex |
| 81 | Warehouse, storage complex |
| 91 | Refuse/ rubbish disposal. Included are all properties associated with the collection, storage and disposal of discarded material |
| 92 | Property undergoing transformation. Included are construction sites, demolition sites |
| 93 | Local state and national parks, forests, reserves |
| 94 | Waterfront complex/ on water. Included are marinas, piers and main water ways |
| 95 | Railroad complex |
| 96 | Road complex. Included are roads, streets, road interchanges, tunnels, bridge access ways, elevated roadways and expressways |
| 97 | Airport complex |
| 98 | Property without any apparent current use e.g. undeveloped crown land |

| | |
|----|--------------------------------------|
| 99 | Complex not classified above |
| 00 | Complex undetermined or not reported |

19.4 Computer Entry

Field - numeric

Length - 2

Default - blank

Mandatory field - This field is mandatory for all incidents

A20 TYPE OF PROPERTY USE

To assist in determining the exact code the major divisions i.e. first digit of the fixed property use are given below. Determining which major division the fixed property falls within will assist in finding the correct subdivision. Three digits must be recorded for this code.

| | | |
|---|----------|---|
| • Public Assembly Property | Division | 1 |
| • Educational Property | Division | 2 |
| • Institutional Property | Division | 3 |
| • Residential Property | Division | 4 |
| • Shop/Store, Office Property | Division | 5 |
| • Primary Industry, Utility, Defence Property | Division | 6 |
| • Manufacturing Property | Division | 7 |
| • Storage Property | Division | 8 |
| • Special Property | Division | 9 |
| • Unclassified | Division | 0 |

DIVISION 1 PUBLIC ASSEMBLY PROPERTY

Places for the gathering of people for amusement, recreation, social, religious, civic, travel and similar purposes are known as public assembly properties. Such properties are characterised by the presence or potential presence of crowds, with attendant panic hazard in case of fire or other emergency. They are generally opened to the public, or may, on occasions, be open to the public. The occupants are present voluntarily and are not ordinarily subject to discipline or control. They are generally able-bodied persons, whose presence is transient in character, and who do not intend to sleep on the premises.

SUBDIVISION 11

| RECREATION PLACES/FIXED USE AMUSEMENT | |
|--|---|
| CODES | PROPERTY |
| 111 | Bowling alley |
| 112 | Billiard centre. Included are pool centres and pool halls |
| 113 | Amusement centre, hall Excluded are bowling alleys (code 111), billiard centres (code 112), and halls with variable uses (code 121) |
| 114 | Skating rink |
| 116 | Swimming facility. Included are all swimming pools, related cabanas, bathhouses, and equipment locations. |
| 118 | Zoos. Includes open range zoos |
| 119 | Fixed use amusement, recreation places not classified above |
| 110 | Fixed use amusement, recreation places; insufficient information available to classify further |

SUBDIVISION 12

| RECREATION PLACES/VARIABLE USE AMUSEMENT | |
|---|--|
| CODES | PROPERTY |
| 121 | Ballroom, gymnasium. Included are dance-halls |
| 122 | Exhibition hall, exposition hall. Large open hall, without fixed seating facilities |
| 123 | Arena, stadium. Fixed seating in large areas. Included are race tracks and grandstands. |
| 124 | Playground |
| 125 | Outdoor recreational places. Included are golf courses, rifle ranges and ovals. Excluded are outdoor recreational places with fixed seating |
| 129 | Variable use amusement, recreation places not classified above |
| 120 | Variable use amusement, recreation places; insufficient information available to classify further |

SUBDIVISION 13

| CHURCHES/FUNERAL PARLOURS | |
|----------------------------------|--|
| CODES | PROPERTY |
| 131 | Church, chapel or other places of religious worship |
| 132 | Religious education facility. Facilities for use in periodic religious education. Included are Sunday schools. Excluded are regular education buildings run by religious institutions which are classified in major division 2 |
| 133 | Church hall. Hall for fellowship, meetings and the like. Included are offices, kitchens and classrooms contained within the structure |
| 134 | Funeral parlour, chapel. Included are crematoriums, mortuaries, morgues and mausoleums |
| 139 | Churches, funeral parlours not classified above |
| 130 | Churches, funeral parlours; insufficient information available to classify further |

SUBDIVISION 14

| CLUBS | |
|--------------|---|
| CODES | PROPERTY |
| 141 | Social and athletic clubs. Included are club facilities without sleeping accommodation, such as athletic, lodge, social, steam-bathing, health, swimming, YMCA, and boys' clubs. If sleeping accommodation is present, classify in major division 4 . Excluded are nightclubs (code 162), country club (code 142), yacht club (code 143) |
| 142 | Recreational club. Included are country club facilities such as golf, tennis, rifle, hunting, fishing, beach and riding clubs |
| 143 | Yacht club. Included are boating and yacht club facilities. Excluded are marinas and boat mooring facilities, boat repair facilities (code 782) and marine refuelling facilities (code 577) |
| 144 | Casinos, gaming or gambling places |
| 145 | Aero clubs |
| 149 | Clubs not classified above |
| 140 | Clubs; insufficient information available to classify further |

SUBDIVISION 15

| LIBRARIES/MUSEUMS/COURT ROOMS | |
|--------------------------------------|---|
| CODES | PROPERTY |
| 151 | Library |
| 152 | Museum, art gallery. Included are aquariums and planetariums |
| 153 | Historic building |
| 154 | Memorial structure, monument |
| 155 | Court room |
| 156 | Legislative chambers |
| 159 | Libraries, museums, court rooms not classified above |
| 150 | Libraries, museums, court rooms; insufficient information available to classify further |

SUBDIVISION 16

| EATING and DRINKING PLACES | |
|--|---|
| (Included are retail establishments selling prepared food and drinks) | |
| CODES | PROPERTY |
| 161 | Restaurant. Those eating places specialising in food primarily for consumption on the premises. Included are cafeterias and diners, with table or automatic service |
| 162 | Nightclub. Those places specialising in food and drink. They may have dancing or entertainment. Included are key clubs, supper clubs, and theatre restaurants |
| 163 | Tavern. Those places specialising in the sale of alcoholic beverages, consumed primarily on the premises, with food as a minor supplement only |
| 164 | Fast food outlets. Those places specialising in quick service for food or beverages. Included are drive-ins, snack bars and the like. Excluded are delicatessens (code 516) |
| 169 | Eating, drinking places not classified above |
| 160 | Eating, drinking places; insufficient information available to classify further |

SUBDIVISION 17

| PASSENGER TERMINALS/STATIONS | |
|---|---|
| (Included are incidental freight handling facilities.) | |
| CODES | PROPERTY |
| 171 | Airport passenger terminal/station |
| 172 | Heliport, helistop |
| 173 | Bus passenger terminal/station. Included are terminals for airline limousines and city airline terminal buildings |
| 174 | Street level rail terminal/station |
| 175 | Underground rail terminal/station |
| 176 | Elevated rail terminal/station |
| 177 | Marine passenger terminal. Included are ferry terminals |
| 179 | Passenger terminals/stations not classified above |
| 170 | Passenger terminals; insufficient information available to classify further |

SUBDIVISION 18

| THEATRES/STUDIOS | |
|-------------------------|--|
| CODES | PROPERTY |
| 181 | Live theatre |
| 182 | Auditorium, concert hall |
| 183 | Movie theatre. Excluded are drive-in theatres (code 184) |
| 184 | Drive-in movie theatre |
| 185 | Radio, TV studio |
| 186 | Movie studio. Included are movie and video-making studios and editing areas. Excluded are film processing facilities (code 797), photograph supply sales, still picture studio (code 553) |
| 189 | Theatres, studios not classified above |
| 180 | Theatres, studios; insufficient information available to classify further |

SUBDIVISION 10

| PUBLIC ASSEMBLY PROPERTY: UNCLASSIFIED | |
|---|--|
| CODES | PROPERTY |
| 109 | Public assembly property not classified above |
| 100 | Public assembly property; insufficient information available to classify further |

DIVISION 2 EDUCATIONAL PROPERTY

Educational properties are those used for the gathering of groups of persons for purposes of instruction such as schools, colleges, universities and academies. Educational properties are distinguished from public assembly properties in that the same occupants are present regularly and they are subject to discipline and control. Included are part-day nursery schools, kindergartens and other schools whose primary purpose is education. Other properties associated with educational institutions are classified in accordance with their actual use.

SUBDIVISION 21

| NON-RESIDENTIAL SCHOOLS | |
|---|--|
| (All public, private or parochial schools where students attend during the day only) | |
| CODES | PROPERTY |
| 211 | Pre-schools prior to formal education. Centres for pre-school education where children attend for 4 hours a day or less. If attendance is over 4 hours a day, classify as child day-care centre (code 321) |
| 212 | Educational property for 1st year of formal education |
| 213 | Educational property for primary grades of education |
| 214 | Educational property for secondary grades of education. If solely for final years use code 215 |
| 215 | Educational property solely for senior years of secondary education |
| 219 | Non-residential schools not classified above |
| 210 | Non-residential schools; insufficient information available to classify further |

SUBDIVISION 22

| RESIDENTIAL SCHOOLS | |
|--|---|
| (All public, private, or parochial boarding schools, including such day student facilities as may be present) | |
| CODES | PROPERTY |
| 221 | Residential school |
| 229 | Residential schools not classified above |
| 220 | Residential schools; insufficient information available to classify further |

SUBDIVISION 23

| TRADE BUSINESS SCHOOLS | |
|---|--|
| (Other than secondary school or college) | |
| CODES | PROPERTY |
| 231 | Vocational, trade school. Included are Colleges of Technical and Further Education e.g. TAFE |
| 232 | Business school. Included are non-government business schools |
| 233 | Specialty school. Excluded are schools providing normal education for mentally and physically handicapped (see appropriate category of subdivision 21) |
| 234 | Rehabilitation centre where attendance is by choice. Excluded are vocational rehabilitation centres where attendance is by direction (code 346) |
| 239 | Trade, business schools not classified above |
| 230 | Trade, business schools; insufficient information available to classify further |

SUBDIVISION 24

| TERTIARY INSTITUTIONS | |
|---|--|
| (Includes colleges of advanced education universities, institutes of technology codes) | |
| CODES | PROPERTY |
| 241 | University classroom building. Building containing classrooms used for higher education. Other buildings in an institute are classified under the appropriate fixed property use, such as dormitory and office |
| 242 | Colleges of Advanced Education classroom building |
| 243 | Institutes of Technology |
| 249 | Tertiary institutions not classified above |
| 240 | Tertiary institutions; insufficient information available to classify further |

SUBDIVISION 20

| EDUCATION PROPERTY: UNCLASSIFIED | |
|---|--|
| CODES | PROPERTY |
| 209 | Educational property not classified above |
| 200 | Educational property; insufficient information available to classify further |

DIVISION 3 INSTITUTIONAL PROPERTY

Institutional properties are those used for purposes such as medical or other treatment or care of persons suffering from physical or mental illness, disease, or infirmity; for the care of infants, convalescents, or aged persons; and for penal or corrective purposes. Institutional buildings ordinarily provide sleeping facilities for the occupants.

SUBDIVISION 31

| CARE OF THE AGED | |
|--|--|
| Care of the aged in any type of structure regardless of the name or title (See subdivision 332 for sanatoriums) | |
| CODES | PROPERTY |
| 311 | Care of the aged with nursing staff e.g. nursing home |
| 312 | Care of the aged without nursing staff |
| 319 | Care of the aged not classified above |
| 310 | Care of the aged; insufficient information available to classify further |

SUBDIVISION 32

| CARE OF THE YOUNG | |
|--------------------------|---|
| CODES | PROPERTY |
| 321 | Day child-care centre. Care of pre-school-age children operating more than 4 hours a day. If attending 4 hours or less a day, classify as pre-school (code 211). <i>Included are crèches, nurseries</i> |
| 322 | Children's home, orphanage. <i>Included are facilities with one or more paid staff on full time basis and where the relationship is a staff-child relationship. Excluded are foster homes (code 323)</i> |
| 323 | Foster home. <i>Included are facilities where one or more foster children are cared for without a paid staff and where the relationship is a parent-child relationship</i> |
| 329 | Care of the young not classified above |
| 320 | Care of the young; insufficient information available to classify further |

SUBDIVISION 33

| CARE OF THE SICK AND INJURED | |
|-------------------------------------|--|
| CODES | PROPERTY |
| 331 | Hospital, hospital-type infirmary |
| 332 | Convalescent home. Included are facilities for care of post-operative patients, where care of aged is minor in proportion to other care |
| 334 | Clinic, clinic-type infirmary. Included are separate clinic buildings for maternity and other uses. Excluded are medical office buildings (code 593) and out-patient clinics (code 593) |
| 339 | Care of the sick, injured not classified above |
| 330 | Care of the sick, injured; insufficient information available to classify further |

SUBDIVISION 34

| CARE OF THE PHYSICALLY RESTRAINED | |
|--|--|
| CODES | PROPERTY |
| 341 | Prison cell, cell block |
| 343 | Juvenile detention home |
| 344 | Detention camp, farm. Minimum security type |
| 345 | Police lock-up |
| 346 | Vocational rehabilitation centres where attendance is by direction. Excluded are vocational rehabilitation centres where attendance is by choice (code 234) |
| 347 | Immigration holding facility |
| 349 | Care of the physically restrained not classified above |
| 340 | Care of the physically restrained; insufficient information available to classify further |

SUBDIVISION 35

| CARE OF THE PHYSICALLY DISABLED | |
|---|---|
| (Included are facilities which are for persons who are physically incapable of self-help under emergency conditions) | |
| CODES | PROPERTY |
| 351 | Institution for deaf, mute, or blind |
| 352 | Institution for physical rehabilitation |
| 359 | Care of the physically disabled not classified above |
| 350 | Care of the physically disabled; insufficient information available to classify further |

SUBDIVISION 36

| CARE OF THE MENTALLY HANDICAPPED | |
|---|--|
| (Included are facilities which care for persons who are mentally incapable of self-help under emergency conditions) | |
| CODES | PROPERTY |
| 361 | Specialised mental health service, behavioural health unit, psychiatric hospital or institution <i>Included are facilities for people whose health condition had led them to commit, or be suspected of, a criminal offence.</i> |
| 362 | Long- stay health care facility for those with intellectual disability or cognitive impairment. <i>Included are residential facilities</i> |
| 369 | Care facility for those with intellectual disability or cognitive impairment not classified above. |
| 360 | Care facility, for those with intellectual disability or cognitive impairment, insufficient information available to classify further. |

SUBDIVISION 30

| INSTITUTIONAL PROPERTY: UNCLASSIFIED | |
|--------------------------------------|--|
| CODES | PROPERTY |
| 309 | Institutional property not classified above |
| 300 | Institutional property; insufficient information available to classify further |

DIVISION 4 RESIDENTIAL PROPERTY

A residential property is one in which sleeping accommodation is provided for normal living purposes, and includes all buildings designed to provide sleeping accommodations except those classified under Institutional (major **division 3**).

Subdivisions of residential property used in this section are separated according to potential life hazard. Popular names and legal definitions may be different from those given here. The categories here, however, are significant from a fire and life protection standpoint.



Note: Classify the property by its actual use according to the standard definitions given here, not by what the property owner cares to call his building. Thus a residential property called a *hotel* on the sign over the door may not be a hotel by these definitions. From a fire standpoint it may be an apartment (*subdivision 42*) or a rooming house (*subdivision 43*), depending upon its use.

The following three questions will assist in differentiating between categories of residential property used in this standard:

- Does it have a separate and independent living unit for each person or group of related persons Yes or No.
- Does it have a kitchen in individual living units Yes or No.
- Is it intended for long-term occupants Yes or No.

In residential structures falling between the categories given below, use the category appearing most applicable.

SUBDIVISION 41

One family and two family dwelling

Separate living units - Yes
 Kitchen in living units - Yes
 Long-term occupants - Yes

Private dwellings and duplexes each occupied by members of a single family group, with total sleeping accommodation for not more than 20 persons, with rooms rented to no more than two outsiders per living unit.

If sleeping accommodation for more than 20 persons is provided in one building, it shall be classified as an apartment or a dormitory. If a separate business or other occupancy is contained in the building, it shall be classified in **subdivision 42** and the appropriate property complex used.

Villas, terraces, town-houses, garden apartments, and other similar living units regardless of local terminology, shall be classified as dwellings (**subdivision 41**) when one or two living units are separated from the adjoining units by fire division walls and the one or two living units are under their own roof.

A mobile home not in transit, and used as a dwelling, should be classified here, and also as a *mobile building* (**subdivision 17**) in mobile property type. A caravan not in transit and used as a dwelling should be classified here, and also as a caravan (**subdivision 15**) in mobile property type.

Parking garages for one family and two family dwellings, whether attached underneath or detached, are classified in **subdivision 88**.

| ONE FAMILY AND TWO FAMILY DWELLING | |
|------------------------------------|--|
| CODES | PROPERTY |
| 411 | One family dwelling : year round use |
| 412 | One family dwelling : seasonal use |
| 414 | Two family dwelling : year round use |
| 415 | Two family dwelling : seasonal use |
| 416 | One and two-family living units: specially adapted for occupation by disabled or aged persons. (In the case of 3 or more living units see 426) |
| 419 | One family and two family dwelling not classified above |
| 410 | One family and two family dwelling; insufficient information available to classify further |

SUBDIVISION 42

Apartments, units, flats

Separate living units - Yes
 Kitchen in living units - Yes
 Long-term occupants - Yes

Quarters for families living independently of each other and with kitchen facilities in individual units, whether designated as *apartment house*, *garden apartment*, *living unit*, *condominium apartment*, *flat* or by any other name.

Regardless of local terminology, living units shall be classified here when three or more units are located within common fire division walls, and the units are under a common roof, or have a common basement.

An apartment in a building with a separate store, office or other business is identified here and also as a *business with residential complex* (**A19 Complex - code 49**).

Parking garages exclusively for tenants, whether attached or detached, are classified in **subdivision 88 (code 881 or 882)**.

| APARTMENTS/UNITS/FLATS | |
|------------------------|--|
| CODES | PROPERTY |
| 421 | One or two living units with business. Excluded are one or two living units without business which are classified as dwellings (subdivision 41) |
| 422 | Three to six living units |
| 423 | Seven to 20 living units |
| 424 | Over 20 living units |
| 426 | Three or more living units especially adapted for occupation by disabled or aged persons. For less than three (see 416) |
| 429 | Apartments, living units, flats not classified above |
| 420 | Apartments, living units, flats; insufficient information available to classify further |

SUBDIVISION 43

Rooming, boarding, lodging houses

Separate living units - Yes
 Kitchen in living units - *No*
 Long-term occupants - *Either*

Living quarters in which separate sleeping rooms are rented, with sleeping accommodation for a total of not more than 15 persons, on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants.

Halfway houses or group care homes can be classified here if all persons are capable of self-help under emergency conditions.

Where rooms are rented for one or two persons, classify in **subdivision 41**. Where rooms are rented for more than 15 persons, classify in **subdivision 44** or **subdivision 46**.

| ROOMING/BOARDING/LODGING HOUSES | |
|---------------------------------|---|
| CODES | PROPERTY |
| 431 | Three to eight lodgers or boarders |
| 432 | Nine to 15 lodgers or boarders |
| 439 | Rooming, boarding, lodging houses not classified above |
| 430 | Rooming, boarding, lodging houses; insufficient information available to classify further |

SUBDIVISION 44
Hotels, motels, inns, lodges

Separate living units - *Yes*

Kitchen in living units - *No*

Long-term occupants - *No*

Living quarters in which there is sleeping accommodation for hire primarily used by transients lodged with or without meals, but without separate cooking facilities in each living unit, whether designated as a *hotel, motel, club, apartment hotel, YMCA*, or by any other name. Included are dormitories for transient occupants.



Note: The above paragraph no longer refers to the number of people.

| HOTELS/MOTELS/INNS/LODGES | |
|---------------------------|--|
| CODES | PROPERTY |
| 441 | Less than 20 living units : year-round use |
| 442 | Less than 20 living units : seasonal use |
| 443 | 20 to 99 living units : year-round use |
| 444 | 20 to 99 living units : seasonal use |
| 445 | 100 or more living units : year-round use |
| 446 | 100 or more living units : seasonal use |
| 449 | Hotels, motels, inns, lodges not classified above |
| 440 | Hotels, motels, inns, lodges; insufficient information available to classify further |



Note: Subdivision 45 is now included in subdivision 44.

SUBDIVISION 46 Dormitories

Separate living units - *Either*
 Kitchen in living units - *No*
 Long-term occupants - *Yes*

Living quarters provided for an extended period, for persons not members of the same family group, in one room or in a series of closely associated rooms, under joint occupancy and single management, with or without meals. Use **subdivision 44** for dormitories with transient occupants.

| DORMITORIES | |
|-------------|---|
| CODES | PROPERTY |
| 461 | School, college, university dormitory |
| 462 | Fraternity, university residential college |
| 463 | Nurses' quarters |
| 464 | Armed services barracks |
| 465 | Convent, monastery, other religious dormitory |
| 466 | Bunk house, workers' barracks, including transportable facilities |
| 469 | Dormitories not classified above |
| 460 | Dormitories; insufficient information available to classify further |

SUBDIVISION 48 Holiday apartments, self-contained units

Separate living units - *Yes*
 Kitchen in living units - *Yes*
 Long-term occupants - *No*

Living quarters for persons or families living independently of each other, with kitchen facilities and with a transient population, whether designated as *hotel*, *apartment*, *apartment hotel*, or by any other name.

| HOLIDAY APARTMENTS/SELF CONTAINED UNITS | |
|---|--|
| CODES | PROPERTY |
| 481 | Less than 20 living units: year-round |
| 482 | Less than 20 living units: seasonal |
| 483 | 20 to 99 living units: year-round |
| 484 | 20 to 99 living units: seasonal |
| 485 | 100 or more living units: year-round |
| 486 | 100 or more living units: seasonal |
| 489 | Holiday apartments not classified above |
| 480 | Holiday apartments; insufficient information available to classify further |

SUBDIVISION 49

| OTHER RESIDENTIAL OCCUPANCIES | |
|--------------------------------------|---|
| CODES | PROPERTY |
| 491 | Children's playhouse |
| 492 | Outdoor sleeping quarters. Included are tents |
| 499 | Other residential occupancies not classified above |
| 490 | Other residential occupancies; insufficient information available to classify further |

SUBDIVISION 40

| RESIDENTIAL PROPERTY: UNCLASSIFIED | |
|---|--|
| CODES | PROPERTY |
| 409 | Residential property not classified above |
| 400 | Residential property; insufficient information available to classify further |

DIVISION 5
SHOP, STORE, OFFICE PROPERTY

Commercial or store properties include all markets and other areas, buildings, or structures for the display, sale, repair, or service of merchandise, new or used, purchased or rented. Commercial or store properties generally have a capacity for a large number of people and usually have a display and sales area that is large in relation to the storage area.

Office properties are those which are principally used for the transaction of business and the keeping of private or public records.

SUBDIVISION 51

Sale of food and beverage for consumption on the premises is classified in **subdivision 16**.

| FOOD/BEVERAGE SALES | |
|----------------------------|--|
| CODES | PROPERTY |
| 511 | Supermarket. Supermarkets that sell a broad line of food items as well as some non-food items and cover over 1000 m ² in total area |
| 512 | Market, grocery store. Markets and grocery stores that sell a broad line of food items as well as some non-food items and cover less than 1000 m ² in total area |
| 513 | Specialty food store. Specialty food stores that specialise in a few basic food items and may have supplementary items for customer convenience. Included are meat, fish, sweets, bakery, gourmet shops and roadside farm produce stands and counters. Excluded are liquor, beverage stores (code 514), creamery dairy stores (code 515), and take-aways or delicatessens (code 516) |
| 514 | Liquor, beverage store |
| 515 | Creamery, dairy store. Included are quick-freeze and frozen ice cream stores and stands |
| 516 | Take-away, Delicatessen. Sale of prepared foods mainly for consumption off the premises. Included are take-away services. Excluded are drive-in type restaurants (code 164) |
| 519 | Food, beverage sales not classified above |
| 510 | Food, beverage sales; insufficient information available to classify further |

SUBDIVISION 52

| TEXTILE/WEARING APPAREL SALES | |
|--------------------------------------|---|
| CODES | PROPERTY |
| 521 | Clothing store. Sale of wearing apparel, whether new or used, and clothing rental shops. Included are sales of accessories incidental to clothing sale. Excluded are shoe stores (code 522) and fur stores (code 525) |
| 522 | Clothing accessories, shoe store. Shops specialising in clothing accessories, whether new, used or rented. Included are tie, shoe, shirt, and hat stores |
| 523 | Shoe repair shop. Repair of boots and shoes (cobbling). Included are repairers who also make footwear and shining stands and shops |
| 524 | Tailor, dressmaking shop. Included are stores specialising in alterations to ready-made wear |
| 525 | Fur store. Stores specialising in fur sales. Excluded are fur departments of stores with a broad line of clothing goods (code 521) and the storage of fur garments (code 828) |

| | |
|-----|---|
| 526 | Drapery and haberdashery stores. Included are sales of dry goods, yard goods, and piece goods. Excluded are clothing stores (code 521), clothing accessories storage properties (code 522), and rug or carpet sales (code 536) |
| 529 | Textile, wearing apparel sales not classified above |
| 520 | Textile, wearing apparel sales; insufficient information available to classify further |

SUBDIVISION 53

Sales of common items used principally to equip and maintain the home.

| HOUSEHOLD GOODS SALES/ REPAIRS | |
|--------------------------------|---|
| CODES | PROPERTY |
| 531 | Furniture stores. Included are sales of all new and used furniture, office furniture and large non-desk-top equipment such as water coolers. Excluded are office supply and desk-top office equipment sales (code 541), and furniture departments of large multi-department stores (code 581) |
| 532 | Appliance store. Included are those stores principally selling major and minor appliances with or without associated repair departments. Excluded are appliance repair shops without sales (code 538) |
| 533 | Hardware store. Included are sales of tools and associated equipment, parts and retail plumbing supplies |
| 534 | Music store. Included is the sale or rental of records, sheet music, pianos, organs, and other instruments, and associated listening and teaching facilities |
| 535 | Wallpaper, paint store. Included are sales of wall coverings and decorating materials, and sale or rental of associated tools and equipment |
| 536 | Rug, floor covering store. Included are the sale and rental of rugs, carpets, and floor coverings, and sale or rental of associated tools and equipment |
| 537 | Furniture repair shop. Included are shops for repair of furniture and upholstery without sales. Excluded are repairs with sales (code 531) |
| 538 | Appliance repair shop. Included are shops for repair of appliances without sales. Excluded are repairs with sales (code 532) |
| 539 | Household goods sales, repairs not classified above |
| 530 | Household goods sales, repairs; insufficient information available to classify further |

SUBDIVISION 54

Sale of material commonly used in the home.

| SPECIALTY SHOPS | |
|------------------------|--|
| CODES | PROPERTY |
| 541 | Book, stationery store. Included are sales of new or used books, office supplies, and desk-top office equipment. Excluded are sales of larger office equipment and office furniture (code 531) |
| 542 | Newsagency, tobacco shop |
| 543 | Chemist shop |
| 544 | Jewellery shop. Included are jewellery and watch repair shops and associated gift sales |
| 545 | Gift shop. Included are sales of glassware, china, silver and other gift items. Excluded are jewellery and watch repair shops (code 544) |
| 546 | Leather goods shop. Included are the sale of leather goods, and luggage of all types and from all materials. Excluded are shoe stores (code 522) |
| 547 | Florist shop, greenhouse, plant nursery. Included are florist shops for the sale of flowers (artificial or natural), greenhouses and flower-raising operations. Excluded are garden supply stores (code 554) |
| 548 | Optical goods sales. Included are opticians, eyeglass fitting and grinding |
| 549 | Specialty shops not classified above |
| 540 | Specialty shops; insufficient information available to classify further |

SUBDIVISION 55

The sale and processing of material used in hobbies, sports, and recreation activities, and personal service. Excluded are record shops (code 534).

| RECREATION/HOBBY OR HOME REPAIR SUPPLY SALES/PERSONAL SERVICES | |
|---|--|
| CODES | PROPERTY |
| 551 | Hobby, toy shop. Included are the sale of toys and hobby supplies. Excluded are art supplies (code 563), sporting goods (code 552) and photographic goods (code 553) |
| 552 | Sporting goods store. Included are the sale of firearms, ammunition, tents and other material for use in all sporting events. Excluded are sportswear shops (code 521) |
| 553 | Photographic supply sales, still picture studio. Included are the sale of photographic equipment. Excluded are movie studios (code 186) and plant processing of film (code 797) |
| 554 | Garden supply store. Included are the retail sale of equipment, seeds, fertiliser for home or garden use, and sale or rental of leaf blowers, lawn sweepers, and other home maintenance machines |
| 555 | Retail timber sales. Timber distribution centres often of the supermarket type. Included are sales of related repair supplies. Excluded are timber yards principally for storage (code 851) |
| 556 | Pet store, animal hospital. Sale of pets, animal and pet supplies. Included are animal hospital and care centres |

| | |
|-----|---|
| 557 | Barber, beauty shop |
| 558 | Fireworks sales. Included are retail fireworks sales from temporary or permanent locations |
| 559 | Recreation, hobby, or home repair supply sales, personal services not classified above |
| 550 | Recreation, hobby, or home repair supply sales, personal services; insufficient information available to classify further |

SUBDIVISION 56

| PROFESSIONAL SUPPLIES SERVICES | |
|---------------------------------------|---|
| CODES | PROPERTY |
| 561 | Professional supply sales. Included are the supply of medical instruments, hospital supplies, special tools, engineering instruments, and other professional supplies |
| 562 | Trade supply sales. Included are the sale of machinists' supplies, plumbers' tools, and carpenters' equipment |
| 563 | Art supply sales |
| 564 | Self-service laundry, dry-cleaning |
| 565 | Linen supply |
| 566 | Laundry, dry-cleaner pick-up shop. Shops for pick-up of laundry and dry-cleaning with little or no processing on the premises, other than pressing |
| 567 | Home maintenance services. Included are firms doing home maintenance work such as floor cleaning, window washing, chimney cleaning and exterminating. |
| 568 | Restaurant supplies, services |
| 569 | Professional supplies, services not specified above |
| 560 | Professional supplies, services; insufficient information available to classify further |

SUBDIVISION 57

| MOTOR VEHICLE OR BOAT SALES/SERVICE | |
|--|--|
| CODES | PROPERTY |
| 571 | Service station, public. Fuel service facilities for motor vehicles operated for the public, such as petrol service stations, diesel fuel stations, and liquefied petroleum gas stations, with associated lubritorium and wash facilities. Included are service station islands. Excluded are marine service facilities (code 577), car wash facilities not forming part of a service station (code 578) |
| 572 | Service station, private. Private or fleet vehicle refuelling where an employee may fuel the vehicle himself, such as at a transit company garage, a trucking company yard, or a farm |
| 573 | Motor vehicle repair, panel beating paint shop. Repair of automobiles or motor trucks and shops doing specialised repair work to motor vehicles such as repairs of bumper bars, radiators or electrical systems |
| 574 | Motor vehicle, trailer sales. Included are the sale of farm implements and motor cycles |
| 575 | Motor vehicle accessory sales. Sale of accessories for motor vehicles such as lights, tyres, parts and special tools |
| 576 | Boat, pleasure craft sales. Sale of boats, marine vessels, outboard motors and accessories. Excluded are incidental sales of boat storage facilities (code 885) and boat repair yards (code 782) |
| 577 | Marine service station. Refuelling facilities for marine vessels of any size |
| 578 | Car wash not forming part of service station |
| 579 | Motor vehicle or boat sales, services not classified above |
| 570 | Motor vehicle or boat sales, services; insufficient information to classify further |

SUBDIVISION 58

Included are stores selling a wide range of items that cannot be readily classified in previous subdivisions.

| GENERAL ITEM STORES | |
|----------------------------|--|
| CODES | PROPERTY |
| 581 | Department store. A store with many separate lines of goods, but to be classified here the store must have a full furniture department |
| 582 | Small variety store. A store of less than 1000 m ² with a wide range of goods but no furniture department. Included are second-hand stores and surplus stores |
| 583 | Large variety store. A store of 1000 m ² or over with a wide range of goods but no furniture department |
| 584 | Mail order store. Mail order and catalogue stores with display area regardless of size. Use subdivision 581 where applicable and when the mail order section is a small section of the larger store |

| | |
|-----|---|
| 585 | Mall. Included are only the areas common to a multi-store facility. See Property Complex for Shopping Centre |
| 589 | General item stores not classified above |
| 580 | General item stores; insufficient information available to classify further |

SUBDIVISION 59

Office properties are those used for the transaction of business, for the keeping of accounts and records, and for similar purposes. Included are buildings housing business, administrative, professional, or regulatory functions; doctors, dentists offices, unless of such character as to be classified as hospitals; service facilities usual to office buildings as their principal function is the transaction of business, and the keeping of books and records.

| OFFICES | |
|---------|---|
| CODES | PROPERTY |
| 591 | General business office. Office premises for the administration of industrial and business enterprises whether at the plant or located elsewhere. Included are offices of insurance, carriers, consultants, and adjusting agencies; real estate operators, developers, and agents; lawyers, barristers and solicitors; importers, exporters, manufacturers' agents, commodity brokers, trade associations, chambers of commerce, professional societies; labour organisations; religious organisations; local government offices; state government offices; central government offices, offices of the armed forces and defence agencies; and savings and loan companies without teller facilities |
| 592 | Bank, credit union, building society |
| 593 | Medical, research, scientific office. Included are surgical, dental, health service offices; offices of nurses and midwives; consulting rooms or offices of physicians, surgeons, and other medical practitioners; offices primarily engaged in research and offices at meteorological institutes. Excluded are laboratories classified in Division 62 |
| 594 | Engineering, architectural, technical office. Included are surveying and scientific engineering development offices, and permanent office buildings of a contractor. Excluded are contractors' job-site located shops and parts storage (code 916) |
| 595 | Mailing firm |
| 596 | Post office |
| 599 | Offices not classified above |
| 590 | Offices; insufficient information available to classify further |

SUBDIVISION 50

| COMMERCIAL PROPERTIES/OFFICES: UNCLASSIFIED | |
|--|--|
| CODES | PROPERTY |
| 509 | Commercial properties, offices not classified above |
| 500 | Commercial properties, offices; insufficient information available to classify further |

DIVISION 6
BASIC INDUSTRY, UTILITY, DEFENCE PROPERTY

Included are agriculture, forest, the extractive and mining industries, mineral products, utilities, laboratories, nuclear plants, and communication facilities; and national defence sites, since they depend so heavily on communications.

SUBDIVISION 61

| NUCLEONICS/ENERGY PRODUCTION | |
|-------------------------------------|---|
| CODES | PROPERTY |
| 611 | Radioactive material working. <i>Included are plants manufacturing fuel elements or involved with radioactive waste disposal, and plants processing or producing uranium, radium, thorium, heavy water, or plutonium</i> |
| 612 | Nuclear ordinance plant. <i>Included are bomb assembly plants</i> |
| 613 | Nuclear energy plant. Production of energy for power purposes. <i>Included is the generation of electricity if an integral part of the nuclear plant</i> |
| 614 | Steam, heat energy plant. Creation of heat and steam from any fuel except nuclear. <i>Included are integral boiler-turbine-generator units driven by non-nuclear fuels</i> |
| 615 | Electric generating plant. Generation of electric energy. <i>Included are locations producing electricity for public use, for rail transport use, for groups of factories and for individual properties.</i> <i>Excluded are the energy sources (code 613 or 614) unless they are integral units</i> |
| 616 | Gas manufacturing plant. Manufacture of gas in gas works, including peak load gas plants |
| 619 | Nucleonics, energy production not classified above |
| 610 | Nucleonics, energy production; insufficient information available to classify further |

SUBDIVISION 62

Included are classrooms and offices incidental to laboratory facilities. Minor laboratory areas incidental to operations in another property shall be considered part of the predominating property.

| LABORATORIES | |
|---------------------|---|
| CODES | PROPERTY |
| 621 | Chemical, medical laboratory. <i>Included are biological laboratories</i> |
| 622 | Physical materials testing laboratory. <i>Included are all laboratories for testing physical properties of materials, hydraulic laboratories, physics laboratories, and physical materials laboratories</i> |
| 623 | Personnel, psychological laboratory. <i>Included are laboratories for the testing and measuring of persons and educational laboratories</i> |
| 624 | Radioactive materials laboratory. Any laboratory handling or using radioactive material in a quantity requiring marking |
| 625 | Electrical, electronic laboratory |
| 626 | Agricultural laboratory |
| 627 | General research laboratory |
| 629 | Laboratories not classified above |
| 620 | Laboratories; insufficient information available to classify further |

SUBDIVISION 63

Critical areas where security must be maintained in order to assure national, business, or public safety continuity.

| COMMUNICATIONS/DEFENCE DOCUMENT FACILITIES | |
|---|---|
| CODES | PROPERTY |
| 631 | National defence site not elsewhere classified. <i>Included are missile or space vehicle launch sites.</i> <i>Excluded are radio and radar sites (code 632). The missiles or vehicles, themselves, are classified under Mobile Property Type.</i> |
| 632 | Radio, radar site. <i>Included are microwave transmitter sites, flight control facilities, satellite tracking stations, and repeater sites. Excluded are emergency service and industrial communication centres (code 633).</i> |
| 633 | Fire, police, industrial communications centre. <i>Included are municipal and state emergency communication facilities, such as fire control centres, police control centres, disaster control facilities; all auxiliary equipment locations and industrial communication centres</i> |
| 634 | Telephone exchange, central office. <i>Included are communications cable sites with the associated repeater and terminal facilities</i> |

| | |
|-----|---|
| 635 | Computer, data-processing centre |
| 636 | Document centre, record repository |
| 639 | Communication, defence, document facilities not classified above |
| 630 | Communication, defence, document facilities; insufficient information available to classify further |

SUBDIVISION 64

| UTILITY/ENERGY DISTRIBUTION SYSTEMS | |
|-------------------------------------|--|
| CODES | PROPERTY |
| 642 | Electric transmission, distribution system. Distribution of electricity outside generating plant premises. Included are substations, transformers, and utility poles |
| 644 | Gas distribution system, pipeline, piping systems and associated equipment for the distribution of gas fuels from manufacturing plants, storage facilities, or wells to the user |
| 645 | Flammable liquid distribution system, pipeline Piping systems and associated equipment for the distribution of flammable liquid from manufacturing plants, storage facilities, or wells to the user. Included are transmission lines, compressors and distribution piping |
| 646 | Steam, heat distribution system. Distribution of steam, hot water, hot chemicals and hot oils, for heating and power purposes |
| 647 | Water supply system. Collection, treatment storage, and distribution of water |
| 648 | Sanitary service. Garbage and sewerage disposal. Included are sewer systems, commercial incinerators, and industrial rubbish burners. Excluded are dumps (code 932) |
| 649 | Utility, energy distribution systems not classified above |
| 640 | Utility, energy distribution systems; insufficient information available to classify further |

SUBDIVISION 65

Production of raw agricultural products and farming. Processing and working of products is classified elsewhere.

| AGRICULTURE | |
|--------------------|---|
| CODES | PROPERTY |
| 651 | Poultry, egg production |
| 652 | Cow, cattle production. Included are cow-milking facilities, milk houses and milk-cooling facilities. Excluded are milk-processing plants (code 712) |
| 653 | Piggery, pig production |
| 654 | Sheep and other livestock production |
| 655 | Crops, orchards |
| 656 | Tobacco-curing shed |
| 657 | Fruit, vegetable packing. Packing of raw fruit and vegetables as picked. Excluded are fruit and vegetable processing plants (code 713) |
| 659 | Agriculture not classified above |
| 650 | Agriculture; insufficient information available to classify further |

SUBDIVISION 66

| FORESTS/HUNTING/FISHING | |
|--------------------------------|--|
| CODES | PROPERTY |
| 661 | Forest, standing trees without logging or timber utilisation operations. Included are reserves for flora, fauna, water, areas where the planting or replanting of trees are conducted, areas where uncultivated materials such as bark, gum, resin, flowers, or leaves are gathered; and the facilities for the extraction, concentration, and distillation of such materials, and charcoal burning; which are carried out in the forest |
| 662 | Forests, standing trees with logging or timber utilisation operations. Included are areas where there is or has been recent felling, cutting, hewing and shaping of timber and stacks of logs, firewood, pulpwood, or timber products in the forest. Excluded are sawmills operating in the forest (code 751) |
| 663 | Hunting, trapping, game propagation. Included are areas where hunting, trapping and game propagation of wild animals is conducted for commercial purposes not connected with sport |
| 664 | Tree. Individual tree fires are classified here |
| 665 | Fish hatchery |
| 666 | Wood chip pile |
| 669 | Forests, hunting, fishing not classified above |
| 660 | Forests, hunting, fishing; insufficient information available to classify further |

SUBDIVISION 67

Underground and surface mines, quarries, and oil wells. Included are supplemental on-site machinery, prospecting for minerals and preparing sites for extraction. Quarries and mines attached to other properties are, as far as possible, classified in this division.

| MINING/QUARRYING OF NATURAL RAW MATERIALS | |
|--|---|
| CODES | PROPERTY |
| 671 | Coal mine |
| 672 | Ore mine |
| 673 | Ore concentration plant |
| 674 | Petroleum, natural gas well with accompanying reservoir. Oil and gas producing property, oil well and natural gas well operation. Included are prospecting and drilling, oil shale or bituminous sand operations, and extraction of crude oil. Excluded are pipeline operations (code 644 and 645) |
| 675 | Stone, slate, clay, gravel, sand quarries, pits. The extraction of building and monumental stone or slate; ceramic, refractory, and other clay; and all sand and gravel |
| 676 | Salt mine. The extracting and quarrying of salt. Included is evaporating in salt pans, crushing, screening, and refining. Excluded is the refinement of salt for human consumption in establishments not engaged in extracting or quarrying salt (code 719) |
| 677 | Chemical, fertiliser, mineral mine. The mining and quarrying of phosphate and nitrate minerals, fluorspar, sulphur ores and natural sulphur, potash, sodium and borate minerals, borates, pyrites, arsenic, strontium and lithium minerals, and mineral pigments |
| 678 | Non-metallic mining and quarrying, such as asbestos. Included are areas where peat is cut and dug |
| 679 | Mining, quarrying of natural raw materials not classified above |
| 670 | Mining, quarrying of natural raw materials; insufficient information available to classify further |

SUBDIVISION 68

Manufacture of clay products; glass and glass products; pottery, china, and earthenware; cement, concrete products and other non-metallic mineral products. Coal and petroleum are classified in **subdivision 67**.

| NON-METALLIC MINERAL/MINERAL PRODUCTS MANUFACTURE | |
|--|--|
| CODES | PROPERTY |
| 681 | Structural clay products manufacture. Manufacture of structural clay products such as bricks, tiles, pipes, crucibles, architectural terra cotta; stove lining, chimney pipes and tops and refractories |
| 682 | Glass manufacture, excluding containers . Manufacture of all glass and glass products except glass containers . Included are the manufacture of optical glasses and glass fibre . Excluded are the grinding of lenses (code 792 or 548) and glass container manufacturing (code 683) |
| 683 | Glass container manufacture |
| 684 | Pottery, china, earthenware manufacture |
| 685 | Cement manufacture |
| 686 | Concrete batch plant |
| 687 | Abrasives manufacture. Included are the shaping of natural abrasives into grindstones, coating cloth and paper with abrasives, and making abrasive bonded wheels and discs |
| 688 | Non-metallic mineral product manufacture. Manufacture of concrete, gypsum and plaster products, asbestos, mineral wool, cut-stone and stone products and all other non-metallic mineral products |
| 689 | Non-metallic mineral, mineral products manufacture not classified above |
| 680 | Non-metallic mineral, mineral products manufacture; insufficient information available to classify further |

SUBDIVISION 60

| BASIC INDUSTRY/UTILITY DEFENCE: UNCLASSIFIED | |
|---|--|
| CODES | PROPERTY |
| 609 | Basic industry, utility, defence not classified above |
| 600 | Basic industry, utility, defence; insufficient information available to classify further |

DIVISION 7 MANUFACTURING PROPERTY

Included are properties where there is mechanical or chemical transformation of inorganic substances into new products, whether the work is performed by power-driven machines or by hand, whether it is done in a factory or in the worker's home, and whether the products are sold wholesale or retail. The assembly of component parts of manufactured products is part of manufacture, except in cases where the activity is appropriately classified in **subdivision 91 - Construction**.

Included are factories making products of all kinds and properties devoted to operations such as processing, assembling, mixing, packing, finishing or decorating, repairing, and similar operations. For mineral processing use **subdivision 68 - Non-metallic mineral, mineral products manufacture**.

SUBDIVISION 71

| FOODS | |
|-------|--|
| CODES | PROPERTY |
| 711 | Slaughtering, preparation, preserving of meat. Abattoirs and meat-packing plants, killing, dressing and packing poultry, rabbits and small game. Included are processing and packing activities such as curing, smoking, salting, pickling, packing in airtight containers, and quick-freezing, as well as manufacture of natural sausage casing and the rendering of lard and other edible animal fats. Excluded are canning and processing of fish and sea foods (code 714) |
| 712 | Dairy product manufacture. Manufacture of creamery and processed butter, natural and processed cheese, condensed and other types of concentrated milk, ice cream and ices, powdered milk and other edible milk products. Included are the pasteurising and packaging of milk |
| 713 | Canning, preserving of fruits, vegetables. Canning (packing in airtight containers) of fruits and vegetables including fruit and vegetable juices; manufacture of raisins and dried fruits, preserves, jams and jellies, pickles and sauces and canned soup. Included are dehydration and quick-freezing |
| 714 | Canning, preserving of fish, sea foods. Preserving and processing fish and other marine food. Included are such operations as salting, drying, dehydration, smoking, curing, cooling, pickling, packing in airtight containers, and quick-freezing. Excluded are icing, salting, filleting of fish catch and processing of the catch aboard a fishing vessel (Mobile Property Type 48) |
| 715 | Manufacture of grain mill products. Grain mills (flour, meal, dry feeds); husking, cleaning and polishing of rice; preparation of breakfast food such as rolled oats, rice, wheat and corn flakes, parched grain; prepared feeds for animals and fowls; blended and prepared flour, and other cereal and pulse preparation. Included are coffee, pulse, root peeling mills, and starch and its products |
| 716 | Bakery product manufacture. Manufacture of bread, cakes, doughnuts, pies, pastries and similar <i>perishable</i> bakery products; biscuits and similar <i>dry</i> bakery products. Excluded are breakfast foods (code 715) |
| 717 | Sugar refining, confectionery manufacture. Manufacture and refining of raw sugar, syrup, and granulated or clarified sugar from sugar cane or sugar beets. Manufacture of cocoa and chocolate powder from beans, chocolates, all types of confectionery |

| | |
|-----|---|
| 718 | Snack foods manufacture. Potato chips and other products of deep fat frying |
| 719 | Food industries not classified above. Included are the manufacture of baking powder and yeast; condiments, mustard and vinegar; food specialties; egg specialties; spice grinding; processing of tea leaves into black tea; edible salt refining; and harvesting and the manufacture of ice, except dry ice. Excluded is the manufacture of dry ice (code 761) |
| 710 | Food industries; insufficient information available to classify further |

SUBDIVISION 72

| BEVERAGES/TOBACCO/ESSENTIAL OILS | |
|---|--|
| CODES | PROPERTY |
| 721 | Distilling, rectifying, blending spirits. Included are the distilling of ethanol (ethyl alcohol) for all purposes and the distilling, rectifying, and blending of alcoholic liquors |
| 722 | Wines, winery. Production of wines, cider and other fermented beverages except malt liquors |
| 723 | Brewery, manufacture of malt. The production of malt and malt liquors |
| 724 | Soft drink, carbonated water industry. Manufacture of non-alcoholic beverages, such as soft drinks and carbonated mineral waters. Included are the incidental manufacture of flavouring, extracts and syrups. Excluded is the manufacture of syrup alone (code 717), and the manufacture of fruit and vegetable juices (code 713) |
| 725 | Tobacco products manufacture. Included are stemming, re-drying, and other operations after auctioning which are connected with preparing raw-leaf tobacco for manufacturing. Excluded are tobacco-curing sheds (code 656) |
| 726 | Vegetable and animal oil, fat; soap making. Production of crude oil, cake, and meal by crushing or extraction, from oil-seeds and nuts; by extraction of fish and other marine animal oils; the rendering of inedible animal oils and fats; manufacture of margarine; and the refining and hydrogenation (or hardening) of oils and fats. Manufacture of soaps, detergents and other washing and cleaning compounds except where the process is chemical only, not involving oil or fat from livestock. Excluded is the manufacture of lard and other edible fats (code 711) and butter (code 712) |
| 729 | Beverages, tobacco, essential oils not classified above |
| 720 | Beverages, tobacco, essential oils; insufficient information available to classify further |

SUBDIVISION 73

| TEXTILES | |
|----------|---|
| CODES | PROPERTY |
| 731 | Cotton gin |
| 732 | Cotton spinning, weaving. Preparing cotton fibres, such as picking, carding, combing, carbonising, spinning and weaving of yarns and fabrics. Manufacture of narrow fabrics and other small wares; carpets and rugs; and lace, braids and other primary textiles. Excluded are spinning and weaving of asbestos (code 688) |
| 733 | Wool or worsted spinning, weaving. Preparing wool and worsted fibres, such as scouring, carding, combing, carbonising, spinning and weaving of yarns and fabrics. Manufacture of narrow fabrics and other small wares; carpet and rugs and lace, braids and other primary textiles. Excluded are spinning and weaving of asbestos (code 688) |
| 734 | Mixed, blended, other fibres. Spinning, weaving, prepared mixed, blended and other fibres such as flax, hemp, jute, silk, sisal, and synthetic fibres such as retting, scutching, scouring, carding, combing, carbonising, throwing, spinning and weaving. Manufacture of narrow fabrics and other small wares; carpets and rugs and lace, braid, yarn and other primary textiles. Excluded are spinning and weaving of asbestos (code 688) |
| 735 | Textile finishing plant. Bleaching, dyeing, printing, and finishing of all fabrics and fibres |
| 736 | Knitting mills for all fibres. Included are mills engaged in producing hosiery, outerwear, underwear, and other knitwear. Excluded is the making of garments from knitted fabrics other than in knitting mills (code 742) |
| 737 | Cordage, rope, twine, net manufacture. Manufacture of rope, cable, cordage, twine, net and other related goods from hemp, jute, cotton, paper, straw, coir, flax and other fibres |
| 738 | Floor covering, coated fabric manufacture. Manufacture of linoleum and other hard surfaced floor coverings, artificial leather, oil cloth and impregnated and coated fabrics. Excluded is the manufacture of rubber floor covering (code 747) and clay tile (code 681) |
| 739 | Textiles not classified above. Included are the manufacture of straw, coir, and similar matting and mats; felt by processes other than weaving; batting, padding, wadding, and upholstery filling from all fibres, the recovery of fibres from waste and rags. Excluded is the manufacture of wood wool upholstery filling (code 751) |
| 730 | Textiles; insufficient information available to classify further |

SUBDIVISION 74

| FOOTWEAR/WEARING APPAREL/LEATHER/RUBBER | |
|---|--|
| CODES | PROPERTY |
| 741 | Footwear manufacture. Manufacture of all kinds of footwear, boots, shoes, cut stock, findings, leggings, and gaiters from leather, fabrics, plastics, woods and other materials. Excluded are vulcanised footwear (code 747) and repair shops which make footwear on a custom basis (code 523) |
| 742 | Wearing apparel manufacture, excluding footwear. Manufacture of wearing apparel by cutting and sewing fabrics, leather, fur and other materials; the making of hat bodies, hats, and millinery; and the manufacture of umbrellas and walking sticks. Excluded are the repair of wearing apparel in connection with the cleaning and pressing of these articles (code 796), tailoring and dressmaking (code 524), and shoe repair (code 523) |
| 743 | Made-up textile goods manufacture, excluding wearing apparel. Manufacturers who do no weaving and are primarily engaged in making up cloth goods such as house furnishings, trimmings of fabrics, embroideries, and pennants. Included are stitching, pleating and tucking for the trade |
| 744 | Tanneries, leather finishing. Included are currying, finishing, embossing and japanning of leather |
| 745 | Fur products manufacture, excluding wearing apparel. Included are scraping, currying, tanning, bleaching, and dyeing of fur and other pelts; the manufacture of fur and skin rugs and mats, hatter's fur and other fur and skin articles; and fellmongery. Excluded are wearing apparel items manufactured from fur products (code 742) |
| 746 | Leather products manufacture, excluding footwear, wearing apparel. Manufacture of leather products and articles made of leather, and products and articles made of leather and leather substitutes, such as leather sporting goods. Excluded are the manufacture of wooden saddlery (code 753), the manufacture of footwear (code 741), and the manufacture of wearing apparel (code 742) |
| 747 | Rubber, rubber products manufacture. Manufacture of natural or synthetic rubber and all kinds of rubber products The reclaiming of rubber from used tyres, scrap and miscellaneous waste rubber |
| 749 | Footwear, wearing apparel, leather, rubber, not classified above |
| 740 | Footwear, wearing apparel, leather, rubber; insufficient information available to classify further |

SUBDIVISION 75

| WOOD/FURNITURE/PAPER/PRINTING | |
|-------------------------------|--|
| CODES | PROPERTY |
| 751 | Sawmill, planing mill, wood products mill. Manufacture of timber products; wooden building materials and prefabricated parts and structures; cooperage and other wood stock; veneers, plywood and particle board; wood wool and wood chips. Included are areas doing preservation of wood; and sawmills and planing mills, whether or not mobile or operated in the forest. Excluded are the hewing and rough shaping of poles and other wood materials in the forest (code 662) |
| 752 | Wooden or cane containers, small cane ware manufacture. Manufacture of boxes, crates, drums, barrels and other wooden containers; baskets and other rattan, reed or willow containers; and small ware made entirely or mainly of rattan, reed, willow or other cane |
| 753 | Wood, cork products manufacture (not containers). Manufacture of products of wood and cork, and small ware consisting wholly or mainly of wood |
| 754 | Furniture, fixture, bedding manufacture. Manufacture of household, office, restaurant, public building and professional furniture; bedding and upholstery; office and storage property fittings and fixtures regardless of the materials used. Excluded is the manufacture of special medical furniture, equipment, fixtures and machines (code 791) |
| 755 | Paper, pulp, paperboard manufacture. Manufacture of pulp from wood, rags and other fibre and of paper, paperboard, insulation board and fibre building paper. Included are the coating, glazing and laminating of paper and paperboard. Excluded is the manufacture of asphalt and tar-saturated paper (code 768), abrasive paper (code 687), sensitised paper (code 792), and carbon and stencil paper (code 799) |
| 756 | Paper, pulp, paperboard products manufacture. Manufacture of pressed and moulded pulp goods and articles made of paperboard |
| 757 | Newspaper or magazine printing, publishing. Printing, lithographing and publishing newspapers, periodicals, magazines, trade journals, reviews, and related services |
| 758 | Printing, publishing, allied industry. Included are commercial or job printing, lithographing, manufacture of greeting cards; loose-leaf devices, library binders, bookbinding; blank book making, paper ruling; and other work related to bookbinding such as bronzing, gilding and edging; mat and mounting; services for the printing trades such as typesetting, engraving, and etching steel and copper plates; making woodcuts; photo-engraving, electrotyping and stereotyping. Excluded are type foundries (code 773) and engraving on precious metals (code 794) |
| 759 | Wood, furniture, paper, printing not classified above |
| 750 | Wood, furniture, paper, printing; insufficient information available to classify further |

SUBDIVISION 76

For the purpose of this classification, a chemical is a material which has had or will have a controlled change in the molecular structure or composition not involving polymerisation, while a plastics is a material whose molecule has been polymerised. Use **subdivision 61** for heavy water for nuclear changes.

| CHEMICAL/PLASTICS/PETROLEUM | |
|-----------------------------|--|
| CODES | PROPERTY |
| 761 | Industrial chemical manufacture. Manufacture of industrial organic and inorganic chemicals and industrial gases. Included are dry ice manufacturing plants. Excluded are all monomers and plastics plants (code 763) |
| 762 | Hazardous chemical manufacture. Manufacture of materials requiring special handling in manufacture, shipment, storage or use. Included are explosives, blasting agents, fireworks, matches, unstable rocket propellants, pyroxylin (cellulose nitrate) plastics, hazardous monomers, and organic peroxides. Excluded are the manufacture and handling of nuclear materials (code 611) |
| 763 | Plastics manufacture. Manufacture of raw materials for plastics except those included in code 762, and of synthetic resins, plastics and elastomers |
| 764 | Plastics products manufacture. Included are facilities making plastics furnishings, housings, enclosures, covers, linings, and machine parts whether by moulding, extruding, or any other method |
| 765 | Paint, varnish, lacquer, ink, wax, adhesive manufacture. Included are the manufacture of varnish stains and shellac, enamels, japans, polishes and gelatine |
| 766 | Drug, cosmetic, pharmaceutical manufacture. Manufacture of drugs, medicinal and pharmaceutical preparations, perfumes, cosmetics and other toilet preparations |
| 767 | Petroleum refinery, natural gas plant. Included are the manufacture of petrochemicals, producing products from crude petroleum and its fractionation products including asphalt, the manufacture of petroleum and petroleum products from coal and other materials, including blending of lubricating oils and greases, and refinery tankage |
| 768 | Asphalt, coal product manufacture. Manufacture of asphalt tar or similar paving and roofing materials and fuel briquettes and packaged fuel. Included is the distillation of coal in coke ovens except as noted below. Excluded are the distillation of coal in coke ovens, in iron and steel works (code 771), and the manufacture of coal gas (code 616) |
| 769 | Chemical, plastics, petroleum not classified above |
| 760 | Chemical, plastics, petroleum; insufficient information available to classify further |

SUBDIVISION 77

| METAL/METAL AND ELECTRICAL PRODUCTS | |
|-------------------------------------|--|
| CODES | PROPERTY |
| 771 | Iron, steel manufacture. Manufacture of iron and steel shapes, consisting of processes from smelting in blast furnaces to the semi-finished stage in rolling mills and foundries. Included are coke ovens associated with blast furnaces |
| 772 | Non-ferrous metal manufacture. Manufacture of non-ferrous metal shapes. Included are the processes of smelting, alloying and refining, rolling and drawing and founding and casting that are necessary to produce ingots, bars, billets, sheets, strips, castings and extrusions |
| 773 | Metal product manufacture. Transformation of metal forms into finished products such as household cutlery. Included are industries engaged in enameling, japanning, lacquering, gilding, galvanising, plating and polishing metal products; black-smithing and welding. Excluded are plants manufacturing machinery (code 774), electrical equipment (code 775), silverware and jewellery (code 794), and specialised automobile, aircraft and ship parts (subdivision 78) |
| 774 | Machinery manufacture. Manufacture of machinery and prime movers other than electrical equipment. Included are agricultural and road-building tractors and fork lift trucks, machine shops engaged in producing and repairing machine and equipment parts, and the production of ball bearings and mechanical precision measuring instruments, as well as industrial engines and measuring and dispensing pumps. Excluded are plants manufacturing electrical equipment (code 775) and engines or specialised parts for automobile, aircraft and marine use (subdivision 78) |
| 775 | Electrical equipment manufacture. Manufacture of machinery, apparatus and supplies for the generation, storage, transmission and transformation of electrical energy. Included are the manufacture of insulated wire and cable and the repair of electrical machinery. Excluded are instruments for measuring and recording electrical quantities and characteristics (code 791) |
| 776 | Electrical appliance, electronics equipment manufacture. Included are plants manufacturing electric lamps; computers, communication equipment, and related products including radios and television sets; stereos; electric batteries; X-ray and therapeutic apparatus; electronic tubes and components as well as the repair of electrical appliances. Excluded are instruments for measuring and recording electrical quantities and characteristics (code 791) |
| 779 | Metal, metal and electrical products not classified above |
| 770 | Metal, metal and electrical products; insufficient information available to classify further |

SUBDIVISION 78

| VEHICLE ASSEMBLY/MANUFACTURE | |
|------------------------------|--|
| CODES | PROPERTY |
| 781 | Shipbuilding, repairing of vessels over 20 m. Shipyards engaged in building and repair work on vessels over 20 m in length including barges, lighters, and tugs whether self-propelled or not. Included are specialised marine engines, masts, spars, rigging and ship parts manufacture, dry docks, and ship breaking yards |
| 782 | Boat building, repairing of vessels 20 m and under. Boat yards engaged in building and repair work on vessels 20 m and under in length regardless of material used in manufacture and whether self-propelled or not. Included are facilities manufacturing specialised marine engines, outboard engines, masts, sails, rigging and boat parts |
| 783 | Railway equipment manufacture, assembly, repair. The building and rebuilding of locomotives, and railroad or tramway cars for freight and passenger service, and the production of specialised parts for locomotive and railroad tramway cars. Included are shops operated by railway companies for the manufacture and repair of locomotives and cars |
| 784 | Motor vehicle manufacture, assembly. Manufacture and assembly of motor vehicles such as automobiles, buses, trucks, truck trailers, universal carriers, motor-cycles, and motor scooters. Included are plants manufacturing motor vehicle parts and accessories. Excluded are plants principally manufacturing tyres and tubes (code 747), automobile glass (code 682), electrical equipment (code 775), agricultural and road-building tractors and fork-lift trucks (code 774), and facilities involved with motor vehicle repairs (code 573) |
| 785 | Bicycle manufacturing, assembly, repair. Manufacture of bicycles, tricycles, pedi-cabs and parts |
| 786 | Aircraft and rocket manufacturing, assembly, repair. Manufacture, assembly and repair of aeroplanes, gliders, rockets, missiles and aircraft parts such as engines, propellers, pontoons, and undercarriages. Excluded are the manufacture of electric and electronic equipment (code 775 or 776) and aeronautical instruments (code 791) |
| 787 | Manufacture of special transport equipment. Plants manufacturing special transport equipment such as animal-drawn and hand-drawn vehicles and parts for such vehicles such as wheels and axles |
| 789 | Vehicle assembly, manufacture not classified above |
| 780 | Vehicle assembly, manufacture; insufficient information available to classify further |

SUBDIVISION 79

Manufacturing industries not classified in any other division.

| OTHER MANUFACTURING INDUSTRIES NOT CLASSIFIED IN ANY OTHER DIVISION | |
|--|---|
| CODES | PROPERTY |
| 791 | Instrument manufacture. Manufacture of measuring, controlling, laboratory, and scientific instruments, and surgical, medical and dental instruments and supplies. Excluded are the manufacture of optical instruments for scientific and medical use (code 792), the manufacture of X-ray and electric therapeutic apparatus (code 776), and the production of measuring and dispensing pumps (code 774) |
| 792 | Photographic, optical goods manufacture. The manufacture of optical instruments and lens grinding; ophthalmic goods, photographic equipment and supplies, including sensitised film, plates and paper. Included are plants manufacturing optical instruments for scientific and medical use |
| 793 | Watch, clock manufacture. The manufacture of clocks and watches, clock and watch parts and cases, and mechanisms for timing devices |
| 794 | Jewellery manufacture. Manufacture of jewellery, silverware, and plate ware, using precious metals, precious and semiprecious stones and pearls. Included are the cutting and polishing of precious and semiprecious stones, the striking of medals and coins and engraving on precious metals |
| 795 | Musical instrument manufacture. The manufacture of musical instruments, such as pianos, stringed instruments, wind instruments and percussion instruments. Included is the manufacture of phonograph record blanks. Excluded is the manufacture of phonograph and special recording machines (code 776) |
| 796 | Laundry, dry-cleaning plant. Mechanical and hand laundries. Included are plants supplying laundered linens (aprons, table covers, towels, napkins or diapers) on a contract basis; cleaning, pressing and dyeing and performing minor repairs to apparel and household furnishings |
| 797 | Photographic film processing laboratory. Processing of photographic film in special plants and centres. Excluded are film processing operations incidental to other operations, such as to newspaper offices and hospitals |
| 798 | Toy, sporting goods manufacturing not classified in other divisions |
| 799 | Other manufacturing not classified above. Included are plants manufacturing carbon and stencil paper |
| 790 | Other manufacturing; insufficient information available to classify further |

SUBDIVISION 70

| MANUFACTURING PROPERTY: UNCLASSIFIED | |
|---|--|
| CODES | PROPERTY |
| 708 | General maintenance shop not elsewhere classified |
| 709 | Manufacturing property not classified above |
| 700 | Manufacturing property; insufficient information available to classify further |

DIVISION 8
STORAGE PROPERTY

Storage properties are all buildings, structures, or areas utilised primarily for the storage or sheltering of goods, merchandise, products, vehicles, or animals; and incidental servicing processing and repair operations.

Included are the resale (sale without transformation) of goods to businesses, institutions, and government, such as the resale of industrial and construction materials, machinery, and equipment; farm machinery, implements and supplies; and business and professional equipment; farm machinery, implements and supplies; and business and professional equipment. Also included are warehousing, grading, sorting, breaking bulk, and re-packing which are associated with reselling. Re-packing in air-tight containers is canning and is classified in **subdivision 71 (codes 713 and 714)**.

Storage properties are characterised by the presence of relatively small numbers of persons in proportion to the area. Any new use which increases the number of occupants to a figure comparable with other classes of properties changes the classification of the building to that of the new use. If substantial merchandising or office operations exist (ten customers or more present at busy period), reclassify where appropriate in **Division 5 - Shop/Store, Office Property**.

SUBDIVISION 81

| AGRICULTURAL PRODUCTS STORAGE | |
|--------------------------------------|---|
| CODES | PROPERTY |
| 811 | Storage in bulk of seeds, beans, nuts and silage. Storage of seeds, beans, grain, natural feed, hay or nuts in bins, silos, or piles in the open or in cribs or haystacks. Excluded are storage in barns (code 815) and storage in elevators (code 816) |
| 812 | Boxed, crated, packaged agricultural products storage. Agricultural products stored in boxes, crates, or cartons, regardless of packaging material or container size |
| 813 | Loose, bagged agricultural products storage. Agricultural products stored in bags of any material or size, or stored loose. Excluded are bagged products inside cardboard boxes (code 812), loose tobacco storage (code 814), and bulk storage of seeds, feeds, beans, nuts and grain (code 611) |
| 814 | Loose, baled storage of tobacco. Tobacco stored in loose quantities or in bales, crates, hogsheads, or barrels before or after auction, but before manufacture of finished tobacco products. |

| | |
|-----|---|
| | Excluded are tobacco-curing sheds (code 656) and storage during processing (code 725) |
| 815 | Barns, stables. Included are facilities associated with farms, haystacks, zoos or wildlife preserves whether providing restraint or protection for animals or storage of feed. Excluded are silos (code 811) |
| 816 | Grain elevators. Included are soy bean elevators |
| 817 | Livestock storage. Storage of livestock at any point beyond the raising property or farm. Included are rail and truck stock yards and other livestock pens and yards |
| 818 | Agricultural supply storage. Storage of materials for agricultural purchase. Included are hay, feed, seed, fertiliser and non-motorised farm implement storage properties |
| 819 | Agricultural products storage not classified above |
| 810 | Agricultural products storage; insufficient information available to classify further |

SUBDIVISION 82

| TEXTILE STORAGE | |
|-----------------|---|
| CODES | PROPERTY |
| 821 | Baled cotton storage. Included are cotton compresses |
| 822 | Baled wool, worsted storage |
| 823 | Baled silk, synthetic fibre storage |
| 824 | Baled jute, hemp, flax, sisal, other mixed or blended fibre storage |
| 825 | Cloth, yarn storage |
| 826 | Wearing apparel, garments, finished textile storage |
| 827 | Leather, leather products storage |
| 828 | Fur, skin, hair products storage |
| 829 | Textile storage not classified above |
| 820 | Textile storage; insufficient information available to classify further |

SUBDIVISION 83

| PROCESSED FOOD/TOBACCO STORAGE | |
|---------------------------------------|--|
| CODES | PROPERTY |
| 831 | Packaged foodstuff storage. Foodstuffs stored in cardboard, paper or plastics packages |
| 832 | Canned or bottled food, soft drink storage. Storage of canned or bottled foodstuffs. Included are plants which bottle materials made elsewhere |
| 833 | Loose, bagged processed food storage. Processed foods stored in bulk or in bags of any material or size. Excluded are animal feed in hay, grain, seed, and feed storage properties (code 818), natural animal feed stored in bulk (code 811), and natural animal feed stored in bags (code 813) |
| 834 | Food locker plants |
| 835 | Cold storage |
| 836 | Bulk sugar storage |
| 837 | Bulk flour, starch storage |
| 838 | Packaged tobacco products storage. Storage of finished tobacco products in any type of package of any type of material |
| 839 | Processed food, tobacco storage not classified above |
| 830 | Processed food, tobacco storage; insufficient information available to classify further |

SUBDIVISION 84

Included are gases of all kinds, flammable liquids, and combustible liquids **(except those specifically mentioned in subdivision 86, such as code 865 for paint and varnish)**.

| PETROLEUM PRODUCTS/ALCOHOLIC BEVERAGE STORAGE | |
|--|--|
| CODES | PROPERTY |
| 841 | Flammable, combustible liquid tank storage. Included are airport fuel-dispensing systems, bulk plants, terminals, and tank farms. Excluded are refinery tanks (code 767) and reservoirs accompanying oil wells (code 674) |
| 842 | Gas-holder, cryogenic gas storage |
| 843 | Liquefied petroleum gas bulk plant. Excluded is filling individual cylinders for the public (code 571) |
| 844 | Missile, rocket fuel storage. Included are storage facilities at the manufacturing plant, launching site, and intermediate fixed storage locations |
| 845 | Alcoholic liquor, beer, wine and other alcoholic beverages, whether in barrels, casks, kegs or bottles |
| 849 | Petroleum products, alcoholic beverage storage not classified above |
| 840 | Petroleum products, alcoholic beverage storage; insufficient information available to classify further |

SUBDIVISION 85

| WOOD/PAPER AND FIBRE PRODUCT STORAGE | |
|---|---|
| CODES | PROPERTY |
| 851 | Timber yard, building materials storage. Storage of timber and building materials. Excluded are storage of timber, pulpwood, logs and wood fuel while in the forest (code 662) or at sites awaiting use (code 856), and wood chips (code 666) |
| 852 | Wood products, furniture storage |
| 853 | Fibre products storage. Storage of products made from fibre of ordinary combustible materials such as fibreboard; or non-combustible fibre materials with combustible components such as fibreglass insulation. Included are pulp, felt, wood, wool and rope |
| 854 | Rolled paper storage |
| 855 | Paper, paper products storage. Included are cartons, bags, waste paper and baled paper. Excluded are roller paper (code 854) and pulp storage (code 853) |
| 856 | Timber, pulpwood, logs, wood fuel. Included are areas where timber, pulpwood, logs and wood fuel are stored in bulk after leaving the forest and before processing or use. Excluded is storage in the forest (code 662) |
| 859 | Wood, paper products storage not classified above |
| 850 | Wood, paper products storage; insufficient information available to classify further |

SUBDIVISION 86

For the purpose of this classification, a chemical is a material which has had or will have a controlled change in its molecular structure or composition not involving polymerisation, while a plastic is a material whose molecule has been polymerised.

| CHEMICAL AND/OR PLASTICS PRODUCT STORAGE | |
|---|--|
| CODES | PROPERTY |
| 861 | Industrial chemical storage |
| 862 | Hazardous chemical storage. Excluded are radioactive materials (subdivision 61) |
| 863 | Plastics, plastics products storage |
| 864 | Fertiliser storage. Excluded is fertiliser storage in connection with agricultural supply storage (818) |
| 865 | Paint, varnish storage |
| 866 | Drug, cosmetic, pharmaceutical storage |
| 867 | Rubber, rubber products storage |

| | |
|-----|--|
| 868 | Photographic film storage. Storage of photographic films, new or exposed, including movie film, X-ray film, industrial film and hobby film. Included are picture distribution facilities such as film exchanges |
| 869 | Chemical or plastics, chemical or plastics product storage not classified above |
| 860 | Chemical or plastics, chemical or plastics product storage; insufficient information available to classify further |

SUBDIVISION 87

| METAL/METAL AND ELECTRICAL PRODUCT STORAGE | |
|---|--|
| CODES | PROPERTY |
| 871 | Basic metal form storage |
| 872 | Metal parts storage (often in trays or bins, or on racks) |
| 873 | Hardware storage. Included are storage of auto parts; auto accessories, tools, and plumbers' supplies |
| 874 | Machinery storage |
| 875 | Electrical appliance and electronic equipment supply storage |
| 876 | Finished metal products storage (often in cartons or crates) |
| 877 | Scrap, junk-yards. Excluded are refuse dumping areas (code 932) |
| 879 | Metal, metal and electrical products storage not classified above |
| 870 | Metal, metal and electrical products storage; insufficient information available to classify further |

SUBDIVISION 88

| VEHICLE STORAGE | |
|------------------------|--|
| CODES | PROPERTY |
| 881 | Residential parking garage. Parking of motor vehicles in one-storey residential garages. Included are dwelling garages whether separate or attached. Excluded are general vehicle parking garages (code 882) |
| 882 | General vehicle parking garage. Parking of vehicles of various ownership in facilities under the direction of one management. Excluded are facilities for repair of motor vehicles (code 573), dwelling or one-storey residential garages (code 881), and garages for public utility vehicles and dump trucks (code 884) |
| 883 | Bus, truck, motor vehicle fleet, motor vehicle dealer storage. Parking of motor vehicles of the same ownership and management. Included are truck parking, motor fleet parking, bus parking, trackless trolley parking, and taxi-cab parking. Excluded is machinery and equipment storage (code 884). |
| 884 | Heavy machine, equipment storage. Parking of road, farm and contracting equipment in a suitably managed location. Included is storage of public utilities vehicles, construction and earth-moving equipment, dump trucks and cranes |
| 885 | Boat, ship storage. A marine parking garage. Docking and mooring facilities for boats in the water. Included are launching facilities and storage of boats and ships for relatively long periods of time. Excluded are yacht club buildings (code 143), boat repairing yards (code 782), and marine service stations (code 577) |
| 886 | Aircraft hangar |

| | |
|-----|--|
| 887 | Railway storage. Included are locomotive storage, car storage and track repair equipment storage, and all fixed railway storage facilities, and tram depots. Excluded are railway yards and signalling and switching facilities (subdivision 95) |
| 888 | Emergency Services Vehicle Storage. (motor bays of fire and ambulance stations) |
| 889 | Vehicle storage not classified above |
| 880 | Vehicle storage; insufficient information available to classify further |

SUBDIVISION 89

| GENERAL ITEM STORAGE | |
|----------------------|---|
| CODES | PROPERTY |
| 891 | General warehouse. Excluded are warehouses storing mainly wood furniture (code 852), warehouses storing mainly foodstuffs (subdivision 83) and warehouses storing mainly textiles (subdivision 82). |
| 892 | Mineral products, bagged storage. Included are storage facilities for cement, lime and gypsum |
| 893 | Mineral products, packaged storage. Included are storage facilities for glass, clay products, pottery and earthenware |
| 894 | Freight terminal |
| 895 | Coal, coke briquette, charcoal storage. Storage of solid fuels in bags, boxes or bulk. Excluded are wood fuel (code 856) |
| 896 | Military storage properties, defence storage not elsewhere classified |
| 897 | Ice storage. Storage of natural and manufactured ice. Included are separate, detached, portable coin-operated storage and dispensing units |
| 898 | Wharf, pier Excluded are wharves and piers without storage facilities (code 929). See also code 944 |
| 899 | General item storage not classified above |
| 890 | General item storage; insufficient information available to classify further |

SUBDIVISION 80

| STORAGE PROPERTY: UNCLASSIFIED | |
|---------------------------------------|--|
| CODES | PROPERTY |
| 808 | Tool shed |
| 809 | Storage property not classified above |
| 800 | Storage property; insufficient information available to classify further |

DIVISION 9
SPECIAL PROPERTY

These properties are not readily classified in any of the preceding major divisions. They include mainly outdoor properties.

Fixtures such as signs, fences, and poles which are usually on outdoor property are not separate fixed property uses. The fixed property use upon which this item is located should be identified. The sign, fence, or fixture if involved in ignition should be identified in the appropriate section.

SUBDIVISION 91

| LANDFILL/DUMP SITES | |
|----------------------------|---|
| CODES | PROPERTY |
| 911 | Managed non-hazardous rubbish disposal site |
| 912 | Unmanaged non-hazardous rubbish disposal site |
| 913 | Managed hazardous materials waste disposal site |
| 914 | Unmanaged hazardous materials waste disposal site |
| 915 | Temporary hazardous materials waste disposal site |
| 919 | Waste disposal site not classified above |
| 910 | Waste disposal site; insufficient information to classify further |

SUBDIVISION 92

Classification here is only for fires in these structures. Where fires involve mobile property using these structures, classify in subdivision 94, 95 and 96 as appropriate.

| SPECIAL STRUCTURES | |
|--------------------|--|
| CODES | PROPERTY |
| 921 | Bridge, trestle. Included are overhead or elevated structures, such as overpasses, elevated roads and railways |
| 922 | Tunnel |
| 923 | Public mailbox |
| 924 | Toll station |
| 925 | Shelter. Included are storm, cyclone, bomb, fall-out, weather and bus shelters |
| 926 | Outbuilding, excluding garage. Included are toilets |
| 927 | Outdoor telephone booth |
| 928 | Aerial tramway. Included are conveyers, ski-lifts and chair-lifts |
| 929 | Special structures not classified above. Included are wharves, without storage facilities See also code 944 |
| 920 | Special structures; insufficient information available to classify further |

SUBDIVISION 93

| OUTDOOR PROPERTIES | |
|--------------------|---|
| CODES | PROPERTY |
| 931 | Open land, field. Included are grass, scrub, and light ground cover, camp-sites without utilities and parks. Excluded are forests (code 661), felled timber and log piles in the forest (code 662), farm crops (code 655), and vacant allotments (code 936) |
| 932 | Dump, sanitary land-fill |
| 933 | Yards, residential |
| 934 | Cemetery |
| 935 | Camp-sites |
| 936 | Vacant allotments |
| 937 | Beaches, seashores, river front areas, salt or fresh water. Includes land below high water mark |
| 938 | Yards, non-residential. Included are yards at rear of shop, hotel, business, factory, which are not primarily for storage |
| 939 | Outdoor properties not classified above |
| 930 | Outdoor properties; insufficient information available to classify further |

SUBDIVISION 94

| WATER AREAS | |
|--------------------|--|
| CODES | PROPERTY |
| 941 | In open sea, tidal waters |
| 942 | Within designated port, channel, anchorage |
| 943 | Alongside quay, pier, pilings. Excluded are flammable liquid or gas loading and unloading facilities (code 944) |
| 944 | At flammable liquid or gas loading, unloading facility |
| 945 | Aground. Indicate distance to nearest shoreline |
| 946 | Inland water area. Included are lakes, ponds, rivers or streams |
| 949 | Water areas not classified above |
| 940 | Water areas; insufficient information available to classify further |

SUBDIVISION 95

Included are railway, subway, rail-motor, tramway and other fixed rail property.

| RAILWAY PROPERTY | |
|-------------------------|--|
| CODES | PROPERTY |
| 951 | Railway right of way. Included are the areas marked by fence or 10 m beyond ballast on each side, outside of switch yards terminals, marshalling yards, and sidings |
| 952 | Switch yard, marshalling yard |
| 953 | Siding. The spurs within an industrial plant or other property |
| 954 | Railway signalling, switch control equipment location |
| 959 | Railway property not classified above |
| 950 | Railway property; insufficient information available to classify further |

SUBDIVISION 96

| ROAD PARKING PROPERTY | |
|------------------------------|---|
| CODES | PROPERTY |
| 961 | Limited access highway, divided highway |
| 962 | Street, road, way (public). Included are associated parallel or angle parking on right of way. Excluded are limited access and divided highways (code 961) |
| 963 | Street, road, way (private). Included are paved driveways, and associated parallel or angle parking areas. Excluded are uncovered parking areas (code 965) |
| 964 | Unpaved street, road, path. Included are unpaved driveways |
| 965 | Uncovered parking area. Included are open parking lots, rest stops and open car stacking mechanisms. Excluded are driveways (code 963), covered parking garage (code 882), and camp-sites with utilities (code 935) |
| 969 | Road, parking property not classified above |
| 960 | Road, parking property; insufficient information available to classify further |

SUBDIVISION 97

| AIRCRAFT AREAS | |
|-----------------------|---|
| CODES | PROPERTY |
| 971 | In flight |
| 972 | On runway. Included are the approach and overrun areas |
| 973 | On taxi-way |
| 974 | Uncovered parking areas |
| 975 | Maintenance areas. Included are designated run-up bays, compass swings and the like |
| 976 | Other uncovered areas of the airport |
| 977 | At loading ramps |
| 979 | Aircraft areas not classified above |
| 970 | Aircraft areas; insufficient information available to classify further |

SUBDIVISION 98

| EQUIPMENT OPERATING AREAS | |
|----------------------------------|---|
| CODES | PROPERTY |
| 981 | Construction site. Excluded are oil and gas fields (code 982), and building or structure construction and demolition sites |
| 982 | Oil gas field |
| 983 | Pipeline, power line right of way |
| 984 | Industrial plant yard area. Excluded are parking areas (code 965), areas designated as outdoor storage in the yard, or areas that have another specific use |
| 989 | Equipment operating areas not classified above |
| 980 | Equipment operating areas; insufficient information available to classify further |

SUBDIVISION 90

| OTHER PROPERTIES UNDER CONSTRUCTION/DEMOLITION/RENOVATION | |
|--|--|
| CODES | PROPERTY |
| 901 | Building under construction |
| 902 | Building under demolition |
| 905 | Vacant buildings or structures. Buildings or structures without contents. Excluded are idle buildings or structures (code 907) |
| 906 | Contractor's shed |
| 907 | Idle buildings or structures. Idle buildings or structures or structures with some or all contents of previous occupancy |
| 908 | Building under renovation. Included are vacant or idle buildings or structures undergoing renovation. Excluded are buildings which are being renovated while still occupied (classify as to their property use) |
| 909 | Other special properties not classified above |
| 900 | Other special properties; insufficient information available to classify further |

DIVISION 0
TYPE OF PROPERTY UNDETERMINED OR NOT REPORTED

SUBDIVISION 00

| TYPE OF PROPERTY USE: UNDETERMINED OR NOT REPORTED | |
|---|---|
| CODES | PROPERTY |
| 008 | Fixed property use not applicable |
| 009 | Fixed property use not elsewhere classified |
| 000 | Fixed property use undetermined |

20.1 Computer Entry

Field - numeric

Length - 3

Default - blank

Mandatory field - This field is mandatory for all incidents

A21 TYPE OF OWNER

21.1 Definition

This identifies the status of the owner; whether private, Local, State or Commonwealth Government.

21.2 Purpose

Identifies the status of the owner of the property and may be used for proportioning *fee for service* charges for budgeting purposes.

21.3 Implementation

Identify the status of the owner of the property or premises.

In the case of rescue calls, mobile property crash (MPC) and hazardous material incidents involving mobile property on **roadways and waterways**, the status of the **owner of the property would be Local, State or Commonwealth.**

Table A21 details the codes for the status of the owner. Choose the appropriate code from the table and complete the entry.

Table A21 - Codes for the Status of the Owner

| CODE | STATUS OF THE OWNER |
|------|---|
| 100 | Private |
| 200 | Local Government |
| 300 | State Government |
| 400 | Commonwealth Government |
| 500 | Unoccupied/ Not being used for any purpose |
| 909 | Type of owner not classified above |
| 900 | Type of owner; insufficient information available to classify further |
| 000 | Type of owner undetermined or not reported |

21.4 Computer Entry

Field - numeric

Length - 3

Default - blank

Mandatory field - This field is mandatory for all incidents

A22 TYPE OF OCCUPANT

22.1 Definition

This identifies the status of the occupant; whether private occupant, Local, State or Commonwealth Government.

Example

In the case of rescue calls, mobile property crash (MPC) and hazardous materials incidents involving mobile property on roadways and waterways, the status of the occupant is to reflect the **occupier of the mobile property type**. In all other instances, the status of the occupant is to reflect the occupier of the property.

22.2 Purpose

Identifies the status of the occupant of the property and may be used for proportioning *fee for service* charges for budgeting purposes.

22.3 Implementation

Identify the status of the occupant of the property or premises. In the case of rescue calls, MPC and hazardous material incidents involving mobile property on roadways and waterways, the status of the occupant is to reflect the occupier of the mobile property type. Table A22 details the codes for the status of the occupant. Choose the appropriate code from the table and complete the entry.

Table A22 - Codes for the Status of the Occupant

| CODE | STATUS OF THE OCCUPANT |
|------|--|
| 100 | Private |
| 200 | Local Government |
| 300 | State Government |
| 400 | Commonwealth Government |
| 500 | Unoccupied/ Not being used for any purpose |
| 909 | Type of occupant not classified above |
| 900 | Type of occupant; insufficient information available to classify further |
| 000 | Type of occupant undetermined or not reported |

22.4 Computer Entry

Field - numeric

Length - 3

Default - blank

Mandatory field - This field is mandatory for all incidents

A23 TYPE OF INCIDENT

23.1 Definition

The type of incident that has occurred, as determined by the reporting authority after arriving at the scene. The type of incident reported should **reflect the most serious situation that occurred**, whether it still existed when the first brigade/unit arrived or not.

23.2 Purpose

This item identifies the various types of incidents to which the reporting authority responds. It is one of the most important elements of information collected and is a basic component of a variety of analyses performed.

23.3 Implementation

With consideration given to the function of fire services at various incidents, the reporting system generally lists the **Type of Incident** codes in order of priority with **Building Fire** listed as the most serious type of incident. This does not mean, however, that the incident should be classified according to the reporting authority's involvement; rather it should describe what has occurred, regardless of the reporting authority's actions.



Note: Record only the incident as determined after arriving at the scene and not the incident type relayed by the communications centre. The problem type is entered by Firecom based on the information that is available to them at the time of the call. The problem type may not reflect the event that actually occurred. The reporting officer should select the most appropriate code to reflect the event(s) that actually occurred.

Where a brigade/unit is responded under emergency conditions to standby at a station or other area, an incident report should be completed and the type of incident recorded as **code 901** cover assignment, standby at fire station.

Where members of a non-permanently manned or volunteer brigade/unit respond to their station only to find that the alarm has been caused by a fault or malicious intent etc., a report should be completed and the incident, which in this case concludes at the station, recorded as a Unwanted Alarm Activation.

Examples

Example 1

The reporting brigade/unit responds to a mobile property crash. Upon arrival it is discovered that, although there were no persons trapped, there were casualties and these have been removed and transported to hospital by the ambulance. All that remains for the fire service to do is to remove a small oil spill.

In this example, the **Type of Incident** would be reported as a **code 352 Mobile Property Crash** as this was the most serious nature of the incident and **not code 414 or 415** even though that was all the reporting authority dealt with at the incident.

Example 2

The reporting brigade/unit responds to a kitchen alight. Upon arrival it is discovered that foodstuffs were alight in the oven, however, the occupant has removed the food from the oven and extinguished it. No action, other than investigation, is required of the fire service.

Although the fire had been extinguished before the arrival of the reporting authority, an uncontrolled fire did occur and as it was inside a structure the **Type of Incident** reported would be a **Fire in Building Confined to Non-Combustible Container (A23 = 121)** and the appropriate **BLOCKS** completed.



Note:

- (a) For an incident to be reported as a fire, uncontrolled combustion must take place. Burning off under supervision, where a fire is under control, is not classified as a fire for the purpose of this reporting system regardless of any legislation or ordinance in force that prohibits that burning.
- (b) Legitimate fires that are under control are to be recorded as *Controlled Burning code 624* and fires that are under control but are in breach of the law, for example: burning off without a permit or burning during a total fire ban, are to be reported as *Unauthorised Burning code 514*.

Example 3

The following scenarios assist the reporting officer in coding QAS Assist incidents.

- (a) *Drive QAS Vehicle* - A call was received to provide assistance to QAS by driving their vehicle while they provide medical assistance to a patient in the rear of the vehicle.

In this example, the **Type of Incident** would be reported as a code **524 Assist Ambulance**, the **Action Taken (A24)** would be reported as **260 Transport** and the **Appliance Type (A44)** would be reported as **91 Appliance Type not classified above**.



Note: If the request for assistance comes directly from a QAS officer and is not logged as a fire call the task should be recorded in OMS as an Assist other agency - non fire call activity.

- (b) *Patient lift* - A call was received to provide assistance to QAS by assisting to lift a patient at an incident.

In this example, the **Type of Incident** would be reported as a code **524 Assist Ambulance** the **Action Taken (A24)** should be recorded as **240 Provide Person Power**.

Example 4

The following scenarios assist the reporting officer in applying the new hazardous materials incident coding for A23 Type of Incident.

(a) *Doctors' surgery: Gyprock* – A call was received from a Doctor's surgery. The surgery personnel, on arrival at work, noticed a 'white powder' substance on the reception desk. Some work had been performed by trades people the previous day on the ceiling. The receptionist did not remember this fact and called the fire service. The fire service attended and isolated all the people from the building and conducted a risk assessment and site investigation. The 'white powder' substance was identified as gyprock dust, a residue from the work done on the ceiling the previous day.

In this example, the **Type of Incident** would be reported as a **code 627 Suspicious package/substance scare**.

(a) *Laboratory – Known Biological Hazard* – A brigade is notified that there is a biological hazardous incident at a local laboratory. The Communications centre advises the attending brigade that the Scientific Unit has also been contacted. On arrival of the fire service, the lab assistant is questioned and states that a glass container with 'something biological' in it, which has been spilt. Upon assessing the scene, the station officer suits up in a fully encapsulated suit for retrieval of the substance for placing into a sealed container. Scientific Unit analyses the substance on scene.

In this example, the **Type of Incident** would be reported as a **code 471 Known Biological Hazard (Medical Waste, Blood)**.

(a) *Airport unknown substance White powder in plane toilet* – A call was received from the airport, stating a suspected 'white powder' substance was found in the toilet of a recently arrived plane. The fire service attended and separated/isolated this plane from the other planes at the airport. The fire service also carried out a site investigation of the plane. There were concerns that a plane was a high risk target for terrorist activities. Based on the risk assessment, **samples were taken and sent away** for analysis. Test results found that the substance was not biological material or material of harm.

In this example, the **Type of Incident** would be reported as a **code 454 Suspicious package or unknown substance sent for analysis**.



Note: Where a call is received by a fire service communications centre and redirected to another authority, there is no requirement for the communication centre to submit an incident report.

DIVISION 1 FIRE AND EXPLOSIONS CODES

SUBDIVISION 11

If confined to non-combustible container, use **subdivision 12**.

| BUILDING FIRES | | START DATE | END DATE |
|----------------|--|---------------|-------------|
| CODES | TYPE OF BUILDING FIRE | | |
| 111 | Fire: damaging structure and contents | | |
| 112 | Fire: damaging structure only | | |
| 113 | Fire: damaging contents only | | |
| 119 | Fire: building not classified above | | |
| 110 | Building fire; insufficient information to classify further | | 2010 |

SUBDIVISION 12

| FIRES IN BUILDINGS CONFINED TO NON-COMBUSTIBLE CONTAINERS | | START DATE | END DATE |
|---|--|---------------|-------------|
| CODES | TYPE OF BUILDING FIRE | | |
| 121 | Fire: confined to foodstuffs burnt and cooking equipment (uncontrolled) | | |
| 122 | Fire: confined to chimney or flue | | |
| 123 | Fire: confined to incinerator (uncontrolled) | | |
| 124 | Fire: confined to oil burner delayed ignition, malfunction or misuse (uncontrolled) | | |
| 125 | Fire: confined to rubbish in compactor | | |
| 126 | Fire: confined to rubbish within non-combustible rubbish bin or basket | | |
| 129 | Fire: inside building confined within non-combustible container with no other flame damage not classified above | | |
| 120 | Fire: inside building confined within non-combustible container with no other flame damage; insufficient information to classify further | | |

SUBDIVISION 13

| SPECIAL STRUCTURE FIRES | | START DATE | END DATE |
|-------------------------|---|------------|----------|
| CODES | STRUCTURE | | |
| 131 | Fire: pier, quay or piling | | |
| 132 | Fire: tunnel or underground fire. Including pipelines | | |
| 133 | Fire: bridge, trestle or overhead elevated structure | | |
| 134 | Fire: transformer, power or utility vault, utility equipment and power pole | | |
| 135 | Fire: fence | | |
| 136 | Fire: air-supported structure or tent | | |
| 137 | Fire: oil refinery | 2002 | |
| 138 | Fire: uncontrolled fire in outside cooking equipment, includes BBQ's, spit roaster, etc. For Good Intent calls use 625. | 2011 | |
| 139 | Fire: special structure or outside equipment not classified above | | |
| 130 | Fire: special structure or outside equipment with insufficient information to classify further | | |

SUBDIVISION 14

| OUTSIDE STORAGE FIRES | | START DATE | END DATE |
|-----------------------|--|------------|----------|
| CODES | TYPE OF FIRE | | |
| 141 | Fire: outside storage, not rubbish | | |
| 142 | Fire: storage yards including timber yards, tyres etc. | | |
| 143 | Fire: stock fodder (includes hay bales or rolls, hay stacks) | 2010 | |
| 144 | Fire: bulk storage fertiliser | | |
| 149 | Outside storage fire, not rubbish not classified above | | 2010 |
| 140 | Outside storage fire, not rubbish; insufficient information to classify further | | 2010 |

SUBDIVISION 15

If in or on a structure that became involved, use **subdivision 11** or **13**.

| MOBILE PROPERTY TYPE FIRES | | START DATE | END DATE |
|----------------------------|--|------------|----------|
| CODES | TYPE OF FIRE | | |
| 151 | Passenger vehicle fire. Included are automobiles, buses and four wheel drives | | 2010 |
| 152 | Road transport vehicle fire | | 2010 |
| 153 | Rail vehicle fire | | 2010 |
| 154 | Water vessel fire | | 2010 |
| 155 | Aircraft fire | | 2010 |
| 156 | Camper, caravan or recreational vehicle fire (not on blocks or used as building) | | 2010 |
| 157 | Off-road vehicles or mobile equipment fire excluding four wheel drives | | 2010 |
| 158 | Fire: mobile property | 2010 | |
| 159 | Vehicle fire not classified above | | 2010 |
| 150 | Vehicle fire; insufficient information to classify further | | 2010 |



Note: Code 158 is only used by QFRS. Refer to Block J for Mobile Property details.

SUBDIVISION 16

| VEGETATION AND OTHER OUTSIDE FIRES | | START DATE | END DATE |
|------------------------------------|--|------------|----------|
| CODES | TYPE OF FIRE | | |
| 161 | Fire: forest or wood | | |
| 162 | Fire: scrub, bush, and grass mixture | | |
| 163 | Fire: grass | | |
| 164 | Fire: cultivated grain or crop | | |
| 165 | Fire: cultivated orchard or vineyard fire | | |
| 166 | Fire: cultivated trees or nursery stock fire, including hedges | | |
| 169 | Fire: vegetation or other outside fire not classified above | | |
| 160 | Fire: vegetation or other outside area with insufficient information to classify further | | |



Note: 170-179 has been retired by QFRS but is determined by using a combination of the 160-169 codes and G3 Area Burnt and therefore when using codes 160-169 it is important to utilise G3 Area Burnt for recording the size of the fire.

SUBDIVISION 17
Small vegetation fire [QFRS RETIRED]

| SMALL VEGETATION FIRE | | START DATE | END DATE |
|-----------------------|--|------------|----------|
| CODES | TYPE OF FIRE | | |
| 171 | Small vegetation fire less than one hectare | | 2010 |
| 172 | Scrub or bush and grass mixture fire (one hectare or less) | | |
| 173 | Small grass fire (one hectare or less) | | |
| 174 | Cultivated grain or crop fire (one hectare or less) | | |
| 175 | Cultivated orchard or vineyard fire (one hectare or less) | | |
| 176 | Cultivated trees or nursery stock fire, including hedges (one hectare or less) | | |
| 179 | Small vegetation fire not classified above | | 2010 |
| 170 | Small vegetation fire; insufficient information to classify further | | 2010 |

SUBDIVISION 18

| OUTSIDE RUBBISH FIRE | | START DATE | END DATE |
|----------------------|--|------------|----------|
| CODES | TYPE OF FIRE | | |
| 181 | Fire: abandoned outside rubbish, refuse or waste | | |
| 182 | Fire: garbage dump or sanitary landfill | | |
| 183 | Fire: construction or demolition landfill | | |
| 184 | Fire: dumpster or other outside trash receptacle | | |
| 185 | Fire: outside stationary compactor or compacted trash | | |
| 186 | Fire: wheelie bin | 2006 | |
| 189 | Fire: outside refuse not classified above | | |
| 180 | Fire: outside refuse with insufficient information to classify further | | |



Note: Code 186 is only used by QFRS.

SUBDIVISION 19

If after-fire, use subdivision 11-18.

| EXPLOSIONS NOT AS A RESULT OF FIRE | | START DATE | END DATE |
|------------------------------------|---|---------------|-------------|
| CODES | TYPE OF EXPLOSION | | |
| 191 | Explosion: munitions or bomb | | |
| 192 | Explosion: blasting agent | | |
| 193 | Explosion: fireworks | | |
| 194 | Explosion: incendiary device | | |
| 195 | Explosion: gas | | |
| 196 | Explosion: vapour | | |
| 197 | Explosion with ensuing fire | | |
| 199 | Explosion: not as a result of fire and without after-fire not classified above | | |
| 190 | Explosion: not as a result of fire and without after-fire; insufficient information to classify further | | |

SUBDIVISION 10

| FIRES AND EXPLOSIONS: OTHER | | START DATE | END DATE |
|-----------------------------|--|---------------|-------------|
| CODES | TYPE OF EXPLOSION | | |
| 101 | Re-Ignition | | 2004 |
| 107 | Fire: wood chip (Eg. roadside, median strip, playground etc) for bulk storage – use 141 | 2010 | |
| 108 | Fire: railway sleeper | 2010 | |
| 109 | Fire or explosion not classified above | | 2010 |
| 100 | Fire or explosion; insufficient information to classify further | | 2010 |

DIVISION 2
OVERPRESSURE RUPTURE (NO COMBUSTION)

SUBDIVISION 21

~~:- Pipeline or pipe~~

| OVERPRESSURE RUPTURE | | START DATE | END DATE |
|----------------------|--|------------|----------|
| CODES | TYPE OF RUPTURE | | |
| 211 | Overpressure rupture: steam | | |
| 212 | Overpressure rupture: air or gas | | |
| 219 | Overpressure rupture not classified above | | |
| 210 | Overpressure rupture; insufficient information to classify further | | |



Note: To comply with AFAC reporting standards, C8 must be either 15, 25, 31, 43, 45 and C2-C4 codes for steam, air or gas.

SUBDIVISION 22

~~Overpressure rupture: Boiler~~ [QFRS RETIRED]

| OVERPRESSURE RUPTURE: BOILER | | START DATE | END DATE |
|------------------------------|---|------------|----------|
| CODES | TYPE OF RUPTURE | | |
| 221 | Overpressure rupture of boiler: steam | | 2010 |
| 222 | Overpressure rupture of boiler: air or gas | | 2010 |
| 229 | Overpressure rupture of boiler not classified above | 2000 | 2010 |
| 220 | Overpressure rupture of boiler; insufficient information available to classify further | | 2010 |

SUBDIVISION 23
Overpressure ruptures: Pressure vessel [QFRS RETIRED]

| OVERPRESSURE RUPTURES: PRESSURE VESSEL | | START DATE | END DATE |
|---|---|-----------------------|---------------------|
| CODES | TYPE OF RUPTURE | | |
| 231 | Overpressure rupture of pressure vessel: steam | | 2010 |
| 232 | Overpressure rupture of pressure vessel: air or gas | | 2010 |
| 239 | Overpressure rupture of pressure vessel not classified above | | 2010 |
| 230 | Overpressure rupture of pressure vessel; insufficient information to classify further | | 2010 |

DIVISION 3
RESCUE AND EMERGENCY MEDICAL SERVICE

SUBDIVISION 31

An incident is classified as *medical assistance* when a unit is called, or utilised, to provide emergency life support or first aid in support of, or prior to the arrival of ambulance or medical services. That is, the unit is not accredited to regularly provide emergency medical services (EMS).

| MEDICAL ASSISTANCE | | START DATE | END DATE |
|---------------------------|--|-----------------------|---------------------|
| CODES | TYPE OF ASSISTANCE | | |
| 311 | Medical assistance with oxygen therapy | | 2010 |
| 312 | Medical assistance with CPR/EAR | | 2010 |
| 313 | Medical assistance | 2010 | |
| 319 | Medical assistance not classified above | | 2010 |
| 310 | Medical assistance; insufficient information to classify further | | 2010 |



Note: refer to Type of Action Taken [A24] for medical assistance classification (codes 231-234).

