

Forward information board

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 Owner: **Head of Operational Policy**
 Responsible work team: **Operational Tactics**

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Key point summary

- The forward information board (FIB) is designed to be a portable and easy to use item of equipment for the recording of key information at locations that are remote from the command unit (CU), such as:
 - Bridgehead.
 - Sector command point.
 - Forward command point.
- Whilst the FIB is primarily designed to be used to gather and record information at a forward command point away from the CU, it can also be used flexibly and at the discretion of the incident commander (IC) at any incident. For example, the FIB could be used to supplement the initial command wallet (ICW) for recording a larger and more detailed plan of an incident.
- The FIB can be completed by any member of operational staff. This individual should remain responsible for the FIB until the resolution of the incident or until they are relieved.
- In the event of an investigation the FIB can be preserved as evidence. The IC must make appropriate arrangements to ensure that the templates are passed to investigating officers unaltered.

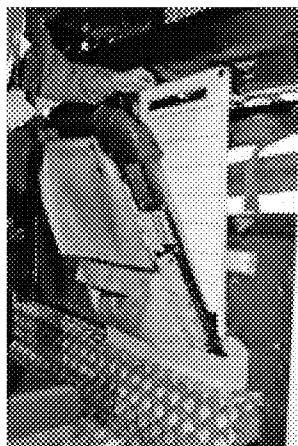
1 Introduction

- 1.1 The forward information board (FIB) is designed to be a portable and easy to use item of equipment for the recording of key information at locations that are remote from the command unit (CU).
- 1.2 The FIB has been designed to support existing LFB operational procedures for the recording of information at operational incidents, including those used on the CUs, as set out in:
 - Policy number 790 - Fire survival guidance calls.
 - Policy number 803 - Search and rescue procedures within structures.

2 Stowage

- 2.1 The FIB is stowed in the crew cab behind the breathing apparatus (BA) entry control board (ECB) and carried on all pump ladders. The restraining strap must be passed through both the ECB and the FIB. Each FIB is supplied with two sets of laminated templates, which is to be carried attached to the FIB on the appliance.

Fig 1



LFB image id: 397039



LFB image id: 397042

- 2.2 Command units will also carry a set of additional spare laminated templates.

3 Description

- 3.1 The FIB is an information recording system which consists of a Perspex back board and two double sided laminated sheets, printed with four templates.
- 3.2 The templates are designed to support the gathering and recording of information at a range of different incident types. The four templates supplied with the FIB are:
- (a) Incident information.
 - (b) Highrise incident record.
 - (c) Incident plan.
 - (d) Casualty information.
- 3.3 See Appendix 1 for images of each template and guidance on how they should be completed.
- 3.4 The laminated sheets are attached with Velcro tabs to the bright yellow Perspex back board which provides rigidity. The board has two carrying handles which allow the FIB to be mounted on a BA ECB support bracket either in a landscape or portrait orientation.
- 3.5 The reverse of each template has been deliberately chosen to ensure that complementary sheets can be used simultaneously. For example the high rise and casualty information templates are on separate sheets so that they can support the same incident without the need to write on the reverse side.

4 Operational use and considerations

- 4.1 The IC must ensure that they have sufficient resources to utilise the FIB, requesting additional resources from control if necessary.
- 4.2 The FIB can be completed by any operational staff, however the complexity of the incident, the ability of the individual and level of supervision should be considered when the role is appointed by the incident or sector commander. The completion and maintenance of the FIB is a significant role and should not be undertaken by individuals with other incident ground responsibilities (e.g. the breathing apparatus entry control officer). This individual should remain responsible for the FIB until the resolution of the incident or until they are relieved.
- 4.3 The FIB should be completed using a chinagraph pencil and reasonable steps should be taken in order to ensure that operationally important information is not lost.
- 4.4 It is important to recognise that information recorded on the FIB, including any updates, are communicated to all relevant personnel. The IC must ensure that a communications strategy is put in place to support this passing of information.
- 4.5 Whilst the FIB is primarily designed to be used to gather and record information at a forward command point that is remote from the CU, it can also be used at any incident and at the discretion of the IC. For example, the FIB could be used to supplement the initial command wallet (ICW) for recording a larger and more detailed plan of an incident.
- 4.6 The portable nature of the FIB means that in the event of conditions at the bridgehead, forward command point or sector command point deteriorating, the FIB and the information it contains can be easily re-located to a safe operating position.

- 4.7 The FIB can provide incident and sector commanders with information that can be used to support briefings to staff and the transfer of information from one officer to another during handovers.
- 4.8 The information recorded on the FIB may be required to support an internal or external investigation of an incident e.g. coroners inquest or accident investigation. Before any information on a FIB is erased the IC or sector commander must consider whether it may be required for investigation purposes and arrange for the templates to be impounded and/or photographed. Advice can be sought from attending senior accident investigator (SAI) or operational review team officers.
- 4.9 In most circumstances where the templates are required to support a PRO or PRC they should be photographed and not impounded.

