

JOINT SOP	
Title	Incident Management Team (IMT) Readiness Arrangements
Purpose	To outline the process to establish the minimum predetermined level of readiness for Incident Management Teams (IMTs) based on the forecast of severe weather conditions.
Scope	<p>This Joint Standard Operating Procedure (JSOP) provides control arrangements for establishing IMT's for readiness in anticipation of a Class 1 emergency, which is weather driven.</p> <p>The arrangements described in this JSOP are to support decision making and ensure a consistent approach for readiness by the line of control.</p> <p>These readiness arrangements apply regardless whether there are Class 1 emergencies occurring within the ICC footprint.</p> <p>This JSOP outlines the readiness of IMT level and functions allocated to an ICC. The support provided by other agencies to an Incident Controller in an ICC are not within the scope of this JSOP</p> <p>This JSOP does not include the arrangements that control agencies may put in place to manage day to day activities, such as non-major fires, or normal storm response.</p> <p>For bushfire emergencies, all LMAPs in a region should reflect the intent of this JSOP.</p>
Applicable Agencies	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> • CFA • DELWP (FFMVic) • EMV • MFB • VICSES
Content	<p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • ICC facilities, footprints and clusters • Priority locations for IMT resourcing • Resourcing and locating IMTs • Establishing Readiness • Readiness reporting and notification • Deactivating an IMT • Schedule 1 IMT Functional and Preparedness Levels • Schedule 2 ICC Footprint and Clusters - Bushfire • Schedule 3 IMT Readiness Levels – Bushfire • Schedule 4 ICC Footprint and Clusters – Flood and Storm • Schedule 5 IMT Readiness Levels – Storm • Schedule 6 IMT Readiness Levels – Flood • Schedule 7 Reserve IMT

<p>Responsibilities</p>	<p>The Emergency Management Commissioner (EMC) is responsible to ensure that control arrangements are in place to manage emergency response across the state for Class 1 emergencies.</p> <p>The State Response Controller is responsible for:</p> <ul style="list-style-type: none"> • ensuring the line of control is established • directing the location of emergency response resources across the state for Class 1 emergencies and may vary the arrangements in this document if necessary to meet this responsibility • working with Regional Controllers to resolve resource and readiness issues. <p>Regional Controllers are responsible for:</p> <ul style="list-style-type: none"> • establishing and supporting the line of control • implementing the readiness for the ICC for which they are responsible for • ensuring all ICC footprints that meet the readiness triggers have an IMT • distributing IMT resources across the Region according to regional risks and priorities • recording regional IMT readiness resources in Fireweb • raising resourcing and readiness issues in the daily Regional Controller’s teleconference, and providing actions to manage the issues • notifying the State Response Controller when an ICC in the Region is not serviceable and making alternative arrangements for the management of the ICC footprint. <p>Regional Agency Commanders are responsible for:</p> <ul style="list-style-type: none"> • notifying the Regional Controller where an ICC managed by the agency is not serviceable • supporting the Regional Controller by providing IMT resources and facilities to be placed in readiness. • Provide advice and liaison to Regional Controller for the agency represented. <p>State Control Centre Room Manager is responsible for:</p> <ul style="list-style-type: none"> • summarising the reports of the Regional Controllers • providing a summary of state IMT readiness to the State Response Controller.
<p>Definitions</p>	<p>The following definitions apply to this procedure:</p> <p>Fire Danger Index (FDI): A numerical index calculated using weather inputs for both grassland (GFDI) and forest (FFDI) and forecast by the Bureau of Meteorology (BOM).</p> <p>Fire Danger Ratings (FDR): The FDI are categorised into Fire Danger Ratings (FDR), ranging from Low to Code Red.</p> <p>Flood Class Level (FCL) A three tiered classification scheme that defines flooding as minor, moderate or major. The levels are based on standard descriptions of flood effects, historical data and relevant local information, and represent the level at which certain impacts are expected to occur.</p> <p>ICC Cluster A group of neighbouring ICCs within a region</p>

	<p>ICC Footprint A predetermined area of coverage assigned to an ICC.</p> <p>Incident Management Team (IMT): An Incident Controller, supported by a team of people who undertake functional roles, located in an ICC.</p> <p>Major fire and major emergency: As defined in the Emergency Management Act 2013.</p> <p>Primary ICC The main ICC identified within an ICC Cluster.</p> <p>Responder agencies: Country Fire Authority (CFA), Department of Environment Land Water and Planning (DELWP), Metropolitan Fire Brigade (MFB) and Victoria State Emergency Service (VICSES).</p>
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PROCEDURE

