

JOINT SOP

Title	Incident Naming - Major Emergencies
Purpose	To provide clarity to the emergency services and the community by providing a consistent and common process on the naming of major emergencies.
Scope	This Joint Standard Operating Procedure (JSOP) applies to applicable agency personnel involved in the naming of major emergencies. This procedure applies to major emergencies, however the principles may be applied to all emergencies.
Applicable Agencies	This procedure applies to the following agency personnel; <ul style="list-style-type: none"> • CFA • DELWP (FFMVic) • EMV • MFB • VICSES
Content	The procedural contents of this SOP are: <ul style="list-style-type: none"> • Step 1: Initial Incident Naming • Step 2: Merging Incidents • Step 3: Changing the Incident Name • Step 4: Notification of change of Incident Name • Step 5: Use of new Incident Name in Public Information Section outputs
Responsibilities	Duty Officers, Incident Controllers, Regional Controllers, Public Information Section, State Response Controller.
Definitions	<p>Within this document, the following definitions apply:</p> <p>ESTA Emergency Services Telecommunications Authority.</p> <p>Incident Name 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>Local reference 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>

Major emergency

A large or complex emergency (however caused) that –

- has the potential to cause or is causing loss of life and extensive damage to property, infrastructure or the environment; or
- has the potential to have or is having significant adverse consequences for the Victorian community or a part of the Victorian community; or
- requires the involvement of 2 or more responder agencies to respond to the emergency: or
- (fire only) will, if not suppressed, burn for more than one day
- Is a Class 1 emergency or a Class 2 emergency.

PROCEDURE**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 State Response Controller.

- 4. Notification of change of Incident Name
 - 4.1. When the Incident Name is changed, the State Response Controller is responsible for notifying:
 - 3.1.1 Incident Controller
 - 3.1.2 Regional Controller
 - 3.1.3 ESTA Team Leader
 - 3.1.4 State Control Team
 - 3.1.5 EMV Duty Officer
 - 3.2 The Regional Controller is responsible for notifying:
 - 3.2.1 Regional Agency Commander
 - 3.2.2 Regional Emergency Response Coordinator
 - 3.2.3 Regional Emergency Management Team
 - 3.3 The Incident Controller is responsible for notifying
 - 3.3.1 Incident Management Team
 - 3.3.2 Incident Emergency Response Coordinator
 - 3.3.3 Incident Emergency Management Team
- 4 Public Information Section personnel need to ensure that the correct Incident Name is used for all Public Information Section outputs including:
 - 4.1 Vic Emergency Platform
 - 4.2 Media Releases

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

Related Documents	<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
Environment	Nil

REVIEW

Date Issue	28 August 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
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