5 Routine maintenance

- 5.1 The FIB should be checked as part of routine checks to confirm that the FIB is available, undamaged, complete and clean.
- 5.2 The FIB is re-usable and can be cleaned with a dry cloth.
- 5.3 Replacement back boards and laminated templates can be ordered on POMS:
 - (a) Forward information board laminated templates F6183.
 - (b) Forward information board Perspex back board POMs number 2317.

Deliberately left blank

Appendix 1 - Template completion guidance

Time started

The insertion of the time at which the FIB is first used is **mandatory**, regardless of which templates are being used. Time started should be taken from the entry control board (ECB) to ensure consistency. It will greatly enhance the value of information on the templates if that detail can be placed in the context of the overall incident timeline.

Board completed by

This is a **mandatory** field that must be completed to show the name of the person(s) completing the record, regardless of which template is being used.

Incident information board

Station

This field should be completed with the name of the station the person completing is attached to.

Wind direction

This field is optional and is used at the discretion of the IC, should the incident require it. Circle the direction from which the wind is coming.

Sector name

This field is optional and contains the name of the sector, the tactical mode and detail of the sector's command structure.

Hazards

This field allows the sector commander to record hazards in relation to three of the most common potential hazards at incidents. A fourth box allows the recording of any other hazards.

Call sign, relief and location

This field mirrors the detail that can be found on the CU. It can be used to record which appliances are in use and where they are located. It also allows the recording of the appliances that will provide reliefs.

Resources

This field is designed to provide the sector commander with a quick overview on resources availability and use, as well as to plan additional resource requirements so they can be ordered on in a timely fashion.

Sector objectives

This field contains the objectives for the sector that have been set by the incident commander.

Fig 2

INCIDENT INFORMATION

LFB

London Fire Brigade

Time started

Board completed by

Station

Sector name

Tactical mode

☐ Oscar

☐ Delta


Sector commander

Safety officer

Safety officer

BAECO

Wind direction



Hazards and risks

Unaccounted persons

HAZMATs

Environment

Other

Call sign

Relief

Location

Sector objectives

Resources

Available

Used

Casualty information template

This template is the fire survival guidance template which has 15 prompts to be updated as and when information is received. This template can be found on the CU and compliments the form completed at Control. It is important that any updates are shared across all three locations as soon they are received.

Fig3

CASUALTY
INFORMATION

Time started

Board completed by

Police number							
Name of all persons within location							
Location within premises and surroundings							
Conditions within premises (heavy smoke, fire, etc.)							
Position of fire (if known)							
Address to call from (country)							
Priority given by local authority							
Number of persons in location							
Time first received by Control							
Time at fire							
How arrived							
Time reached							
How resolved							
Additional information							

High rise

Incident record

This template can be used in either portrait or landscape orientation dependant on the design and layout of the building.

In portrait position the template can record information for up to 20 floors and nine flats per floor. Each flat is represented by a square divided diagonally in two. The flat number is recorded in the top left-hand section, the bottom right-hand section can be used to record whether the flat is being searched (S), is confirmed clear (C) or a fatality (F) has been located. The call sign of the crew searching the flat should also be added to the bottom right-hand section.

If the premises is greater than 20 floors in height then an additional FIB should be requested and the left hand floor column should be amended accordingly. Equally if there are more than 9 flats per floor then the comment 'S' box on the left can be used to record the searching of additional flats.

Should the premises be wide rather than tall the board can be turned to the landscape position allowing for a maximum of 6 floors and 20 flats/units per floor. The method of coding remains the same.

The right-hand area column allows for the recording of which floors are in the lobby, fire or search sectors. The comments column can be use to record any other relevant information such as whether any rescues have been carried out.

Resources

This section provides the sector commander with an overview of the resources deployed in the sector, it also provides a prompt on the issues that should be considered at the bridgehead of a high rise incident.

Incident plan

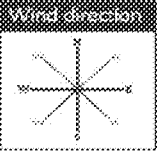
This template consists of a grid of 1 cm squares. The incident plan can be used to draw the scene of any incident or record any additional detail that will assist the IC in successfully resolving that incident.

Fig 5

INCIDENT PLAN

LFB

Wind direction



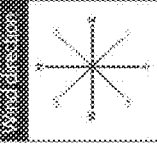
Time started

Board completed by

Time started

Board completed by

Wind direction



Document history

Assessments

An equality or sustainability impact assessment and/or a risk assessment was last completed on:

EIA	05/12/2012	SIA	03/12/2012	RA	01/12/2012
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 3, para 4.2	Small typo updated.	18/01/2013
Page 4, para 5.3 Appendix 1	POMS numbers added. All images replaced with updated versions.	24/01/2013
Page 2 para 2.1	Minor changes have been made to the wording.	26/06/2013
Page 14	'Subjects list' table - template updated.	05/12/2014
Throughout	Reviewed as current with no changes.	19/01/2016

Subject list

You can find this policy under the following subjects.

Fire survival guidance (FSG)	Firefighting
Incident management	Incident command
Incident command/management	Forward command point
Forward information board	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification