

JOINT SOP	
<b>Title</b>	Incident Action Planning
<b>Purpose</b>	To provide guidance on the development of an Incident Action Plan (IAP) to ensure it is appropriate to the incident and communicates the objective, strategies and tactics.
<b>Scope</b>	This Joint Standard Operating Procedure (JSOP) applies to Incident Action Planning for responder agencies during the response to 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>• MFB</li> <li>• VICSES</li> </ul>
<b>Content</b>	The procedural contents of this SOP are: <ul style="list-style-type: none"> <li>• Step 1: IAP Requirements</li> <li>• Step 2: IAP Development</li> <li>• Step 3: IAP Content</li> <li>• Step 4: Authorisation</li> <li>• Step 5: IAP Dissemination</li> <li>• Step 6: Communication of changes to IAP</li> </ul>
<b>Responsibilities</b>	Incident Controllers and Incident Management Teams
<b>Definitions</b>	<p>The following definitions apply to this procedure:</p> <p><b>IAP Summary</b> A concise Incident Action Plan (IAP) format. It summarises the incident situation, incident objective, strategies adopted, incident structure and communications plan, and is supported with a map. It may also include resources deployed and key information regarding administration, logistics, command and communication and safety.</p> <p><b>Incident Action Plan</b> The plan used to define and communicate the incident objectives, strategies and resources and other information relevant to the control of an incident.</p> <p>Every incident requires an Incident Action Plan (IAP), which needs to be communicated and be suitable for the complexity of the incident.</p>

**Incident Shift Plan**

The key components of the IAP that are essential for field operations. The documentation follows that SMEACS briefing format, and is accompanied by maps and any other supporting documentation relevant to field operations

**Options Analysis**

A process to determine and document the rationale for the preferred control strategies for the emergency.

**SMEACS**

A briefing format incorporating: Situation, Mission, Execution, Administration and Logistics, Command and Communication, Safety. A verbal SMEACS briefing ends with questions.

**State Emergency Management Priorities**

A concise expression of the State's Emergency objectives and priorities. This serves as the initial guidance for operational planning processes.

**PROCEDURE****1. Incident Action Plan Requirements**

- 1.1. Incident Action Plans (IAP) are required for all emergencies.
- 1.2. The level of detail required in an IAP will depend on the stage and complexity of the emergency.
- 1.3. For an emergency with low potential, expected to be contained in less than four hours and/or of low consequence an IAP may be recorded as a Log book entry or a situation report or wordback, either written or by radio, with comment on control strategy.
- 1.4. For an emergency that is not expected to be contained within four hours of reporting and/or which has medium to high potential and consequence, the following are required:
  - 1.4.1. An IAP Summary, documented within four hours of the incident being reported.
  - 1.4.2. A documented IAP is required for major emergencies.
  - 1.4.3. An Incident Shift Plan that addresses as a minimum the next operational shift. The plan should include the tour of duty for the IMT and the duration of the incident to its conclusion.

**2. IAP Development**

- 2.1. Incident Action Planning is to be based on the state emergency management priorities, unless otherwise directed by the Emergency Management Commissioner (EMC).
- 2.2. Where an Incident Management Team (IMT) is in place, the IAP is developed by the Planning Section on behalf of the Incident Controller.

### 2.3. IAPs should be developed with reference to:

- 2.3.1. Available local knowledge, including local emergency plans and site specific expertise.
- 2.3.2. Any relevant community preparedness plans e.g. community information guides
- 2.3.3. An options analysis that:
  - Describes the rationale for adopting the preferred option
  - Describes the options considered including details of strategies and tactics to be used and resources required to execute these strategies and tactics.
  - Includes an analysis of the likelihood of success, the consequence of failure and the anticipated unavoidable consequences associated with each option
- 2.3.4. Input from the Safety Officer, Regional Controllers, agency commanders and other relevant incident personnel
- 2.3.5. Threats to potentially affected communities
- 2.3.6. Incident specific plans that have been developed, such as traffic management plans, evacuation plans, etc.
- 2.3.7. The location of any community safety options that are likely to be threatened
- 2.3.8. Vulnerable people and facilities
- 2.3.9. Environmental conditions
- 2.3.10. Available or expected resources.

### 3. IAP Content

- 3.1. The IAP should include (but is not limited to) the following:
  - 3.1.1. Safety of Personnel and Community
  - 3.1.2. Incident Objective/strategies/incident map
  - 3.1.3. Incident SMEACS Brief
  - 3.1.4. Incident Communications Plan
  - 3.1.5. Incident Structure Chart
  - 3.1.6. Incident Shift Plan
  - 3.1.7. Any other plans relevant to the emergency
- 3.2. The amount of additional supporting documentation required will be dependent on the incident but should address the State Emergency Management Priorities.

### 4. Authorisation

- 4.1. The Incident Controller is required to authorise the IAP.
- 4.2. Only one IAP may be current for the control of the incident at any time.

## 5. IAP Dissemination

- 5.1. IAP should be communicated to personnel at the incident, especially any targeted information for specific Divisions/Sectors/Areas and those communications logged.
- 5.2. The IAP should also be made available to the Incident, Regional and State Emergency Management Teams via the line of control. Consider the use of EM-COP for the wide distribution of the IAP.

6. Where changes are made to an IAP the Incident Controller is required to ensure that the information is communicated to all incident personnel. Significant changes such as change in strategy, tactics, communications, weather etc. should be communicated via briefings, Field Information Updates or Red Flag Warnings.

## 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:

- That changes to the IAP that have the potential to impact operational activities need to be communicated to all incident personnel.

## REFERENCE

<b>Related Documents</b>	<p>Emergency Management Act 1986</p> <p>Emergency Management Act 2013</p> <p>State Emergency Response Plan 1 August 2016 (EMMV Part 3)</p> <p>SOP J2.04 – Local Knowledge</p> <p>SOP J3.06 – Incident Briefings</p> <p>SOP J3.10 – Traffic Management</p> <p>SOP J3.11 – Red Flag Warnings</p> <p>SOP J3.12 – Evacuation</p> <p>Incident Action Plan Template</p> <p>Incident Action Planning Aide Memoire</p> <p>Options Analysis Template</p> <p>Options Analysis Development Guidelines</p>
<b>Environment</b>	<p>Nil</p>

## REVIEW

<b>Date Issue</b>	28 August 2017
<b>Date Effective</b>	1 October 2017
<b>Date to be Reviewed</b>	September 2020
<b>Date to Cease</b>	N/A

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## AUTHORITY

**J03.03**

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

<b>Approved</b>	<b>Signature</b>	<b>Date</b>
Craig Lapsley Emergency Management Commissioner		
<b>Endorsed</b>	<b>Signature</b>	<b>Date</b>
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