ICC facilities, footprints and clusters

1. An IMT placed in readiness will generally manage the hazard within its Incident Control Centre (ICC) footprint area, following the transfer of control from the field. Schedule 2 shows the ICC footprints for Bushfire, Schedule 4 shows the ICC footprints for Storm and Flood.
2. In order to manage risks across the region or resource availability or an unserviceable ICC, an IMT may also be required to manage emergencies in another ICC footprint.
 - 2.1. Generally, the primary ICC in a cluster will assume the readiness for multiple footprint areas.
 - 2.2. A Regional Controller may nominate another ICC to manage multiple footprint areas, based on the location of the highest risk.
3. Due to local risk or resourcing level, an IMT may be required to provide functional assistance to another IMT. Specialist roles (such as Safety Officer, Aircraft Officer, Public Information Officer, Intelligence Officer, Modelling and Predictions, etc) may be shared across IMT or regionally, if required.
4. Where an ICC facility is unserviceable the host agency are required to notify the Regional Controller immediately they become aware.
 - 4.1. The Regional Controller will then notify the State Response Controller and make alternative arrangements for the management of emergencies in the ICC footprint area

Priority locations for IMT resourcing

5. Based on the forecast of severe weather conditions the Emergency Management Commissioner or State Response Controller will establish priority areas for resourcing across the state and will communicate this to Regions through Regional Readiness Teleconference.
6. Regional Controllers will identify priority areas for resourcing across the Region, depending on the risk and the minimum readiness levels as outlined in Schedules 3, 5 and 6.
7. Based on risk the Regional Controller may seek approval from the SRC to alter the minimum IMT readiness as per schedule 1.

Resourcing and locating IMTs

8. For workforce planning purposes the IMT Functional and Preparedness Levels have been determined to provide consistent application of functional roles in readiness.

9. Preparedness levels specified are as follows;
 - 9.1. In Position (I) – all IMT functional roles to be in position in the ICC by the specified time.
 - 9.2. On Call (C) – all IMT functional roles are to be able to present to the ICC within 60 minutes of being notified, by the IC or the RC.
 - 9.2.1. The request for the IMT personnel to attend the ICC can be made by the IC or the RC. This decision will be made based on change in conditions or in response to an incident.
10. Regional Controller (RC) is required to indicate the time in which the IMT needs to start, be that either in position or on call (standby), this decision will be based on the risk in the ICC footprint. Generally, this will 2 hours before the predicted conditions are expected to impact the ICC footprint.
11. The functional roles specified have been determined as the minimum level for the management of an emergency.
 - 11.1. Where two types of functional levels (base, core, full) are specified in the readiness tables in one ICC footprint, only the functional roles that are different to the lower functional level need to be resourced for the higher level.
12. Regional Controllers and agency commanders need to support IMT resourcing in readiness, and are to give resourcing priority to IMT roles to establish and operate the line of control.
13. Where an active ICC has the capacity to manage new emergencies, at least in the initial stages following the transfer of control from the field, the active IMT may be considered for readiness purposes.
14. The Regional Controller may request to vary the actual number, distribution, location and level of IMT, based on the risk and regional priorities. This may include multiple IMTs sharing particular functions or a function being performed at Regional level.
15. The SRC needs to approve all variations to regional IMT readiness arrangements.
16. Where multiple hazards (fire, storm or flood) are forecast for an ICC footprint the IMT readiness is to be set for the highest risk expected on the readiness day. The IMT should include the appropriate hazard functional expertise to support the management of forecast hazards.
17. The SRC may request Regional Controllers to resource Reserve IMT to support regions active in readiness or to provide the next shift capability in response to an incident. The formation, resourcing and deployment of the Reserve IMT is outlined in Schedule 7.

Establishing readiness

18. Regional Controllers are to commence planning at the earliest opportunity based on the weather forecast provided from the severe weather readiness information provided by the Bureau of Meteorology (teleconferences or products)
19. Regional Controllers will record their strategy for placing IMT resources in readiness and list any unresolved issues in Fireweb by 17:00 on the day prior to the readiness day, unless advised otherwise by the State Response Controller.
 - 19.1. The available weather details at 17:00 need to be used to define the readiness levels. Readiness can be updated if subsequent weather forecasts indicate conditions are significantly different to the conditions previously forecast.

Readiness reporting and notification

20. Regional Controllers need to raise issues and resource shortfalls with the State Response Controller as soon as identified, or during the Regional Controller's daily teleconference. The Regional Controller will work with the SRC to resolve identified issues.

21. The State Control Centre Room Manager will summarise the Fireweb resources reports and provide a summary of state readiness to the State Response Controller by 18:00 on the day prior to the readiness day.
22. Once readiness arrangements have been confirmed, the Regional Controller will notify:
 - the Regional Control Team (RCT);
 - the Regional Emergency Management Team (REMT), and;
 - advise on meeting and participation requirements.

Deactivating an IMT

23. Where the actual conditions are less than the forecast conditions and trending downwards, the Regional Controller can authorise the deactivation of an IMT. This should be in consultation with the State Response Controller.
24. To deactivate an IMT, the Regional Controller should gradually scale down the level of resources according to the reduction in the conditions.

SAFETY

- Protection and preservation of life is paramount. This includes:
- Safety of emergency response personnel
 - Safety of community members including vulnerable community members and visitors/tourists

In the application of this JSOP there the following safety considerations apply:

- Personnel need to operate within the fatigue management policies and/ or procedures of their agency

REFERENCE

Related Documents	Emergency Management Act 1986 Emergency Management Act 2013 State Emergency Response Plan (EMMV Part 3) SOP J02.01 - Local Mutual Aid Plans – Fire agencies SOP J03.15 - Transfer of control and IMT relocation for Class 1 emergencies ICC Management Arrangements SES Readiness and Activation Triggers for Flood SES Readiness and Activation Triggers for Storm
Environment	Nil

REVIEW

Date Issue	4 September 2017
Date Effective	1 October 2017
Date to be Reviewed	September 2020
Date to Cease	N/A

AUTHORITY

The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

Approved	Signature	Date
Craig Lapsley Emergency Management Commissioner		
Endorsed	Signature	Date
Steven Warrington Chief Officer, CFA		
Stephanie Rotarangi Chief Fire Officer, DELWP (FFMVic)		
Greg Leach Acting Chief Officer, MFB		
David Baker Acting Chief Officer Operations, VICSES		

Schedule 1

IMT Functional and Preparedness Levels

Where possible IMTs should be multi-agency and include relevant local and hazard specific knowledge.

The roles specified are the minimum level, a RC may vary the level in order to manage the hazard or the local risk. Specialist roles (such as Safety Officer, Aircraft Officer, Public Information Officer, Intelligence Officer, Modelling and Predictions, etc) can be shared across IMT or regionally, if required.

Agency-specific command or EMLO roles are not included, these resources are to be determined by the Incident Controller.

Shortages and sharing arrangements are to be reported to the RC and documented in Fireweb, along with arrangements made to address any subsequent risks, including substituting the listed role for another similar role.

The functions listed in table below refers to a person who has been trained in the specific function, they may be a member (level 2 or 3), or a unit/ section leader.

Where two different types of functional roles (base, core, full) are specified in the readiness tables, only the roles that are different to the lower functional level need to be resourced for the higher level.



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Functional Level

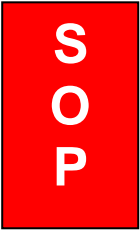
	Base IMT	Core IMT	Full IMT
Control	<ul style="list-style-type: none"> Incident Controller (Level 2 or 3) 	<ul style="list-style-type: none"> Incident Controller (Level 2 or 3) Deputy Incident Controller (recommended) 	<ul style="list-style-type: none"> Incident Controller (Level 3) Deputy Incident Controller Safety Officer
Operations	<ul style="list-style-type: none"> Operations Aircraft Officer as per SOP J2.06 – Aircraft Readiness 	<ul style="list-style-type: none"> Operations Aircraft Officer as per SOP J2.06 – Aircraft Readiness Radio Operator 	<ul style="list-style-type: none"> Operations Aircraft Officer Radio Operator
Planning	<ul style="list-style-type: none"> Plans Management support Situation and Analysis or person to collect information and produce situation reports 	<ul style="list-style-type: none"> Planning Resources Management support 	<ul style="list-style-type: none"> Planning Resources Communications Planner Management support
Intelligence		<ul style="list-style-type: none"> Intelligence (recommended) Situation and Analysis 	<ul style="list-style-type: none"> Intelligence Situation and Analysis Mapping Modelling and Predictions (i.e FBAN)
Public Information	<ul style="list-style-type: none"> Warnings and Advice (or Public Information) 	<ul style="list-style-type: none"> Warnings and Advice (or Public Information) 	<ul style="list-style-type: none"> Public Information (experienced) Warnings and Advice Media
Logistics	(no role specified)	<ul style="list-style-type: none"> Logistics 	<ul style="list-style-type: none"> Logistics Facilities Supply

Preparedness Level

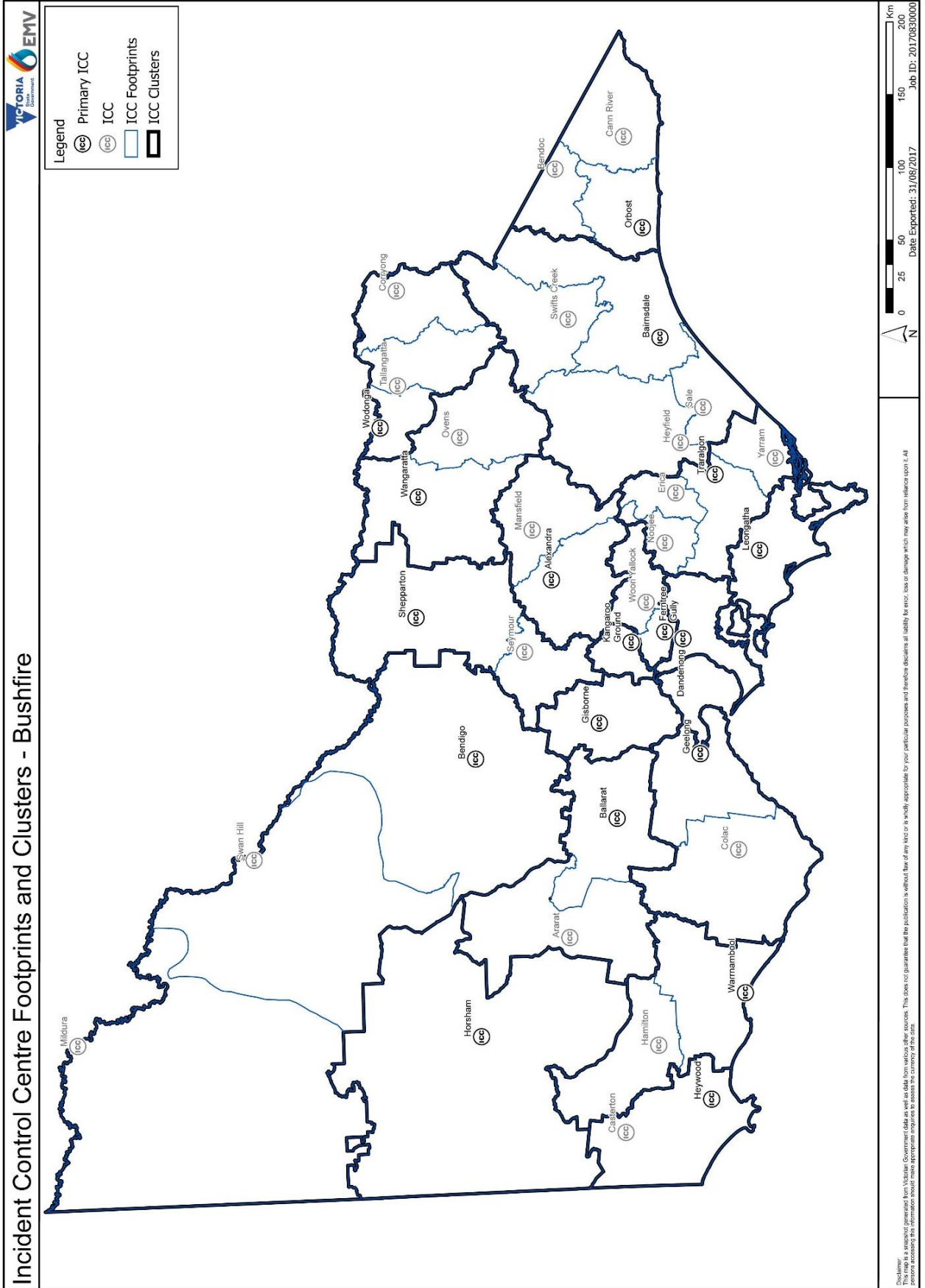
Level	Description
I	Personnel in position at the ICC
C	Personnel on call and can attend ICC within 60 minutes

Schedule 2

ICC Footprint and Clusters - Bushfire



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Schedule 3

IMT Readiness Levels – Bushfire

All ICC footprints are required to have access to an IMT, whether located in an ICC in their own cluster area or in a neighbouring footprint.

The RC may vary the actual number, distribution and level of an IMT from this schedule in order to manage local risks, as per section 15 of this JSOP.

IMTs should be in place as advised by the Regional Controller (RC) based on the risk, indicatively 2 hours before 10% of footprint reaches FDI 35.

Where an IMT manages more than one ICC footprint, the RC in consultation with the State Response Controller (SRC) will determine the location of the IMT. Operational IMTs can be used for readiness, if they have the capacity to manage new fires in the initial stages.

In addition to this schedule, the SRC may request a RC to form a Reserve IMT for deployment within a region or to support another region.

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the preparedness level.



Region	Primary ICC	ICC Cluster	Fire Danger Index				
			FFDI	35-49	50-74	75-99	100+
			GFDI	35-49	50-99	99-149	150+
			FDR	Very High	Severe	Extreme	Code Red
Grampians	Ballarat	Ballarat	Base (I)	Core (I)	Core (I)	Full (I)	
		Ararat	Base (I)	Core (I)	Core (I)	Core (I)	
	Horsham	Horsham	Base (I)	Core (I)	Core (I)	Core (I)	
Barwon South West	Geelong	Geelong	Core (I)	Core (I)	Core (I)	Full (I)	
		Colac	Base (I)	Core (I)	Core (I)	Core (I)	
	Heywood	Heywood	Base (I)	Core (I)	Core (I)	Core (I)	
		Warrnambool	Warrnambool	Base (I)	Base (I)	Core (I)	Core (I)
		Hamilton	Base (I)	Base (I)	Base (I)	Base (I)	
Loddon Mallee	Bendigo	Bendigo	Base (C)	Core (I)	Core (I)	Full (I)	
		Mildura	Base (C)	Base (I)	Core (I)	Core (I)	
		Swan Hill	*	*	Base (I)	Base (I)	
	Gisborne	Gisborne	Core (I)	Core (I)	Core (I)	Full (I)	
North West Metro	Kangaroo Ground	Kangaroo Ground	Core (I)	Core (I)	Core (I)	Core (I)	
Eastern Metro	Ferntree Gully	Ferntree Gully	Core (I)	Core (I)	Core (I)	Full (I)	
		Woori Yallock	Base (I)	Core (I)	Core (I)	Core (I)	
Southern Metro	Dandenong	Dandenong ¹	Core (I)	Core (I)	Core (I)	Full (I)	
Hume	Wangaratta	Wangaratta	Base (C)	Core (I)	Core (I)	Full (I)	
		Ovens		Base (I)	Base (I)	Core (I)	
		Wodonga		Base (C)	Base (I)	Core (I)	Core (I)
			Corryong	Base (C)	Base (I)	Base (I)	Base (I)
			Tallangatta	Base (C)	Core (I)	Core (I)	Core (I)
			Alexandra	Base (C)	Base (I)	Base (I)	Core (I)
			Mansfield	Base (C)	Base (I)	Base (I)	Core (I)
			Shepparton	Base (C)	Base (I)	Core (I)	Core (I)
		Seymour	Base (I)		Core (I)	Core (I)	
Gippsland	Bairnsdale	Bairnsdale	Core (I)	Core (I)	Core (I)	Full (I)	
		Sale			Base (I)	Core (I)	
		Swifts Creek			Core (I)	Core (I)	
		Heyfield			Core (I)	Core (I)	
	Leongatha ²	Leongatha	Base (I)	Base (I)	Core (I)	Core (I)	
	Traralgon	Traralgon	Core (I)	Core (I)	Full (I)	Full (I)	
		Yarram			Base (I)	Base (I)	
		Noojee			Base (I)	Base (I)	
		Erica			Base (I)	Base (I)	
	Orbost	Orbost	Core (I)	Core (I)	Core (I)	Core (I)	
		Bendoc			Base (I)	Base (I)	
Cann River		Base (I)			Base (I)		

¹ Dandenong ICC footprint includes French Island.

² Leongatha ICC footprint includes Phillip Island.

*The readiness level is at the discretion of the Regional Controller in consultation with SRC.

Fuel based FDI

Fuel type percentages for the Fire Danger Index are calculated using the Graphical Forecast Editor (GFE) Fuel type layers (3km resolution) used by the Bureau of Meteorology.

For each ICC footprint area, the Regional Controller is to determine the readiness level based on the forecast FDI, both fuel types should be considered in the decision making process.

When setting the maximum FDI for a readiness day, generally 10% of the ICC footprint needs to experience a FDI for at least one hour in order to be used as the maximum FDI

FDI is used as the basis for determining the likelihood of a fire becoming a major fire, however, a range of other risks, priorities and local factors should also be taken into account

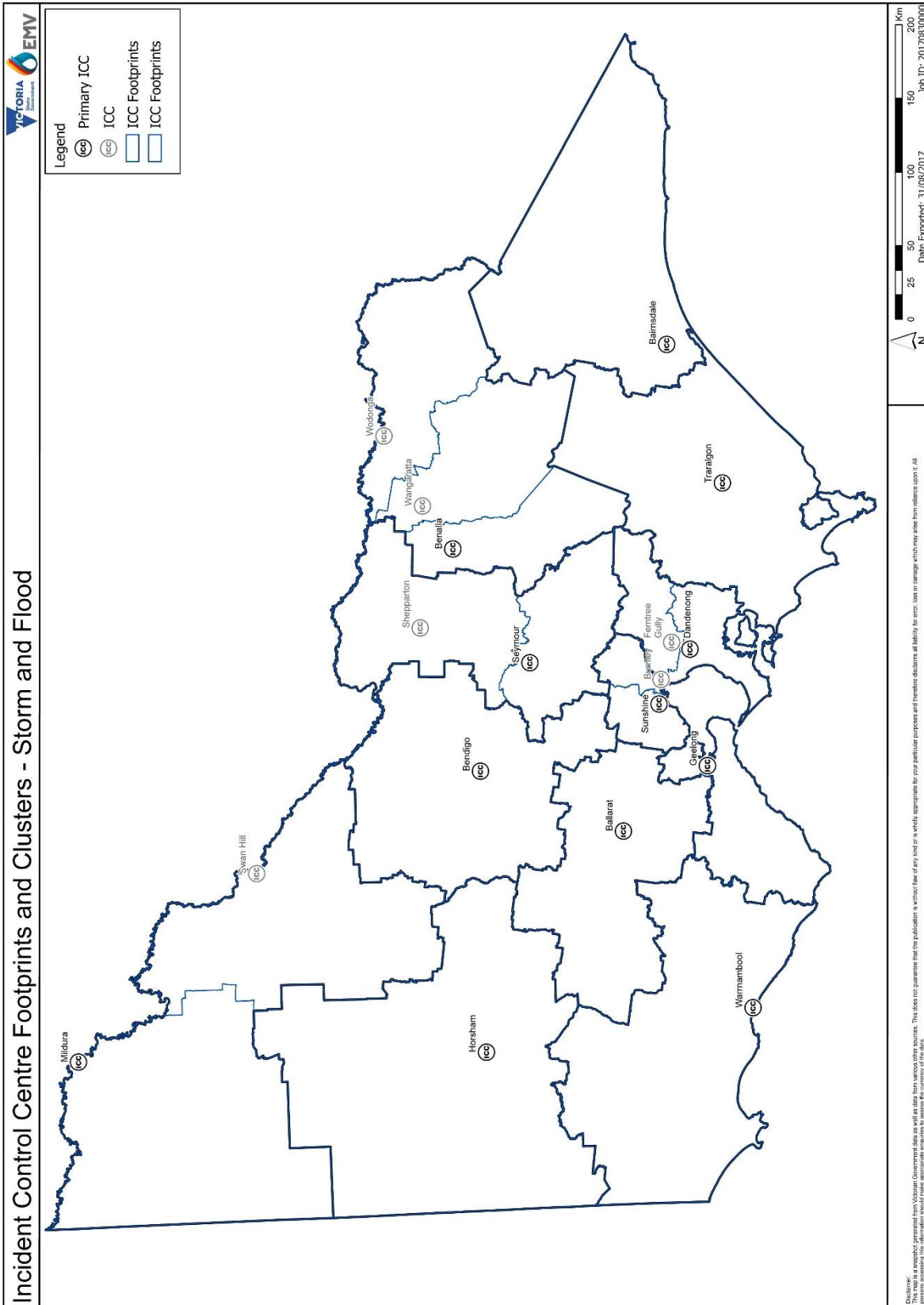
A table indicating the daily forecast FDI and its likely duration for each ICC footprint area is available on Fireweb > Weather > Incident Control Centres.

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Schedule 4

ICC Footprint and Clusters – Flood and Storm



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Schedule 5

IMT Readiness Levels – Storm

To determine the readiness level required, more than 50% of an ICC footprint is predicted to experience one or more of the prevailing weather behaviours, generally the primary ICC will be placed in readiness. The location of the ICC will be determined based on the forecast risk. The RC may vary the actual number, distribution and level of an IMT from this schedule in order to manage local risks, as per section 15 of this JSOP.

IMTs should be in place as advised by the Regional Controller (RC) based on the risk, indicatively 2 hours before the predicted impact of the forecast in the ICC footprint.

Where an IMT manages more than one ICC footprint, the RC in consultation with the State Response Controller (SRC) will determine if another location should be used by the IMT based on risk and consistent with the Regional Storm Response Plan and the SES Readiness and Activation considerations. Operational IMTs can be used for readiness, if they have the capacity to manage new emergencies in the initial stages.

In addition to this schedule, the SRC may request a RC to form a Reserve IMT for deployment within a region or to support another region.

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the preparedness level.

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Region	Primary ICC	ICC Cluster	Storm Behaviour [*]			
			Wind avg	> 60 km/hr	> 70 km/hr	> 80 km/hr
			Wind gust ³	101-109 km/h	110-120 km/h	> 120 km/h
			Rain	>20mm/30min	>30mm/30min	>40mm/30min
			Hail	3 or 4 cm	5 cm	≥ 5cm
			Very High (high end)	Severe	Extreme	
Loddon Mallee	Bendigo	Bendigo	Base (I)	Base (I) Core (C)	Full (I)	
	Mildura	Mildura	Base (C)	Base (I) Core (C)	Full (I)	
Swan Hill		Core (I) Full (C)				
Grampians	Ballarat	Ballarat	Base (I)	Base (I) Core (C)	Full (I)	
	Horsham	Horsham	Base (C)	Base (I) Core (C)	Core (I) Full (C)	
Barwon South West	Geelong	Geelong	Base (I)	Base (I) Core (C)	Core (I) Full (C)	
	Warrnambool	Warrnambool	Base (C)	Base (I) Core (C)	Core (I) Full (C)	
North West Metro	Sunshine	Sunshine	Base (I)	Core (I)	Full (I)	
		Burnley			Core (I) Full (C)	
Eastern Metro	Dandenong	Ferntree Gully	Base (I)	Core (I)	Core (I) Full (C)	
Southern Metro		Dandenong			Full (I)	
Hume	Benalla	Benalla	Base (I)	Base (I) Core (C)	Full (I)	
		Wodonga			Core (I) Full (C)	
		Wangaratta			Core (I) Full (C)	
	Seymour	Shepparton	Base (C)	Base (I) Core (C)	Full (I)	
Seymour	Core (I) Full (C)					
Gippsland	Traralgon	Traralgon	Base (I)	Base (I) Core (C)	Full (I)	
	Bairnsdale	Bairnsdale	Base (C)	Base (C)	Core (I) Full (C)	

³ For Alpine areas of Hume and Gippsland regions, add 10 km/h to the specified average wind and or wind gusts. Readiness is based on 50% of the relevant ICC footprint being affected.

^{*} A variety of products such as Severe Weather Intelligence Brief, Thunderstorm forecast and Severe Weather Warnings will need to be used to identify the storm behaviours.

Schedule 6

IMT Readiness Levels – Flood

To determine the readiness level required, all three riverine flood conditions (FCL) described in the table below are needed to be predicted for 50% or more of an ICC footprint. Each river catchment, the upper and lower reaches of a river system have been allocated to an ICC footprint.

The RC may vary the actual number, distribution and level of an IMT from this schedule in order to manage local risks, as per section 15 of this JSOP.

IMTs should be in place as advised by the Regional Controller (RC) based on the risk, indicatively 2 hours before the community impact is expected to occur in the ICC footprint.

Where an IMT manages more than one ICC footprint, the RC in consultation with the SRC will determine the location of the IMT based on risk and consistent with the Regional Flood Response Plan and the SES Readiness and Activation considerations. Operational IMTs can be used for readiness, if they have the capacity to manage new emergencies in the initial stages

In addition to this schedule, the SRC may request a RC to form a Reserve IMT for deployment within a region or to support another region

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the preparedness level.



Region	Primary ICC	ICC Cluster	Flood Class Level (FCL) ⁴		
			Minor	Multiple	Multiple
			Mod	> 2	>2
			Major	0	≥1
			Very High (high end)	Severe	Extreme
Loddon Mallee	Bendigo	Bendigo	Base (I)	Base (I)	Full (I)
	Mildura	Mildura	Base (C)	Base (I)	Core (I) Full (C)
		Swan Hill		Base (I)	Core (I) Full (C)
Grampians	Ballarat	Ballarat	Base (C)	Base (I)	Core (I) Full (C)
	Horsham	Horsham	Base (I)	Base (I)	Core (I) Full (C)
Barwon South West	Geelong	Geelong	Base (I)	Base (I) Core (C)	Core (I) Full (C)
	Warrnambool	Warrnambool	Base (C)	Base (I) Core (C)	Core (I) Full (C)
North West Metro	Sunshine	Sunshine	Base (I)	Core (I)	Core (I) Full (C)
		Burnley			Full (I)
Eastern Metro	Dandenong	Ferntree Gully	Base (I)	Core (I)	Core (I) Full (C)
Southern Metro		Dandenong			Full (I)
Hume	Benalla (NE CMA area)	Benalla	Base (I)	Base (I) Core (C)	Full (I)
		Wodonga			Base (I) Full (C)
		Wangaratta			Base (I) Full (C)
	Seymour (Goulburn Broken - CMA area)	Seymour	Base (C)	Base (I) Core (C)	Core (I) Full (C)
		Shepparton			Base (I) Full (C)
Gippsland	Traralgon	Traralgon	Base (C)	Base (I) Core (C)	Full (I)
	Bairnsdale	Bairnsdale			Base (I) Full (I)

⁴ Where no FCL provided for a river system, The RC is to consult the SES Agency Commander for the alignment of the warning issued to a FCL.

Schedule 7

Reserve IMT

The State Response Controller (SRC) will consider the need for Reserve IMT's that provide surge capability to support regions active in readiness or to provide the next shift capability in response to an incident.

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Formation

1. The Reserve IMT may be a single agency or multi-agency team.
2. The functional roles within the Reserve IMT will be based on that which is specified in Schedule 1 IMT readiness – functional levels, being base, core or full.
 - 2.1. The SRC may include additional roles in the Reserve IMT above what is indicated in schedule 1.
3. The SRC will specify whether the Reserve IMT is to be formed to support surge or to be placed in readiness for the next shift.

Resourcing

4. The SRC based on the current state risk, operational priorities and activities, will source;
 - 4.1. A Reserve IMT from the three metropolitan regions, which may be supported with resources from State based personnel.
 - 4.2. Reserve IMT from the five rural regions.
5. The nominated Regional Controller (RC) of the Reserve IMT will be required to record the readiness of the Reserve IMT in the appropriate record management system, as per section 19 of this JSOP.

Positioning

6. The personnel in the Reserve IMT are required to be available to respond within 60 minutes of being advised of a deployment, as per schedule 1.
7. To support the rapid response requirement of the Reserve IMT, the nominated RC may pre-position the team together in a central location.

Deployment

8. The SRC in consultation with the nominated RC will deploy the Reserve IMT.
9. The Reserve IMT can be deployed to, support an existing IMT in place, to open an ICC not activated in readiness, or to provide the IMT for the next shift.
10. Generally, the deployment of the Reserve IMT will be the whole team and not individual personnel from the team.
11. Upon deployment, the nominated RC is required to notify their Regional Control Team and Regional Emergency Management Team.
12. The nominated RC is required to ensure that the record management system is updated with the ICC in which the Reserve IMT is being deployed.
13. The nominated RC in collaboration with SRC is responsible for managing the logistical requirements of moving the Reserve IMT.
14. The Reserve IMT will only be deployed for one shift, any requirement for IMT resources beyond the first shift needs to be managed through normal resourcing arrangements, as outlined in JSOP 3.09 - Resource Request Process.