



## Summary changes to Joint Standard Operating Procedures/Business Rules September 2019

September 2019

Joint SOP		Version	Changes	Review
Business Rule	Local Mutual Aid Plans – Fire Agencies	1.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>Updated to require LMAPs to be completed by the start of the fire season or 1 October each year</li> <li>JSOP to be moved to a Business Rule</li> </ul>	September 2021
J02.02	Incident Communications Planning	6.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>Responsibilities updated to emphasis the responsibility of the Incident Controller to develop an Incident Communications Plan</li> <li>Extra considerations included for developing an Incident Communications Plan</li> <li>Added requirement for when two or more adjacent ICCs are active, Communications Planners need to be deployed to coordinate communications activities.</li> </ul>	September 2020
J02.03	Incident Management Team – Readiness Arrangements	11.0	<ul style="list-style-type: none"> <li>Expanded to include class 1 severe weather emergencies.</li> <li>New purpose and scope to reflect intent and content of JSOP</li> <li>Procedure re-written to flow better, removed specific references to fire.</li> <li>Schedules have been reordered.</li> <li>Schedule 1 – removed Office from the functional role positions, moved management support into the table. Included a preparedness level.</li> <li>Schedule 2 – removal of Ellinbank ICC and moved into Traralgon ICC footprint</li> <li>Schedule 3 – Inclusion of preparedness levels, minor changes to functional level. Leongatha made a Primary ICC. Removal of Regional Reserve IMT. Dominant fuel type table moved to be part of schedule 3.</li> <li>Schedule 4 – new schedule</li> <li>Schedule 5 – new schedule</li> <li>Schedule 6 – new schedule</li> <li>Schedule 7 – revised to Reserve IMT, purpose to provide surge or next shift readiness capability.</li> </ul>	September 2020
J02.04	Local Knowledge	4.0	<ul style="list-style-type: none"> <li>No change</li> </ul>	August 2016
J02.06	Aviation Resources Readiness	6.0	<ul style="list-style-type: none"> <li>Schedule 7 – Rappel Crew Readiness – aligned to new EBA arrangements</li> <li>Deleted Schedule 8</li> </ul>	September 2021

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J03.02	Incident Naming – Major Emergencies	7.0	<ul style="list-style-type: none"> <li>Added hazard to format of Incident name i.e. <i>Hazard – Widely Known Location – Local Reference</i></li> <li>Added that if additional incidents occur simultaneously that generate the same name will then be numbered</li> <li>Added that after merging of Incidents, any additional incidents generated as a result of the incident will be reported within the larger incident</li> <li>Clarifying the incident name requires the approval of the State Response Controller</li> <li>Clarified who is responsible at each tier for notification of the change of the incident name</li> </ul>	September 2020
J03.03	Incident Action Planning	8.0	<ul style="list-style-type: none"> <li>JSOP edited for better flow</li> <li>Added that IAPs are required for all emergencies, with the level of detail dependent on the stage and complexity of the emergency</li> <li>Added that documented IAPs are required for major emergencies</li> <li>Described what an options analysis should contain</li> <li>Added that the Incident Controller is required to authorize the IAP</li> <li>Added that only one IAP may be current for the control of the incident at any time.</li> </ul>	September 2020
J03.04	Incident Safety Management Functions	7.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>Inserted that the Incident Controller should consider the skill set of personnel undertaking safety roles to preference personnel with relevant hazard experience where possible</li> <li>Clarified that Field Safety Officers may be appointed to operate within Division or Sectors</li> </ul>	September 2022
J03.05			<ul style="list-style-type: none"> <li>Withdrawn</li> </ul>	
J03.06	Incident Briefings	7.0	<ul style="list-style-type: none"> <li>No content change</li> </ul>	September 2021
Business Rule	Requesting and Deploying of Remotely Piloted Aircraft Systems for Class 1 Emergencies	1.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>Inserted DELWP Panel of Providers capabilities into Schedule 1</li> <li>JSOP to be moved to a Business Rule</li> </ul>	September 2021

Joint SOP		Version	Changes	Review
J03.08	Appointment of Regional and Level 3 Incident Controllers	8.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>JSOP Edited for better flow</li> <li>Inserted that the OIC of a non-responder agency or department may provide a list of recommended personnel to undertake the role of Class 1 Regional Controller or Level 3 Incident Controller for Class 1 emergencies.</li> <li>The EMC will be provided with the list of recommended personnel on an annual basis or at the request of the EMC</li> <li>Inserted that IC Level 3 nominees should have undertaken and been recommended for accreditation by the multi-agency accreditation process</li> </ul>	September 2021
J03.09	Resource Request Process	5.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>Inserted that process may be used for biosecurity or marine pollution incidents</li> <li>Inserted that a Strategic Resourcing Plan may be developed with the approval of the State Response Controller for campaign incidents</li> </ul>	September 2022
J03.10	Traffic Management	7.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>JSOP edited for better flow</li> <li>JSOP is to apply to all emergencies</li> <li>Inserted VicRoads as a signatory to the JSOP</li> <li>Clarified legislation that applies to agencies</li> <li>Clarified the requirements of Traffic Management Manager</li> <li>Inserted the requirement to communicate information to VicRoads</li> </ul>	September 2021
J03.11	Red Flag Warnings	7.0	<ul style="list-style-type: none"> <li>No content change</li> </ul>	September 2021
J03.12	Evacuation for Major Emergencies	6.0	<ul style="list-style-type: none"> <li>Minor changes to clarify the language in the JSOP</li> </ul>	September 2020
J03.15	Transfer of Control – IMT relocation	3.0	<ul style="list-style-type: none"> <li>Clarified the scope of the JSOP so it only applies to the transfer of control within the line of control or to another IMT.</li> <li>Confirmed that the JSOP does not apply to the transfer of control between control agencies</li> <li>Added that when changing over roles that it should be managed so that the continuity of key functional roles is maintained.</li> </ul>	September 2020

