

## JOINT SOP

<b>Title</b>	Incident Naming
<b>Purpose</b>	To provide clarity to the emergency services and the community by providing a consistent and common process on the naming of Class 1 emergencies.
<b>Scope</b>	This Joint Standard Operating Procedure (JSOP) applies to applicable agency personnel involved in the naming of all Class 1 emergencies, however the principles may be applied to all emergencies.
<b>Applicable Agencies</b>	This procedure applies to the following agency personnel; <ul style="list-style-type: none"> <li>• CFA</li> <li>• DELWP (FFMVic)</li> <li>• EMV</li> <li>• FRV</li> <li>• VICSES</li> </ul>
<b>Content</b>	The procedural contents of this SOP are: <ul style="list-style-type: none"> <li>• Step 1: Initial Incident Naming</li> <li>• Step 2: Merging Incidents</li> <li>• Step 3: Changing the Incident Name</li> <li>• Step 4: Notification of change of Incident Name</li> <li>• Step 5: Use of correct Incident Name in Public Information Section outputs</li> <li>• Step 6: Recording the Incident Name Change</li> </ul>
<b>Responsibilities</b>	Duty Officers, Incident Controllers, Regional Controllers, Public Information Section, State Response Controller.
<b>Definitions</b>	<p>Within this document, the following definitions apply:</p> <p><b>ESTA</b> Emergency Services Telecommunications Authority.</p> <p><b>Incident Name</b> An individual name, in hyphenated format, consisting of <i>Hazard Type</i> – a <i>Widely Known Location</i> and a <i>Local Reference</i> (e.g. Fire – Kinglake – Burgan Track).</p> <p><b>Local reference</b> The road or track from which the incident is accessed, or the nearest identifiable point to the Point of Origin (e.g. campsite, river, building or landmark).</p>

## PROCEDURE

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### 1. Initial Incident Naming

- 1.1. On initial report of an incident an 'unconfirmed' Incident Name, will be assigned based on details given in the notification (e.g. ESTA page, details from fire tower, etc.).
- 1.2. On confirmation of the emergency the Control Agency is responsible for determining the Incident Name.
- 1.3. The Incident Name is comprised of a 'Hazard Type', 'Widely Known Location' and a 'Local Reference', for example;  
*Fire – Kinglake – Burgan Track*  
*or*  
*Flood – Geelong – Ballarat Road*
- 1.4. The 'Widely Known Location' and 'Local Reference' should be based on common reference material (e.g. Vicmap or Melways). The 'Widely Known Location' should be recognisable at the state level.
- 1.5. Additional incidents of the same hazard type occurring simultaneously that generate the same name will be numbered numerically (e.g. Fire - Kinglake – Burgan Track 2 or Flood - North Geelong – Separation Street 2).

### 2. Merging Incidents

- 2.1. If incidents merge, the Incident Name will be merged to best reflect the details of the incident.
- 2.2. The Incident Name is comprised of the 'Hazard type', 'Widely Known Location' and the 'Local References', for example  
*Fire – Kinglake – Burgan Track to Boggy Creek Road*  
*or*  
*Flood – Geelong – Ballarat Road and Church Street*
- 2.3. Any additional incidents in close proximity that are generated because of the incident will be reported within the larger incident.

### 3. Changing the Incident Name

- 3.1. If the original Incident Name is no longer suitable and a name change is required, the decision to rename will be made by the Incident Controller, in consultation with the relevant Regional Controller/s and/or the State Response Controller.

### 4. Notification of change of Incident Name

- 4.1. The Incident Controller is responsible for notifying:
  - 4.1.1. Regional Controller/s
  - 4.1.2. Incident Management Team
  - 4.1.3. Incident Emergency Response Coordinator
  - 4.1.4. Incident Emergency Management Team
- 4.2. The Regional Controller is responsible for notifying:
  - 4.2.1. State Response Controller
  - 4.2.2. Regional Agency Commander

- 4.2.3. Regional Emergency Response Coordinator
- 4.2.4. Regional Emergency Management Team
- 4.3. When the Incident Name is changed, the State Response Controller is responsible for notifying:
  - 4.3.1. ESTA Team Leader
  - 4.3.2. State Control Team
  - 4.3.3. EMV Duty Officer
- 5. Use of correct Incident Name in all Public Information Outputs
  - 5.1. Public Information Section personnel are required to ensure that the correct Incident Name is used for all Public Information Section outputs including:
    - 5.1.1. Vic Emergency Platform
    - 5.1.2. Media Releases
- 6. Recording the Incident Name Change
  - 6.1. When a name change is planned to occur, the Incident Controller is required to ensure that the new incident name is recorded on the last situation report entered under the old incident name,
  - 6.2. When a name change occurs, the Incident Controller is required to ensure that a specific reference to the previous incident name is entered in the comments field of the first situation report made under the new incident name.

**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 the following safety considerations apply:

- Nil

**REFERENCE**

<b>Related Documents</b>	<i>Emergency Management Act 1986</i> <i>Emergency Management Act 2013</i> State Emergency Response Plan 1 August 2016 (EMMV Part 3) Control Agency Public Information & Warnings Business Rules
<b>Environment</b>	Nil

REVIEW

<b>Date Issue</b>	1 July 2020
<b>Date Effective</b>	1 August 2020
<b>Date to be Reviewed</b>	September 2023
<b>Date to Cease</b>	N/A

AUTHORITY

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

Approved	Signature	Date
Andrew Crisp Emergency Management Commissioner		
Endorsed	Signature	Date
Garry Cook Acting Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP (FFMVic)		
Ken Block Commissioner, FRV		
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