SUBDIVISION 32 EMS [QFRS RETIRED]

*Emergency Medical Services (EMS) refers to a unit trained, equipped and regularly utilised for response to medical emergencies to provide basic or advanced life support. Where a unit is not so accredited, an incident is classified as *medical assistance*. EMS includes units regularly utilised as *first responders* to medical emergencies.*

| EMS | | START DATE | END DATE |
|-------|---|---------------|-------------|
| CODES | TYPE OF SERVICE | | |
| 321 | EMS call, excluding vehicle accident with injury | | 2004 |
| 322 | Vehicle accident with injuries | | 2004 |
| 323 | EMS call where injured party left scene or transported prior to arrival | | 2004 |
| 329 | EMS not classified above | | 2004 |
| 320 | EMS; insufficient information to classify further | | 2004 |

SUBDIVISION 33

| LOCK-IN/ OUT | | START DATE | END DATE |
|--------------|---|---------------|-------------|
| CODES | EVENT | | |
| 331 | Lock-in | | |
| 332 | Lock-out | 2010 | |
| 339 | Lock-in not classified above | | 2010 |
| 330 | Lock-in; insufficient information to classify further | | 2010 |

SUBDIVISION 34

| SEARCH | | START DATE | END DATE |
|--------|--|---------------|-------------|
| CODES | EVENT | | |
| 341 | Search | | |
| 342 | Water search | | |
| 349 | Search not classified above | | 2010 |
| 340 | Search; insufficient information to classify further | | 2010 |

SUBDIVISION 35

| COLLISION/EXTRICATIONS/RESCUES | | START DATE | END DATE |
|--------------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 351 | Extrication of victim(s) from mobile property | | 2010 |
| 352 | Mobile Property Crash | | |
| 353 | Removal of victim(s) from stalled elevator/escalator | | |
| 354 | Extrication of victims from mechanical equipment. E.g. industrial, domestic and farm accidents | | |
| 355 | Trench rescue | | |
| 356 | Confined space rescue | | |
| 357 | High angle and vertical rescue | | |
| 358 | Extrication of victim(s) from building | | |
| 359 | Extrication, rescue not classified above | | |
| 350 | Extrication, rescue; insufficient information to classify further | | |

SUBDIVISION 36

| WATER AND ICE-RELATED RESCUES | | START DATE | END DATE |
|-------------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 361 | Drowning, near drowning | | |
| 362 | Ice rescue | | |
| 363 | Swift water rescue (<i>Water flowing faster than 2kms/hour</i>) | | |
| 364 | Surf rescue | | |
| 369 | Water and ice-related rescue not classified above | | |
| 360 | Water and ice-related rescue; insufficient information to classify further | | |

SUBDIVISION 37

| ELECTROCUTIONS | | START DATE | END DATE |
|----------------|---------------|---------------|-------------|
| CODES | EVENT | | |
| 371 | Electrocution | | |

SUBDIVISION 38

| RESCUE OR STANDBYS | | START DATE | END DATE |
|--------------------|-------------------|---------------|-------------|
| CODES | EVENT | | |
| 381 | Rescue or Standby | | |

SUBDIVISION 30

| RESCUE CALLS: OTHER | | START DATE | END DATE |
|---------------------|---|---------------|-------------|
| CODES | EVENT | | |
| 301 | Animal rescue | 2010 | |
| 309 | Rescue calls not classified above | | |
| 300 | Rescue, calls; insufficient information to classify further | | 2010 |

DIVISION 4
HAZARDOUS CONDITIONS (NOT A FIRE)

SUBDIVISION 41

| COMBUSTIBLE/FLAMMABLE SPILLS AND LEAKS | | START DATE | END DATE |
|--|---|---------------|-------------|
| CODES | EVENT | | |
| 411 | Petrol or other flammable liquid spill or leak | | 2010 |
| 412 | Odour or gas, gas leak (domestic or LPG) | | |
| 413 | Oil or other combustible liquid spill | | |
| 414 | Minor fuel spill or other flammable liquid < 200L | 2006 | |
| 415 | Major fuel spill or other flammable liquid > 200L | 2006 | |
| 419 | Combustible/ flammable spill, leak not classified above | | 2010 |
| 410 | Combustible/ flammable spill, leak; insufficient information to classify further | | 2010 |



Note: for a spill of a flammable or combustible liquid other than diesel/petrol/similar fuel, Block C must be completed. Block C also is required where diesel/petrol/etc is spilled or leaking but where quantity is greater than 200 L (e.g. 20000 litre tank).

SUBDIVISION 42
Explosives [QFRS RETIRED]

| EXPLOSIVES | | START DATE | END DATE |
|------------|---|---------------|-------------|
| CODES | EVENT | | |
| 421 | Explosive, bomb removal (for bomb scare, use 628) | | 2010 |

SUBDIVISION 43

| HEAT-RELATED AND ELECTRICAL | | START DATE | END DATE |
|-----------------------------|---|---------------|-------------|
| CODES | EVENT | | |
| 431 | Excessive heat, overheat, scorch burns with no ignition | | |
| 432 | Heat from short circuit (wiring), defective or worn insulation | | |
| 433 | Overheated motor | | |
| 434 | Breakdown of light ballast | | |
| 435 | Power line down | | |
| 436 | Arcing, shorted electrical equipment | | |
| 439 | Heat related and electrical not classified above | | |
| 430 | Heat related and electrical, insufficient information to classify further | | |

SUBDIVISION 44

Block C is to be completed if A23 Type of Incident is coded 441 - 449.

| OTHER HAZARDOUS MATERIALS | | START DATE | END DATE |
|---------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 441 | Chemical hazard (no spill or leak) | | |
| 442 | Chemical spill or leak (if combustible - see subdivision 41) | | |
| 443 | Radiation leak, radioactive material | | |
| 444 | Refrigerant leak | | |
| 445 | Hazardous Fibres eg "Abestos, Carbon" | | |
| 446 | Unstable, reactive, explosive material | | |
| 447 | Carbon monoxide incident | 2001 | |
| 448 | Biological Hazard The code was replaced with 471 | 2004 | 2006 |
| 449 | Hazardous materials not classified above; <i>(including suspected CBR incidents)</i> | | |
| 440 | Hazardous materials insufficient, information to classify further | | |

SUBDIVISION 45

| MISCELLANEOUS HAZARDOUS SITUATIONS | | START DATE | END DATE |
|------------------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 451 | Attempt to burn (<i>Action</i>) | | |
| 452 | Threat to burn (<i>Words</i>) | | |
| 453 | Building weakened or collapsed | | |
| 454 | Suspicious package or unknown substance sent for analysis | 2010 | |
| 459 | Miscellaneous hazardous situations not classified above | | 2010 |
| 450 | Miscellaneous hazardous, situations insufficient information to classify further | | 2010 |



Note: Code 454 is only used by QFRS.

SUBDIVISION 46

| AIRCRAFT INCIDENTS/AIRCRAFT EMERGENCIES | | START DATE | END DATE |
|---|---|---------------|-------------|
| CODES | EVENT | | |
| 461 | Aircraft crash no fire | | |
| 462 | Aircraft engine malfunction | | 2010 |
| 463 | Aircraft undercarriage malfunction | | 2010 |
| 464 | Aircraft hydraulic malfunction | | 2010 |
| 465 | Aircraft wheels or brake malfunction | | 2010 |
| 466 | Aircraft radio malfunction | | 2010 |
| 467 | Aircraft aborted take-off | | 2010 |
| 468 | Bird strike on aircraft | | 2010 |
| 469 | Aircraft incidents or emergencies not classified above | | |
| 460 | Aircraft incidents or emergencies; insufficient information to classify further | | |



Note: Codes 462 to 468 are retired by QFRS only. Code 461 should be used for e, QFRS Aircraft crashes regardless of the cause. In providing data for the AFAC National Database will not be able to revert back to the original codes.

SUBDIVISION 47

| KNOWN BIOLOGICAL HAZARD | | START DATE | END DATE |
|-------------------------|---|------------|----------|
| CODES | EVENT | | |
| 471 | Known biological hazard (e.g. medical waste, blood) | 2006 | |

SUBDIVISION 40

| HAZARDOUS CONDITION: OTHER | | START DATE | END DATE |
|----------------------------|--|------------|----------|
| CODES | EVENT | | |
| 401 | Suspicious package or unknown substance sent for analysis Code moved to 454 | 2006 | 2010 |
| 409 | Hazardous condition not classified above | | |
| 400 | Hazardous condition; insufficient information to classify further | | |

DIVISION 5
SERVICE CALLS

SUBDIVISION 51

| WATER & SMOKE | | START DATE | END DATE |
|---------------|---|------------|----------|
| CODES | EVENT | | |
| 511 | Water removal | | |
| 512 | Water or steam leak (<i>includes open hydrants</i>) | | |
| 513 | Smoke or odour removal | | |
| 514 | Unauthorised burning (<i>Controlled/Monitored Fire</i>) | | |
| 519 | Water and smoke not classified above | | |
| 510 | Water and smoke, insufficient information to classify further | | |

SUBDIVISION 52

| ASSIST OTHER AGENCIES | | START DATE | END DATE |
|-----------------------|---|------------|----------|
| CODES | EVENT | | |
| 521 | Assist other governmental agency | | |
| 522 | Police matter | | |
| 523 | Mutual aid given: coverage assignment, standby at fire station or move up | | |
| 524 | Assist Ambulance (<i>if MVA use 352 – Mobile Property Crash</i>) | 2021 | |
| 529 | Assist other agencies not classified above | | |
| 520 | Assist other agencies, insufficient information to classify further | | |

SUBDIVISION 53

For incidents *caused* by these conditions, use a more specific Incident Type.

| SEVERE WEATHER AND NATURAL DISASTER | | START DATE | END DATE |
|-------------------------------------|---|---------------|-------------|
| CODES | EVENT | | |
| 531 | Earthquake | | |
| 532 | Flood | | |
| 533 | Wind storm, including tornado, hurricane or cyclone | | |
| 534 | Lightning strike (no fire) | | |
| 535 | Severe weather or natural disaster | | |
| 539 | Adverse weather or natural disaster not classified above | | 2010 |
| 530 | Adverse weather or natural disaster; insufficient information to classify further | | |

SUBDIVISION 54

| OTHER ASSISTS | | START DATE | END DATE |
|----------------|--|---------------|-------------|
| CODES | EVENT | | |
| 541 | Lock-out (if lock-in, use 331) Moved to 332 | | 2010 |
| 542 | Animal rescue- Moved to 301 | | 2010 |
| 543 | Public service- Use 509. | | 2010 |
| 544 | Telecommunication lines down (including cable TV, telephone and alike) | 2011 | |

SUBDIVISION 50

| SERVICE CALLS: OTHER | | START DATE | END DATE |
|----------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 501 | Defective elevator – no occupants | 2010 | |
| 509 | Other service call not classified above | | |
| 500 | Other service call; insufficient information to classify further | | |

**DIVISION 6
GOOD INTENT CALLS**

SUBDIVISION 61

| LOCATION RELATED | | START DATE | END DATE |
|------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 611 | Wrong location | | |
| 612 | Vicinity alarm (incident in other location) <i>Included are separate locations reported for an actual fire</i> | | |

SUBDIVISION 62

| INVESTIGATIONS | | START DATE | END DATE |
|----------------|--|---------------|-------------|
| CODES | EVENT | | |
| 621 | Smoke scare, odour of smoke | | |
| 622 | Steam vapour, fog or dust thought to be smoke | | |
| 623 | Audible warning sound – no evidence of fire - <i>including burglar alarm, or standalone residential fire alarm ringing.</i> | | |
| 624 | Controlled burning. <i>Included are fires where, burning is authorised and under control.</i> | | |
| 625 | Barbecue, Hangi-Hangi, Smoker – <i>Any form of controlled fire being used for cooking purposes.</i> | | |
| 626 | Burglar alarm ringing | | 2004 |
| 627 | Suspicious package / substance scare | 2006 | |
| 628 | Bomb scare – no bomb, including parcel resembling bomb | 2006 | |

SUBDIVISION 60

| GOOD INTENT CALL OTHER | | START DATE | END DATE |
|------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 609 | Good Intent call not classified above | | |
| 600 | Good Intent call; insufficient information to classify further | | |

DIVISION 7 FALSE ALARMS AND FALSE CALLS

SUBDIVISION 71

| MALICIOUS/MISCHIEVOUS FALSE CALLS | | START DATE | END DATE |
|-----------------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 711 | Malicious, mischievous false calls | | |
| 712 | Malicious activation of Manual Call Point (MCP) | 2002 | 2004 |
| 713 | Malicious false call to supposed incident—grass fire, MVA | 2002 | 2004 |

SUBDIVISION 72 ~~Bomb Scares [QFRS RETIRED]~~

| BOMB SCARES | | START DATE | END DATE |
|------------------------|--|---------------------------|-------------------------|
| CODES | EVENT | | |
| 721 | Bomb scare—no bomb. Including parcel resembling bomb Moved to 628 | | 2006 |

SUBDIVISION 73

| ALARM SYSTEM SUSPECTED MALFUNCTIONS | | START DATE | END DATE |
|-------------------------------------|---|---------------|-------------|
| CODES | EVENT | | |
| 731 | Detector suspected malfunction [includes Smoke, Thermal, Sprinkler or MCPs] | | |
| 732 | Smoke detector malfunction—defective equipment | | 2004 |
| 733 | Heat detector malfunction—defective equipment | | 2004 |
| 734 | Sprinkler suspected malfunction including water pressure fluctuations and equipment [FFE, ADT, Tyco] | | 2001 |
| 735 | Smoke Detector suspected malfunction—privately monitored | | 2001 |
| 736 | Heat detector suspected malfunction—privately monitored | | 2001 |
| 737 | Fire indicator panel in normal condition on arrival [including panel reset] | | |
| 738 | Alarm system suspected malfunction – fault in wiring, alarm panel, inadequate maintenance | | |
| 739 | Attending Officer unable to locate detector indicated by the fire alarm panel | 2001 | |
| 730 | Sprinkler suspected malfunction—including water pressure fluctuation & equipment | | 2004 |



Note: Using Method of Notification [A9], Agency/Person Raising Alarm [A10], Type of Incident [A23] and Type of Detector [B5] together will uniquely or unambiguously identify all Detector malfunctions

SUBDIVISION 74

Local alarm system malfunction [QFRS RETIRED]

| LOCAL ALARM SYSTEM MALFUNCTION | | START DATE | END DATE |
|--------------------------------|---|------------|----------|
| CODES | EVENT | | |
| 741 | Sprinkler malfunction — local | | 2003 |
| 742 | Smoke detector malfunction — local | | 2003 |
| 743 | Heat detector malfunction — local | | 2001 |
| 744 | Gas detector malfunction (carbon monoxide) — local | | 2000 |
| 745 | False alarms initiated from a private security firm — domestic premises | | 2000 |
| 746 | False alarms initiated from a private security firm — commercial premises | | 2000 |

SUBDIVISION 75

| SIMULATED CONDITIONS – NO FIRE | | START DATE | END DATE |
|--------------------------------|--|------------|----------|
| CODES | EVENT | | |
| 751 | Detector operated; - no fire - smoke from other location, beyond control of owner/occupier [including bushfire, BBQ, gardening equipment etc.] | | |
| 752 | Heat detector operated — no fire | | 2002 |
| 753 | Gas detector (carbon monoxide) operated — no fire — no monoxide detected | | 2002 |
| 754 | Detector operated - no fire - internal/within same floor/ compartment/ smoke/heat | 2012 | |
| 755 | Detector operated - no fire - external/ not within same floor/ compartment/ smoke/ heat | 2012 | |
| 756 | Detector operated by cooking fumes – toast or foodstuffs etc | | |
| 757 | Cooking fumes — burnt toast or foodstuffs — not within designated cooking area | | 2004 |
| 758 | Detector operated – caused by incense, candles, sparklers, smoke machine etc | | |
| 759 | Detector operated – no fire; caused by simulated conditions not classified elsewhere | | |



Note: Code 751 should include alarm activations that are a result of external factors.

SUBDIVISION 76

| UNWANTED ALARMS – NOT INVOLVING A SUSPECT MALFUNCTION | | START DATE | END DATE |
|---|---|------------|----------|
| CODES | EVENT | | |
| 761 | Unintentional alarm – good intent | | 2004 |
| 762 | Accidental operation of alarm including Manual Call Point [use Code 765 for activities by workmen/occupiers where there was accidental operation of an alarm] | | |
| 763 | Failure to notify of test | | |
| 764 | Incorrect test by service company personnel | | |
| 765 | Alarm activation due to workmen/occupier activities | | |
| 766 | Alarm activation due to poor building maintenance such as dust, cobwebs, insects and storm water | | |
| 767 | Alarm activation due to aerosol, hair spray or insecticides | | |
| 768 | Alarm activation due to steam, sauna, steam room | | |
| 769 | Unintentional alarm – Not involving a malfunction: not classified above | | 2004 |
| 760 | Unintentional alarm – Not involving a malfunction; insufficient information to classify further | | 2004 |



Note: Code 762 Accidental operation of alarm will require supportive comments. Use Code 762 to record accidental activation of MCPs. Use Code 711 for alleged malicious activations of MCPs or Detectors.

SUBDIVISION 77

| MONITORED ALARM SYSTEM – FIRE INDICATOR PANEL | | START DATE | END DATE |
|---|---|------------|----------|
| CODES | EVENT | | |
| 771 | Fire Indicator Panel not activated. ASE not activated. | 2010 | 2010 |
| 772 | Fire Indicator Panel activated. Alarm Signalling Equipment or PPU not activated | | |
| 773 | Fire Indicator Panel not activated. Alarm Signalling Equipment or PPU activated | | |
| 779 | Fire Indicator Panel. Not classified above | 2010 | 2010 |
| 770 | Fire Indicator Panel, insufficient information to classify further | 2010 | 2010 |



Note: If alarm activation related to FIP upon arrival use the above codes.

SUBDIVISION 70

| ALARMS AND CALLS: OTHER | | START DATE | END DATE |
|-------------------------|---|------------|----------|
| CODES | EVENT | | |
| 701 | Alarm operated as a result of external factors — remote to the premises | 2001 | 2004 |
| 702 | Alarm operated due to extreme weather condition – storm conditions, lightning, thunder | | |
| 703 | Alarm operated due to normal weather condition — open windows/doors — avoidable | 2001 | 2010 |
| 706 | Council or water supply authority causes pressure surge through mains system | | |
| 707 | Alarm operated due to power surge/spike from an electrical energy authority | | |
| 708 | Building management reset fire alarm panel prior to QFRS arrival — cause unknown | 2002 | 2004 |
| 709 | False alarm or false call: not classified above | | 2004 |
| 700 | False alarm or false call; i/i to classify further | | 2004 |



Note: Code 707 refers to authorities such as Ergon or Energex.

**DIVISION 9
OTHER SITUATIONS**

SUBDIVISION 92

| DID NOT ARRIVE - CALLED OFF | | START DATE | END DATE |
|-----------------------------|---------------------------------|------------|----------|
| CODES | EVENT | | |
| 921 | Dispatched & cancelled en route | | |

SUBDIVISION 90

| OTHER SITUATIONS | | START DATE | END DATE |
|------------------|---|------------|----------|
| CODES | EVENT | | |
| 901 | Cover assignment, standby at fire station | | |
| 900 | Other Condition | | |

DIVISION 0
Undetermined

SUBDIVISION 00

| UNDETERMINED | | START DATE | END DATE |
|--------------|--|---------------|-------------|
| CODES | EVENT | | |
| 000 | Type of incident undetermined | | |
| 008 | no report detail due to industrial/political action - Office use only. To close reports during <i>sanctioned Fire Calls only</i> | | |

23.4 Computer Entry

Field - numeric

Length - 3

Default - blank

Mandatory field - This field is mandatory for all incidents

Depending on codes entered for Item A23 Type of Incident, the following Blocks as set out in Table A23 may require entry.

Table A23 - Blocks Requiring Entry

| ITEM A23 CODES | BLOCKS |
|--|-----------------------------------|
| DIVISION 1 FIRE AND EXPLOSION | |
| Subdivision 11 | A, B, C, D, E, F, G, H, J, K |
| Subdivision 12 | A, B, C, D, E, F, H |
| Subdivision 13 | A, B, C, D, E, F, H, J |
| Subdivision 14 | A, B, C, D, E, F, H, J |
| Subdivision 15 | A, B, C, D, E, F, H, J |
| Subdivision 16 | A, B, C, D, E, F, G, H |
| Subdivision 17 | A, B, C, D, E, F, G, H |
| Subdivision 18 | A, B, C, D, E, F |
| Subdivision 19 | A, B, C, D, E, F, G, H, J, K |
| Subdivision 10 | A, B, C, D, E, F, G, H, J, K |
| DIVISION 2 OVERPRESSURE RUPTURE | |
| Subdivision 21 | A, B, C, D |
| Subdivision 22 | A, B, D |
| Subdivision 23 | A, B, D |

| DIVISION 3 RESCUE AND EMS | |
|--|------------------------------|
| Subdivision 31 | A, D, J |
| Subdivision 32 | A, D, J |
| Subdivision 33 | A, D |
| Subdivision 34 | A, D |
| Subdivision 35 | A, D, J |
| Subdivision 36 | A, D |
| Subdivision 37 | A, D |
| Subdivision 38 | A, D |
| Subdivision 30 | A, D |
| DIVISION 4 HAZARDOUS CONDITIONS | |
| Subdivision 41 | A, C, D, J |
| Subdivision 42 | A, C, D |
| Subdivision 43 | A, D, J |
| Subdivision 44 | A, C, D, J |
| Subdivision 45 | A, C, D, J |
| Subdivision 46 | A, C, D, J |
| Subdivision 47 | A, C, D, J |
| Subdivision 40 | A, C, D, J |
| DIVISION 5 SERVICE CALLS | |
| Subdivision 51 | A, D |
| Subdivision 52 | A, C, D |
| Subdivision 53 | A, D |
| Subdivision 54 | A, D |
| Subdivision 50 | A, D |
| DIVISION 6 GOOD INTENT CALLS | |
| Subdivision 61 | A, B, D |
| Subdivision 62 | A, B, D |
| Subdivision 60 | A, B, D |
| DIVISION 7 UNWANTED ALARMS ACTIVATIONS AND FALSE CALLS | |
| Subdivision 71 | A, B, D |
| Subdivision 72 | A, B, D |
| Subdivision 73 | A, B, D |
| Subdivision 74 | A, B, D |
| Subdivision 75 | A, B, D |
| Subdivision 76 | A, B, D |
| Subdivision 77 | A, B, D |
| Subdivision 70 | A, B, D |
| DIVISION 9 OTHER SITUATIONS | |
| Subdivision 92 | A, B, D |
| Subdivision 90 | A, B, D |
| DIVISION 0 UNDETERMINED | |
| Subdivision 00 | A, B, C, D, E, F, G, H, J, K |

A24 TYPE OF ACTION TAKEN

24.1 Definition

The **Main/Most Important function** performed by the reporting authority's personnel at the incident site.

24.2 Purpose

To compare the action taken at a given emergency with the type of incident. This is the starting point for analysis of the action(s) required to effectively handle a range of emergency situations encountered by fire services.

24.3 Implementation

Record the **Main/Most Important** function performed by the reporting authority's personnel at the incident site.

Example

A brigade/unit responds to a mobile property crash with people injured and trapped. Upon arrival, it is found that an ambulance unit has released the injured and are in the process of transporting them to hospital. All that is required of the fire service is to remove a fuel spill resulting from the accident.

In this instance, although the type of crash was a rescue, the reporting authority's primary requirement was to remove the hazard of the fuel spill and accordingly would record their action taken as **code 410 Remove Hazard**.

If they had taken part in extricating persons using rescue equipment e.g. "the jaws of life" as well as removing the fuel spill, the action taken would have been recorded as **code 220 Extrication** as this would have been the most significant function at the incident.

In the case of a mobile property crash where there are no apparent injuries but the reporting authority is required to release the occupant of the mobile property, without the need for rescue equipment e.g. "jaws of life", such as release the door, then the action taken would be recorded as **code 210 Rescue, provide assistance, remove from harm** regardless of whether medical assistance is required.

In the case of a mobile property crash where the occupant of a mobile property does not require release but may require some basic medical assistance prior to the arrival of the ambulance, then the action taken would be recorded as **code 231-234 Provide medical assistance, first aid, CPR to those rescued**.

DIVISION 1 EXTINGUISHMENT

SUBDIVISION 1

| EXTINGUISHMENT | | START DATE | END DATE |
|----------------|--|---------------|-------------|
| CODES | EVENT | | |
| 110 | Rescue, ventilate, extinguish, salvage and overhaul | | |
| 120 | Ventilate, extinguish, salvage and overhaul | | |
| 130 | Extinguish, salvage and overhaul | | |
| 140 | Salvage and overhaul | | |
| 150 | Extinguish | | |
| 160 | Smoke removal | | |
| 170 | Establish fire trails, breaks, back burning | | |
| 190 | Extinguishment not classified above | | |
| 100 | Extinguishment; insufficient information to classify further | | |

DIVISION 2 HUMAN RESCUE OR ASSISTANCE

SUBDIVISION 2

| RESCUE OR ASSISTANCE | | START DATE | END DATE |
|----------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 210 | Rescue, provide assistance, remove from harm. <i>Assist persons after an accident or fall (general) description – use 231- 240 for specific action</i> | | |
| 220 | Extrication, disentanglement. <i>Persons trapped - May include providing medical assistance, first aid, CPR, to those rescued</i> | | |
| 230 | Provide medical assistance, first aid, CPR to those rescued | | 2010 |
| 231 | Provide medical assistance with CPR/EAR | 2010 | |
| 232 | Provide medical assistance with oxygen therapy | 2010 | |
| 233 | Provide medical assistance with first aid | 2010 | |
| 234 | Provide medical assistance not classified above | 2010 | |
| 240 | Provide person-power | | |
| 250 | Search | | |
| 260 | Transport (<i>provide transport or driver for injured persons</i>) | | |
| 270 | Forcible entry. <i>Excluded are non-forcible entries (530)</i> | | |
| 280 | Provide patient care (if assistance only use 68) | | 2010 |
| 290 | Rescue not classified above | | 2010 |
| 200 | Rescue, insufficient information to classify further | | 2010 |

DIVISION 3 INVESTIGATION ONLY

SUBDIVISION 3

| INVESTIGATION ONLY | | START DATE | END DATE |
|--------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 310 | Investigation Only | | |
| 320 | Atmospheric Monitoring | 2010 | |
| 330 | Rapid Damage / Impact Assessment (<i>Major Event Data</i>) | 2013 | |

DIVISION 4 REMOVING HAZARD



Note: *Table C13 Primary Action Taken* provides a more comprehensive list for the primary action taken in relation to the handling of the hazardous material.

SUBDIVISION 4

| REMOVING HAZARD | | START DATE | END DATE |
|-----------------|--|---------------|-------------|
| CODES | EVENT | | |
| 410 | Remove hazard. <i>Included is neutralising a hazardous material condition e.g. shutting off power, containing a spill, making safe a hazardous material incident, or removing a dangerous situation. (Includes "potentially" dangerous situations)</i> | | |
| 430 | Evacuation | | |
| 480 | Stabilisation of damaged structures including shoring and cribbing | 2010 | |
| 490 | Remove hazard not classified above | | 2010 |
| 400 | Remove hazard; insufficient information to classify further | | |

DIVISION 5 SERVICE

SUBDIVISION 5

| SERVICE | | START DATE | END DATE |
|----------------|--|---------------|-------------|
| CODES | EVENT | | |
| 510 | Assist invalids | | |
| 520 | Secure property | | |
| 530 | Gain entry | | |
| 540 | Water removal | | |
| 550 | Restore sprinkler system | | 2004 |
| 560 | Restore detector or sprinkler system <i>(return detector/alarm etc to same state as it was prior to this incident/activation)</i> | | |
| 570 | Assist animal. <i>Included are capturing, removing and rescuing animals</i> | | |
| 580 | System/Area/Zone/Detector isolated or shut off <i>(you isolated the activated Detector/area/zone/system – the premises now has less fire protection)</i> | | |
| 590 | Service not classified above | | |
| 500 | Service; insufficient information to classify further | | |

DIVISION 6 OTHER SERVICE

SUBDIVISION 6

| OTHER SERVICE | | START DATE | END DATE |
|----------------|--|---------------|-------------|
| CODES | EVENT | | |
| 610 | Crowd control | | |
| 620 | Traffic control | | |
| 630 | Notify other agencies e.g. police, ambulance, other fire services | | |
| 640 | Provide public or media information | | |
| 650 | Hose down, wash away | | |
| 680 | Assist ambulance personnel | 2010 | |
| 690 | Other service not classified above | | 2010 |
| 600 | Other service; insufficient information to classify further | | 2010 |

**DIVISION 7
CALLED OFF**

SUBDIVISION 7

| CALLED OFF | | START DATE | END DATE |
|------------|---------------------------------|---------------|-------------|
| CODES | EVENT | | |
| 710 | Called off en route to incident | | |

**DIVISION 8
STANDBY, COVER ASSIGNMENT**

SUBDIVISION 8

| STANDBY, COVER ASSIGNMENT | | START DATE | END DATE |
|---------------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 810 | Standby at fire station, mobilise | | |
| 820 | Standby at strategic location | | |
| 830 | Standby at incident, fire duty, fire watch | | |
| 840 | Standby provide fire protection | | |
| 890 | Cover assignment not classified above | | |
| 800 | Cover assignment; insufficient information to classify further | | |

**DIVISION 9
OTHER ACTION TAKEN**

SUBDIVISION 9

| OTHER ACTION TAKEN | | START DATE | END DATE |
|--------------------|--|---------------|-------------|
| CODES | EVENT | | |
| 910 | Code, regulation enforcement | | |
| 920 | Refer to proper authority | | |
| 990 | Type of action taken not classified above | | |
| 900 | Type of action taken; insufficient information to classify further | | 2010 |

DIVISION 0 UNDETERMINED OR NOT REPORTED

SUBDIVISION 0

| UNDETERMINED OR NOT REPORTED | | START DATE | END DATE |
|------------------------------|---|---------------|-------------|
| CODES | EVENT | | |
| 000 | Type of action taken undetermined or not reported | | 2010 |
| 010 | Type of action taken not reported due to Industrial /Political action - <i>Office use only. To close reports during sanctioned Fire Calls only periods.</i> | 2013 | |

24.4 Computer Entry

Field - numeric

Length - 3

Default - blank

Mandatory field - This field is mandatory for all incidents



Note: the AFAC standard for A24 codes is 2 digits therefore QFRS will need to reverse engineer codes in providing the AFAC national database extraction.

EVENT TIMES (A25 – A28)

The following Items provide the times of the incident control and when Fire Service involvement has ceased. When combined with other event times, elapsed time records can be generated.



Note: dates and times are combined in the OMS application but are provided as per the AFAC specification for national reporting.

A25 CONTROL OR STOP DATE

25.1 Definition

The date that the OIC declares the incident to be under control and no further response of emergency units are required. In the case of a fire, where it is no longer spreading or is contained.

25.2 Implementation

The Control or Stop Date **must be recorded** for all incidents by the Reporting Officer.

25.3 Computer Entry

Field - date, dd/mm/yyyy

Length - 10

Default to **Date of Call**, field is automatically populated in OMS.

Mandatory field - field is mandatory for all incidents however, entry is not required as field is automatically populated in OMS.



Note: dd/mm/yyyy format

A26 CONTROL OR STOP TIME

26.1 Definition

The time that the officer in charge declares the incident to be under control and no further response of emergency units are required. In the case of a fire, where it is no longer spreading and is contained.

26.2 Implementation

Record the time using the 24 hour clock (00:00:00 – 23:59:59).

26.3 Computer Entry

Field - numeric, hh:mm:ss

Length - 8

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.



Note: Must be => Alarm Time unless Stop Date is greater than Alarm Date. Must be < 24:00:00.

A27 DUTIES COMPLETED DATE

27.1 Definition

The date on which the reporting authority's involvement at the incident is terminated.

27.2 Implementation

The Control or Stop Date **must be recorded** for all incidents by the Reporting Officer.

27.3 Computer Entry

Field - date, dd/mm/yyyy

Length - 10

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.



Note: dd/mm/yyyy format



Note: Default to Control or Stop Date when there is no entry e.g. Code 40.

A28 DUTIES COMPLETED TIME

28.1 Definition

The time at which the reporting authority involvement at the incident is terminated. In the case of a fire duty, this may be some time after firefighting operations have ceased.

28.2 Implementation

Record the time using the 24 hour clock (00:00:00 – 23:59:59).

28.3 Computer Entry

Field - numeric, hh:mm:ss

Length - 8

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

PEAK RESOURCES EMPLOYED (A29, A30)

The following items allow for the recording of the number of fire service personnel attending the incident and the number and type of appliances and other equipment used.

Purpose

To assess the personnel, appliance and equipment requirements according to the nature and severity of incidents. This assists in determining appropriate deployment of personnel and equipment and is also useful for maintenance scheduling and indicating future appliance and equipment needs.

Implementation

Items **A29** to **A30** refer to **peak numbers**, that is the maximum number of personnel and appliances engaged at the incident at any one time.



Note: Appliances that replace others withdrawn from the incident should not be counted and likewise, the temporary increase in staff occurring when a change of shift is required at the incident scene are not included.

A29 PEAK NUMBER OF FIRE PERSONNEL AT SCENE

29.1 Definition

The peak number of fire service personnel from the reporting authority, at any one time, engaged in handling and controlling the incident at the scene.

29.2 Implementation

Record the peak number of fire service personnel actually engaged at the scene. Temporary increases in personnel created by changes of shift are not to be included.

To be engaged at the scene, personnel must perform some operational function; this may include, but is not limited to, laying hose, operating pumps, salvage work, search and rescue, investigation and supervision.



Note: Personnel present for observation purposes only are not to be included.

29.3 Computer Entry

Field - numeric

Length - 3

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

A30 PEAK NUMBER OF VEHICLES USED (INCLUDING SECTIONS A31, A32, A33, A34)

30.1 Definition

The maximum number of fire service vehicles used at the incident, at any one time.

30.2 Implementation

Record the peak number of fire service vehicles at the incident. Included are all types of vehicles e.g. pumpers, aerials, specialised vehicles, aircraft, volunteer or retained vehicles that go to the incident ground.

30.3 Computer Entry

Field - numeric

Length - 3

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

~~A31 PEAK NUMBER OF AERIALS USED [QFRS RETIRED]~~

~~31.1 Definition~~

~~The maximum number of fire service aerial appliances used in an aerial role at the incident at any one time.~~

~~31.2 Implementation~~

~~Record the peak number of fire service aerial appliances actually used in an aerial role at the incident. Aerial appliances that perform the functions of a pumper and do not use their aerial apparatus are to be counted with **Peak Number of Pumpers**. Aerial appliances include rescue monitors, ladders and hydraulic platforms.~~

~~31.3 Computer Entry~~

~~Field - numeric~~

~~Length - 3~~

A32 PEAK NUMBER OF SPECIALISED VEHICLES USED — [QFRS RETIRED]**32.1 Definition**

The maximum number of fire service specialised appliances and vehicles that are used in their specific role at the incident.

32.2 Implementation

Record the peak number of specialised appliances and vehicles (not counted above) that are used in their specific role at the incident. Specialised appliances and vehicles include water tankers, salvage units, breathing apparatus units, lighting vehicles, fire command vehicles (include Incident Commander's vehicle if used as a command/communications post), canteens, HazMat units etc.

The Reporting Authority could subdivide this Item to include:

- number of pumper tanker/slipon (3000 L plus) used;
- number of pumper tanker/slipon (1000 - 3000 L) used;
- number of pumper tanker/slipon (less than 1000 L plus) used;
- number of mobile canteens or kitchens used; and
- number of all terrain vehicles used.

32.3 Computer Entry

Field — numeric
Length — 3

A33 PEAK NUMBER OF AIRCRAFT USED — [QFRS RETIRED]**33.1 Definition**

Aircraft include fixed wing and rotary that are used for transporting, spotting, surveillance and delivery of extinguishing agents.

33.2 Implementation

Record the maximum number of aircraft involved at any one time.

The Reporting Authority could subdivide this Item to include:

- number of fixed wing aircraft used for observation;
- number of fixed wing aircraft used for transport;
- number of fixed wing aircraft used for firebombing;
- number of fixed wing aircraft used for aerial ignition;
- number of helicopters used for observation;
- number of helicopters used for transport;
- number of helicopters used for firebombing; and
- number of helicopters used for aerial ignition.

33.3 Computer Entry

Field — numeric
Length — 3

~~A34 THE NUMBER OF OTHER VEHICLES DISPATCHED~~ [QFRS RETIRED]

~~34.1 Definition~~

~~The number of other appliances and vehicles dispatched to the incident not counted above. Include volunteer or retained firefighter vehicles that go to the incident ground.~~

~~34.2 Implementation~~

~~This Item provides the number of other appliances and vehicles dispatched to the incident not counted in **A30**, **A31**, **A32**, **A33**, and includes those that were either recalled or not used at the incident. Included are pumpers and other appliances used only to transport crews to the incident.~~

~~The Reporting Authority could subdivide this Item to include:~~

- ~~• number of earth moving equipment used;~~
- ~~• number of lifting equipment used;~~
- ~~• number of tanker vehicles not owned by the Authority; and~~
- ~~• number of volunteer or retained firefighter vehicles that go to the incident scene.~~

~~34.3 Computer Entry~~

~~Field — numeric~~

~~Length — 3~~

A35 MUTUAL AID

35.1 Definition

This item indicates if assistance is received **from** or given **to another statutory fire authority**.

35.2 Purpose

This information is used to study the response levels necessary to control various fire and other emergency situations. The frequency of assistance required or given in different areas can assist in determining the adequacy of resources in these areas. It also assists in distinguishing individual incidents reported by more than one reporting authority during national processing.

35.3 Implementation

Table A35 details the codes for assistance received **from** or given **to** another statutory fire authority. Choose the appropriate code from the table and complete the entry.

Table A35 - Assistance Codes

| CODES | EVENT |
|--------------|-------------------------|
| 1 | Mutual aid received |
| 2 | Mutual aid given |
| 3 | No mutual aid |
| 0 | Mutual aid undetermined |



Note: When A11_Jurisdiction = 1, A35 cannot be 2. When A11_Jurisdiction = 2, A35 must equal 2.

35.4 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is mandatory for all incidents

A36 WEATHER CONDITIONS

36.1 Definition

The weather conditions prevailing at the time of the incident.

36.2 Purpose

Weather is often a factor in the initiation and promotion of fires and other incidents and can hamper the efforts of fire services and other emergency services.

By studying the types of weather conditions prevailing when various types of incidents occur, assessments can be made of the influence certain weather patterns have on the frequency and type of incidents and the response and control actions of fire services.

36.3 Implementation

Where more than one condition exists, record the most significant condition.

Table A36 details the codes for different weather conditions. Choose the appropriate code from the table and complete the entry.

Table A36 - Weather Codes

| CODES | EVENT |
|--------------|----------------------|
| 1 | Clear |
| 2 | Cloudy |
| 3 | Rain |
| 4 | Snow, sleet |
| 5 | Hail |
| 6 | Electrical storm |
| 7 | Fog, mist |
| 8 | High winds |
| 9 | Not classified above |
| 0 | Weather undetermined |

36.4 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is mandatory for all incidents

A37 DELAYED ARRIVAL

37.1 Definition

An event or situation occurring between alarm time and arrival time that delays the response of the reporting brigade.

37.2 Purpose

This item will identify the various factors that cause delays in response so that action may be taken, where possible, to lessen their occurrence. It also identifies those reports that should be removed from any aggregation used to produce response information.

37.3 Implementation

If no delay experienced, use **code 08 No delay experience/Not applicable**. Table A37 details the codes for an event or situation occurring between alarm time and arrival time that delays the response of the reporting brigade. Choose the appropriate code from the table and complete the entry.

Table A37 - Delay Codes

| CODES | Event |
|--------------|---|
| 08 | No delay experienced/ Not applicable |
| 11 | Appliance at other location. <i>Includes brigades out on exercises, inspections, drills etc</i> |
| 12 | Appliance attending another call |
| 13 | Appliance failure. <i>Includes mechanical failure, flat battery</i> |
| 21 | Delayed attendance of retained/ volunteer staff |
| 41 | Call not properly transmitted or received |
| 42 | Delay in dispatch due to communication centre issues. <i>Included are Evacuation to BCP site, Communication Centre computer system failure, Incorrect dispatching process</i> |
| 51 | Traffic delay en route. <i>Included are delays at rail crossings, traffic congestion, street closures, appliance involved in accident</i> |
| 61 | Difficulty locating incident. Due to wrong address or insufficient call information or other reasons |
| 71 | Weather. Severe weather conditions, including flooding |
| 91 | Due to initial response by other agency or brigade |
| 92 | Due to distance travelled |
| 93 | Due to appliance attending Code30 |
| 94 | Code 40 – called off en route |
| 99 | Delayed arrival not classified above |
| 90 | Delayed arrival; insufficient information to classify further |
| 00 | Delayed arrival undetermined |



Note: Codes 91, 92, 93 and 94 are only used by QFRS.

37.4 Computer Entry

Field - numeric

Length - 2

Default - blank

Mandatory Field - This field is mandatory for all incidents

A38 PLATOON/SHIFT ON DUTY

38.1 Definition

The platoon or shift on duty at the time of alarm.

38.2 Purpose

This identifies the shift on duty where permanent crews work a rotating roster.

38.3 Implementation

The method of identifying the shift is at the discretion of the reporting authority. It must be only one character, either alpha or numeric.

38.4 Computer Entry

Field - alpha/numeric

Length - 1

Default - no default value is required as this field does not exist in the OMS application

Mandatory field - this field is mandatory for all urban incidents however, entry is not required as field is automatically populated in the Fire Data Warehouse.



Note: A mapping exists between the OMS shifts and the single digit codes required for reporting to AFAC.

A39 BREATHING APPARATUS USED

39.1 Purpose

This information measures the demand for this equipment at various incidents attended.

39.2 Implementation

Record the total number of Breathing Apparatus used by the reporting authority for the duration of the incident. Sets that are serviced and re-used are only counted once.

39.3 Computer Entry

Field - numeric

Length - 2

Default - blank

Mandatory field - this field is mandatory for all incidents.

~~A40 OXYGEN (CLOSED CIRCUIT) BREATHING APPARATUS USED [QFRS RETIRED]~~

~~40.1 Purpose~~

~~This information measures the demand for this equipment at various incidents attended.~~

~~40.2 Implementation~~

~~Record the total oxygen sets used by the Reporting Authority for the duration of the incident. Sets that are serviced and re-used are only counted once in **A39** and **A40**. Cylinders that are refilled and used again should be counted each time they are used in **A41**.~~

~~A41 ADDITIONAL CYLINDERS USED [QFRS RETIRED]~~

~~41.1 Purpose~~

~~This information measures the demand for this equipment at various incidents attended.~~

41.2 Implementation

Record the total number of additional cylinders used by the Reporting Authority for the duration of the incident. Cylinders that are refilled and used again should be counted each time they are used in **A41**.

A42 PROBLEMS ENCOUNTERED**42.1 Definition**

A coded description of difficulties/obstacles encountered by the fire service after arrival at the incident.

42.2 Implementation

Record the most significant difficulty/obstacle for the fire service in handling the incident. Table A42 details the codes for difficulties/obstacles encountered. Choose the appropriate code from the table and complete the entry.

Table A42 - Difficulty/Obstacle Codes

| CODES | EVENT |
|--|---|
| DIVISION 1 LACK OF CO-OPERATION | |
| 11 | Lack of co-operation from owner/occupier/driver |
| DIVISION 2 LACK OF ON-SCENE INFORMATION BECAUSE OF: | |
| 21 | Non attendance of company management/expert |
| 22 | Non attendance of support agency |
| 23 | Delayed attendance of support agency |
| 24 | Delay in relaying information to the scene |
| 25 | Communication problems, such as language, verbal problems |
| 26 | Inadequate or poor technical advice |
| 27 | Absence of required documentation e.g. manifest |
| 29 | Lack of on-scene information not classified above |
| 20 | Lack of on-scene information insufficient information to classify further |
| DIVISION 3 LACK OF WATER | |
| 30 | Lack of water; insufficient information available to classify further |
| DIVISION 4 LACK OF CHANGE FACILITIES | |
| 40 | Lack of change and ablution, decontamination facilities; insufficient information available to classify further |
| DIVISION 5 POOR RADIO/OTHER COMMUNICATIONS | |
| 51 | Radio - voice communications |
| 52 | Radio - data communications |
| 59 | Poor radio/other communications not classified above |
| 50 | Poor radio/other communications insufficient information to classify further |
| DIVISION 6 EQUIPMENT PROBLEM | |
| 61 | Inadequate equipment |
| 62 | Insufficient equipment, foam stocks, neutralising agents etc. |
| 63 | Equipment failure |
| 64 | Delay in obtaining equipment, foam stocks, neutralising agents etc. |
| 69 | Equipment problem not classified above |

| | |
|--|--|
| 60 | Equipment problems; insufficient information to classify further |
| DIVISION 7 RESPONSE PROBLEMS | |
| 71 | Insufficient information given to emergency response authority |
| 72 | Inadequate response procedures |
| 73 | Inadequate first response |
| 74 | Insufficient manpower responded |
| 75 | Difficulty gaining access to incident scene. Included are problems of no access roads, locked gates and difficult terrain. |
| 79 | Response problems not classified above |
| 70 | Response problems; insufficient information to classify further |
| DIVISION 9 OTHER PROBLEMS NOT CLASSIFIED ABOVE | |
| 99 | Other problems not classified above |
| 90 | Other problems; insufficient information available to classify further |
| DIVISION 0 UNDETERMINED, NOT REPORTED OR NOT APPLICABLE | |
| 08 | No problems encountered |
| 00 | Problems encountered during incident undetermined |

42.3 Computer Entry

Field - numeric

Length - 2

Default - blank

Mandatory Field - This field is mandatory for all incidents

PARTICULARS OF ATTENDANCE OF REPORTING AUTHORITY (A43 - A55)

The following items identify all brigades/units, appliances/vehicles dispatched or ordered on to the incident and includes their staff, the time dispatched, time mobile, time of arrival, time of return to service and the kilometres travelled from their station or dispatch point to the incident scene.

Purpose

This information is useful in measuring response patterns and the effectiveness of station siting and deployment of special resources.

Implementation

Items **A43** to **A55** are required for all of the reporting authority's brigade/units and appliances attending the incident - including the reporting brigade/unit. Entries are to be made column by column for each appliance and crew with the reporting brigade's attendances entered first. Where a brigade/unit or appliance is dispatched to the incident but is recalled before arrival, the arrival time is left blank and the kilometres travelled from the station to the point where the call-off was received are recorded. Staff dispatched to the incident are to be counted with the appliance in which they travelled. Fire fighters who proceed to the incident in private vehicles are to be shown on a separate line and the appliance type **coded 53 Private transport**. Staff remaining at the station are not counted here.

Computer Entry

Allow multiple entries for Items **A43** to **A55** in a separate file linked by the incident number (Item **A4** and other primary keys (unique identifiers)).

A43 RESPONDING BRIGADE

43.1 Definition

The brigade/unit to which each of the responding appliances/vehicles and staff are attached.

Use station number for pumpers, aerials and water tankers and the correct CODE for special units and officers.

43.2 Implementation

The reporting authority is responsible for allocating the six (6) digit code to be used here. This should correspond to the code allocated to the brigade identification.

43.3 Computer Entry

Allow multiple entries.

Look-up set of all Stations to be provided by reporting authority.

Field - numeric

Length - 6

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

The **Brigade Identification (A3)** will automatically be inserted as the first responding brigade.

A44 APPLIANCE TYPE

44.1 Definition

The type of appliance or vehicle that responded to the incident.

44.2 Implementation

Use the two digit code for each vehicle or appliance that responded to the incident. Table A44 details the codes for the type of appliance or vehicle. Choose the appropriate code from the table and complete the entry.

Table A44 - Appliance/Vehicle Codes

| CODES | EVENT |
|-------------------|---|
| DIVISION 1 PUMPER | |
| 11 | Urban pumper |
| 12 | Foam pumper |
| 13 | Composite (pumper/tanker with 4WD capabilities) |
| 14 | Water tanker (including 4x4 and 6x4) |
| 15 | Lightweight quick response (2 and 4 WD) |
| 16 | All terrain pumper |
| 17 | Fire float, water borne pumper |

| | |
|---|---|
| 18 | Specialist airport fire pumper |
| 19 | Pumper not classified above |
| 10 | Pumper; insufficient information available to classify further |
| DIVISION 2 AERIAL APPLIANCES | |
| 21 | Turntable ladder |
| 22 | Rescue Monitor e.g. Telesquirt, Skyjet etc |
| 23 | Hydraulic platform (cherry picker style) |
| 29 | Aerial appliance not classified above |
| 20 | Aerial appliance; insufficient information available to classify further |
| DIVISION 3 SPECIAL APPLIANCE | |
| 31 | Salvage |
| 32 | Rescue. Includes Emergency Tender Vehicles |
| 33 | Lighting |
| 34 | Breathing apparatus |
| 35 | HazMat |
| 36 | Command and communication vehicle |
| 39 | Special appliance not classified above |
| 30 | Special appliance; insufficient information available to classify further |
| DIVISION 4 BULK TRANSPORT | |
| 41 | Bulk water tanker. Includes tanker trailers |
| 42 | CO ₂ |
| 43 | Bulk foam tanker |
| 44 | Dry agent |
| 45 | Neutralising agent |
| 49 | Bulk transport not classified above |
| 40 | Bulk transport; insufficient information available to classify further |
| DIVISION 5 PERSONNEL/EQUIPMENT TRANSPORT | |
| 51 | Personnel transporter. Includes buses and tenders |
| 52 | Officer transport. Includes cars and wagons used by senior or specialist personnel |
| 53 | Private transport. Includes firefighters own vehicles used to reach the incident scene |
| 54 | Equipment transporter. Includes trucks, articulated vehicles used to transport gear and equipment to and from the incident site |
| 59 | Transport not classified above |
| 50 | Transport; insufficient information available to classify further |
| DIVISION 6 EARTH MOVING EQUIPMENT | |
| 61 | Large bulldozer (above 150 kW) |
| 62 | Medium bulldozer (60 kW to 150 kW) |
| 63 | Light bulldozer (below 60 kW) |
| 64 | Graders |
| 65 | Front end loaders |
| 66 | Tractors. Included are rubber wheeled tractors |
| 67 | Forest harvesting machines |
| 69 | Earth moving equipment not classified above |
| 60 | Earth moving equipment ; insufficient information available to classify further |
| DIVISION 7 LIFTING EQUIPMENT | |
| 71 | Cranes |
| 72 | Draglines, backloader |

| | |
|---|---|
| 73 | Forklift truck |
| 74 | Elevating platforms |
| 79 | Lifting equipment not classified above |
| 70 | Lifting equipment; insufficient information available to classify further |
| DIVISION 8 AIRCRAFT | |
| 81 | Fixed wing - observation and detection |
| 82 | Fixed wing - transport |
| 83 | Fixed wing - firebombing |
| 84 | Fixed wing - aerial ignition |
| 85 | Helicopter - observation and detection |
| 86 | Helicopter - transport |
| 87 | Helicopter - fire bombing |
| 88 | Helicopter - aerial ignition |
| 89 | Aircraft not classified above |
| 80 | Aircraft; insufficient information available to classify further |
| DIVISION 9 APPLIANCE TYPE NOT CLASSIFIED ABOVE | |
| 91 | Appliance from another service |
| 99 | Appliance type not classified above |
| 90 | Appliance type; insufficient information available to classify further |
| DIVISION 0 APPLIANCE TYPE UNDETERMINED OR NOT REPORTED | |
| 00 | Appliance type undetermined |

44.3 Computer Entry

Allow multiple entry

Field - numeric

Length - 2

Default - blank

Mandatory Field - This field is mandatory for all incidents

A45 APPLIANCE IDENTIFICATION

45.1 Definition

A code allocated by the reporting authority that identifies an appliance or vehicle.

45.2 Purpose

Used by the reporting authority to identify its appliances and vehicles. This can be useful in maintaining fleet management records and provides a vehicle asset register.

45.3 Implementation

The recording of this information is at the discretion of the reporting authority and if required, use the list provided by them for this purpose.

Extra codes for special vehicles are noted in the table below.

Table A45 - Appliance/Vehicle Identification

| CODES | EVENT |
|-------------------|-----------------------------|
| DIVISION 1 | |
| BU**** | Bus |
| VA**** | Van |
| TR**** | Tray Top |
| MC**** | Motorcycle |
| SE**** | Sedan or Station Wagon |
| CR**** | Chemical Response |
| UT**** | Utility |
| BA**** | Breathing Apparatus Vehicle |

45.4 Computer Entry

Allow multiple entry

Field - alpha/numeric

Length - 10

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

A46 STAFF**46.1 Definition**

The number of reporting authority personnel carried by each responding appliance or vehicle.

46.2 Implementation

Record the **number of staff** with each appliance that responded to the incident. Enter the number of staff of the reporting brigade first.

46.3 Computer Entry

Allow multiple entry

Computer should seek verification if number exceeds 6.

Field - numeric

Length - 2

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.



Note: dates and times are combined in the OMS application but are provided as per the AFAC specification for national reporting.

A47 DISPATCH DATE

47.1 Definition

The date on which the reporting brigade/unit is ordered or dispatched to the incident.

47.2 Implementation

This Item is provided by the reporting officer **regardless** of whether **Dispatch Date (A47)** is > **Alarm Date**. Use **dd/mm/yyyy** format.



Note: Accept only valid date.

47.3 Computer Entry

Field - date, dd/mm/yyyy

Length - 10

Default - Alarm Date, field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

A48 DISPATCH TIME

48.1 Definition

The time at which the reporting brigade/unit is ordered or dispatched to the incident.

48.2 Implementation

Where the call is received direct from the public or outside agency by the responding unit, the **Dispatch Time (A48)** will be the same as the **Alarm Time**. Record the time using the 24 hour clock (00:00:00 – 23:59:59).



Note: Dispatch Time must be => Alarm Time unless Dispatch Date is > than Alarm Date. Time fields must be accept >00:00:00.

48.3 Computer Entry

Field - numeric, hh:mm:ss

Length - 8

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS from the ESCAD field Time_First_Unit_Assigned

A49 MOBILE DATE

49.1 Definition

The date on which the reporting brigade/unit leaves the station or if at another location, leaves that location to proceed on to the incident.

49.2 Implementation

This Item is provided by the reporting officer **regardless** of whether **Mobile Date (A45)** is greater than **Dispatch Date (A47)**. Use **dd/mm/yyyy** format.



Note: Accept only valid date.

49.3 Computer Entry

Field - date, dd/mm/yyyy

Length - 10

Default is Dispatch Date, field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

A50 MOBILE TIME

50.1 Definition

The time the reporting brigade/unit leaves the station or if at another location, leaves that location to proceed on to the incident.

50.2 Implementation

Where the incident ends at the station and no appliance is used, such as the case when a *volunteer* brigade/unit's crew respond to the station only to find that the turn-out system has been activated because of a fault or by malicious action or other false call, record the same time as **Dispatch Time (A48)**. Record the time using the 24 hour clock (00:00:00 – 23:59:59).



Note: Mobile Time must be => Dispatch Time unless Mobile Date is > than Dispatch Date. Time fields must not accept > 24:00:00.

50.3 Computer Entry

Field - numeric, hh:mm:ss

Length - 8

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS from the ESCAD field Time_First_Unit_Enroute

A51 ARRIVAL DATE

51.1 Definition

The date of arrival at the incident.

51.2 Implementation

This Item is provided by the Reporting Officer regardless of whether the **Arrival Date (A51)** is greater than **Mobile date (A49)**. Use **dd/mm/yyyy** format.

51.3 Computer Entry

Field - date dd/mm/yyyy

Length - 10

Default is Mobile Date, field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.



Note: Accept only valid date.

A52 ARRIVAL TIME

52.1 Definition

The time each unit arrived at the incident location.

52.2 Implementation

Record the time that each Brigade/unit arrived. Where the incident ends at the station and no appliance is used, such as the case when a *volunteer* brigade/unit's crew respond to the station only to find that the turn-out system has been activated because of a fault or by malicious action. Record the time the first member arrived at the station. Record the time using the 24 hour clock (00:00:00 – 23:59:59).

52.3 Computer Entry

Field - numeric, hh:mm:ss

Length - 8

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS from the ESCAD field Time_First_Unit_Arrived.



Note: Arrival Time must be => Mobile Time unless Arrival Date is > than Mobile Date. Time fields must not accept >24:00:00.

A53 RETURN TO SERVICE DATE

53.1 Definition

The date on which each brigade/unit's equipment is back in service and the appliance is ready to respond to another incident.

53.2 Implementation

This Item is provided by the Reporting Officer regardless of whether the Return to Service is greater than the **Arrival Date (A51)**. Use **dd/mm/yyyy** format.

53.3 Computer Entry

Field - date, dd/mm/yyyy

Length - 10

Default is Arrival Date, field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.

A54 RETURN TO SERVICE TIME

54.1 Definition

The time at which each brigade/unit's equipment is back in service and the appliance is ready to respond to another incident.

54.2 Implementation

Record the time using the 24 hour clock (00:00:00 – 23:59:59).

54.3 Computer Entry

Field - numeric

Length - 8 hh:mm:ss

Default - No default required as field is automatically populated in OMS.

Mandatory Field - This field is mandatory for all incidents but entry is not required as it is automatically populated in OMS.



Note: Must be => Arrival Time unless Returned to service date is > Arrival date. Accept only =< 23:59:59.



Note: Return to Service is NOT Return to Station which is when a Code 50 is given and the brigade/unit has arrived back at station.

A55 KILOMETRE

55.1 Definition

The distance, (**in Kms**), from the Station or dispatch point to the incident or starting point for each responding appliance or vehicle. [**one way only**]

55.2 Implementation

Use whole kilometres only. Record kilometres travelled at time of **call off** if appliance was recalled before arrival. The recording of kilometres travelled should be from either the station to the incident and/or from the point of dispatch to the incident. The total kilometres are to be recorded for the distance travelled **one way only**.

55.5 Computer Entry

Field - numeric

Length - 3

Default - blank

Mandatory Field - This field is mandatory for all incidents

OTHER SERVICES (A56 – A67)

Definition

Other emergency services, utilities and specialist organisations attending the incident.

Purpose

Provides information on the support and deployment of emergency services and other agencies assisting in handling the incident.

Implementation

Specify if the service or agency was notified and present. EPA means an environment protection agency or authority. **Other** allows the Reporting Officer to note the presence of other agencies. Authorities with a need to record other individual agencies should provide a sub-code list under Item **A67** for this purpose or record them separately.

A56 ELECTRICITY

56.1 Implementation

Table A56 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A56 - Electricity Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

56.2 Computer Entry

Field - Numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A57 GAS

57.1 Implementation

Table A57 details the notification codes. Choose the appropriate code from the table and complete the entry.

TABLE A57 - GAS NOTIFICATION CODES

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

57.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A58 WATER

58.1 Implementation

Table A58 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A58 - Water Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

58.2 Computer Entry

Field - Numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A59 POLICE

59.1 Implementation

Table A59 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A59 - Police Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

59.2 Computer Entry

Field - Numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A60 AMBULANCE

60.1 Implementation

Table A60 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A60 - Ambulance Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

60.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A61 STATE EMERGENCY SERVICE (SES)

61.1 Implementation

Table A61 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A61 - SES Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

61.2 Implementation

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A62 OTHER FIRE SERVICE

62.1 Implementation

Table A62 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A62 - Other Fire Service Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

62.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A63 ENVIRONMENTAL PROTECTION AGENCY (EPA)

63.1 Implementation

Table A63 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A63 - EPA Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

63.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A64 VOLUNTEER RESCUE SERVICE (VRS)

Includes volunteer land-based and sea rescue organisations.

64.1 Implementation

Table A64 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A64 - VRS Notification Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

64.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A65 CHARITABLE SUPPORT AGENCIES

For example, the Salvation Army

65.1 Implementation

Table A65 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A65 - Charitable Support Agency Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

65.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A66 GOVERNMENT WELFARE AGENCIES

66.1 Implementation

Table A66 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A66 - Government Welfare Agency Codes

| CODES | EVENT |
|--------------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

66.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A67 OTHER



Note: Specify the name of the agency in the REMARKS section of the incident report form.

67.1 Implementation

Table A67 details the notification codes. Choose the appropriate code from the table and complete the entry.

Table A67 - Other Notification Codes

| CODES | EVENT |
|-------|--|
| 1 | Notified not required to attend |
| 2 | Notified and did not attend |
| 3 | Notified and attended |
| 8 | Not notified |
| 9 | Not classified above |
| 0 | Insufficient information available to classify further |

67.2 Computer Entry

Field - numeric

Length - 1

Default - blank

Mandatory Field - This field is not mandatory

A68 NUMBER OF AUXILIARY FIREFIGHTERS AT STATION

68.1 Definition

The number of auxiliary firefighters who remain at the station and were not dispatched to the incident.

The number of auxiliary firefighters who proceed to the call/incident are to be counted in **A29 Peak Number of Fire Service Personnel** at the scene.

68.2 Implementation

Record the number of auxiliary firefighters who respond to the alarm, arrive at the station and do not proceed to the incident.

Auxiliary firefighters who proceed to the call in brigade or private vehicles will be recorded in Particulars of Attendance from **A43 Responding Brigade** to **A55 Kms.** Should for any reason they not arrive at the incident then all fields from **A43 Responding Brigade** to **A52 Arrival Time** must be completed.

68.3 Computer Entry

Field - numeric
Length - 3
Default - blank
Mandatory Field - This field is not mandatory

A69 FIRE NAME**69.1 Definition**

The name given to a fire by the reporting authority or task force.

69.2 Implementation

Record the name of the fire or major event determined by the reporting authority or task force.

69.3 Computer Entry

Field - alpha
Length - 250
Default - blank
Mandatory Field - This field is not mandatory