

Volunteer Induction Checklist

(To be Completed for all New Members)



New Member Name:		Member ID No:	
Induction Officer:		Date:	
Brigade:			

This form is to be completed as soon as possible but no later than six weeks after a new Member completes their Application Form.

If any section is not applicable, this must be indicated by the Officer or Mentor writing 'N/A' in the appropriate data box.

Description	Date	Initial of Officer
Chain of Command (Explain Roles eg. FCO, Captain, CBFCO, DCBFCO, CESM, Shire Admin)		
Basic Training Required (AIIMS, Intro to Bushfire & Bushfire Firefighting course)		
PPE **Must have completed Basic Training Required above. (Informed about the process of issuing of protective clothing, boots and personal protection equipment)		
Shire of Donnybrook Balingup's Bush Fire Brigade Operational Procedures (Hand over)		
Have been advised of the protocols for speaking to the media (That NO brigade member has delegated authority to speak to the media)		
Introduced to the key personnel of the Brigade (FCO, Captain, Secretary, Lieutenants, Training Officer etc)		
Given a contact list (telephone numbers) of key personnel of the Brigade		
Informed of Brigade call out procedures		
Security of premises		
Confidentiality of information		
Accident Report forms		

Tour Checklist <small>(tick the column upon being shown location or put N/A if not applicable)</small>	Tick or N/A
Administration Office	
Appliances and Equipment	
Car parking facilities	
Designated workshop area	
Entrances / Exits / Fire exits and assembly points	
Fire extinguishers / hose reels / fire alarm points	
First Aid Kits	
Kitchen	
Lecture / Training room/s	
Lockers / Storage space for personal items	
Operations Room	
Radios	
Security System	
Sign in book	
Smoking area	
Stores	
Telephones	
Toilets / Change rooms	
Signed Declaration	
<p>I, _____ confirm that I have been shown and understand all the above items and activities.</p> <p>Signature of Volunteer: _____ Date: _____</p>	
<p>I, _____ confirm that I have shown and explained the above items and activities with the above mentioned Volunteer.</p> <p>Signature of Officer: _____ Date: _____</p>	
<p>Copy Provided to Shire of Donnybrook Balingup: Yes / No Date: / / 20_____</p>	