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J03.16	Significant event notification	3.0	<ul style="list-style-type: none"> <li>No major content change</li> <li>Inserted that the SRC (Class 1 emergencies) or OIC of an agency with control responsibility (Class 2 emergencies) is required to notify the EMC of significant incidents</li> <li>Inserted that the Chief Commissioner of Police is required to notify the EMC of emergencies that are warlike act, act of terrorism, hi-jack, siege or riot where there is a requirement for consequence management.</li> </ul>	September 2021
J03.17	Regional Operations Plan	3.0	<ul style="list-style-type: none"> <li>Changed title to Regional Operations Plan, from Regional Strategic Plan</li> <li>Changed scope to define that the Regional Operations Plan is developed upon request of the SRC or for major emergencies which are complex or requiring collaboration across multiple agencies.</li> <li>Added that during prolonged or campaign incidents the Regional Operations Plan that it is produced weekly and reported on daily.</li> <li>Removed Schedule 2, as a duplication of schedule 1</li> </ul>	September 2020
J03.18	Incident Air Monitoring for Community Health	4.0	<ul style="list-style-type: none"> <li>Inserted VICSES as an applicable agency</li> <li>EPA now responsible for provisions of community warnings and information for air quality incidents not managed by a fire agency</li> </ul>	August 2020
J03.19	Managing significant community exposures to fine particles from smoke	4.0	<ul style="list-style-type: none"> <li>Inserted VICSES as an applicable agency</li> <li>EPA to Provide Air Quality Category health protection messages relevant to the level of smoke impact (as PM<sub>2.5</sub>) to Incident Controller and others</li> <li>EPA to provide community health protection messages and advice</li> </ul>	August 2030
J03.20	Managing significant community exposures to carbon monoxide from smoke	<del>2.0</del>	<ul style="list-style-type: none"> <li>New template</li> <li>Minor editorial changes</li> </ul>	September 2018
J04.01	Public Information and Warnings	12.0	<ul style="list-style-type: none"> <li>Updated to clarify the process for Incident Controllers to reduce the frequency that Emergency Broadcasters read out warnings.</li> <li>Updated to include practical guidance around the use of Emergency Alert, Community Alerting Sirens and VicEmergency hotline.</li> <li>Removed information on the roles and responsibilities of the Public Information Section, this has been inserted in the Emergency Management Public Information and Communications manual.</li> <li>Incorporates information on strategic communication and recovery.</li> </ul>	September 2020

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J08.01	OH&S Incident Reporting and Investigation	8.0	<ul style="list-style-type: none"> <li>Clarified notification process for serious OH&amp;S incidents to include chain of command of agency, line of control and Worksafe</li> <li>Clarified role responsibilities for notification of serious OH&amp;S incidents and instigation of agency protocols for investigation of incidents</li> <li>Clarified that the home agency is responsible for mandatory Worksafe notification and Incident controllers are required to be notified when Worksafe has been notified</li> <li>Clarified that Incident Controllers should ensure a preliminary investigation occurs where possible to support any immediate corrective actions and limit the possibility of further incidents</li> </ul>	September 2022
J08.02	Dynamic Risk Assessment	3.0	<ul style="list-style-type: none"> <li>New template</li> <li>No change</li> </ul>	August 2020
J08.03	Tree Hazard – bushfire response	3.0	<ul style="list-style-type: none"> <li>New template</li> <li>No change</li> </ul>	August 2020
J08.04	Managing Potential Asbestos Exposure	2.0	<ul style="list-style-type: none"> <li>Inserted that at incident where there are persons that may require transport to hospital, the Incident Controller should ensure that early determination of the potential for asbestos containing materials, early decontamination and the early provision of safety and PPE advice to paramedics</li> </ul>	October 2022
J08.05	Health Monitoring	1.0	<ul style="list-style-type: none"> <li>New JSOP</li> <li>Outlines the process for requesting and deploying of health monitoring teams for responders to major emergencies</li> </ul>	June 2019
Business Rule	Bushfire Investigation		<ul style="list-style-type: none"> <li>No Major Content change</li> <li>Changed “Management Agency of Origin” to “Agency of Origin”</li> </ul>	September 2021
J12.01	Real Time Monitoring and Evaluation	8.0	<ul style="list-style-type: none"> <li>JSOP now reflects changes to the Real Time Monitoring and Evaluation program to combine real time performance with real time evaluation.</li> <li>JSOP focusses on activation, deployment and post deployment of Real Time Monitoring and Evaluation Team.</li> </ul>	September 2020