

JOINT SOP

Title	Incident Briefings
Purpose	To ensure all Emergency Personnel are provided with timely and regular information relevant to their assigned tasks, including communications and safety of an operation. Information is required to incorporate safety requirements in addition to providing situational awareness during an incident.
Scope	This Joint Standard Operating Procedure (JSOP) applies to the development and dissemination of Incident Briefings to all emergency personnel operating in the incident area. This procedure is also designed to guide personnel from other agencies involved in the emergency response.
Applicable Agencies	This procedure applies to the following agency personnel; <ul style="list-style-type: none"> • CFA • DELWP • EMV • MFB • VICSES
Content	The procedural contents of this SOP are: <ul style="list-style-type: none"> • Step 1: The Incident Controller is required to ensure that all Emergency Personnel are provided with appropriate briefings • Step 2: Briefings are required be consistent with SMEACS format • Step 3: Incident Controller is required ensure appropriate information is communicated through the incident structure to incident personnel • Step 4: Updated briefings are required to be provided throughout the incident • Step 5: All incident personnel have a responsibility to ensure they are briefed and understand their tasks before they commence work • Schedule 1: SMEACS-Q Briefing Format • Schedule 2: Field Information Update Template
Responsibilities	Incident Controllers, Sector Commanders, Division Commanders, Crew Leader, Staging Area Manager, Air Attack Supervisor/ Aircraft Officer, Strike Team/ Task Force Leader, Incident Personnel, Operations Officer, IMT functional leads

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Definitions

The following definitions apply to this procedure:

Briefing

A concise summary of the major factors of an emergency.

Emergency Personnel

All personnel assigned to a role in managing the response to an emergency including those they supervise, and those authorised to act in support or to operate on the incident ground.

SMEACS-Q

A briefing format incorporating: Situation, Mission, Execution, Administration and logistics, Command and Communications, Safety, and Questions.

PROCEDURE

1. The Incident Controller is required to ensure that all Emergency Personnel are provided with appropriate and timely briefings regarding safety-related matters, the incident situation, incident objective(s), incident structure, communications plan and relevant resource information and tasking.
2. All briefings are required to be consistent with the SMEACS-Q format described in Schedule One.
3. The Incident Controller is required ensure that appropriate information is efficiently communicated through the incident structure to Emergency Personnel. This may be achieved through:
 - 3.1. Targeting briefings for a specific audience, e.g. Divisions and sectors, and then cascading the briefing down through the incident structure; or
 - 3.2. Staggering the IMT and field change overs to facilitate quality briefings.
4. As the situation changes, new information or intelligence becomes available, updated briefings are required to be provided throughout the incident structure.
 - 4.1. For situations that require a Red Flag Warning refer to JSOP 3.11.
 - 4.2. Other important information that does not require acknowledgement can be disseminated via radio or in printed copy using a Field Information Update Process (see template in Schedule 2). Information may include:
 - Weather updates or changes
 - Incident factors (fire behaviour, flood intelligence etc.)
 - Changes to the IAP or ISP (strategy, organisational structure, communications etc.)
 - Local Hazards
 - Other Issues
5. All Emergency Personnel have a responsibility to ensure they are briefed and understand their tasks before they commence their work, which may include the following situations:
 - Prior to deployment
 - Prior to redeployment
 - Prior to demobilisation

- At shift commencement or changeover
- Immediately or as soon as practicable following a reported safety incident or near miss.

SAFETY

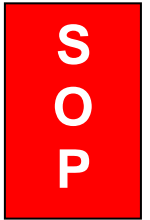
Emergency Personnel need to ensure that the protection and preservation of life is maintained at all times.

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

- Briefings must be conducted using SMEACS-Q format

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)
Environment	Nil



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REVIEW

Date Issue	27 August 2018
Date Effective	1 October 2018
Date to be Reviewed	September 2021
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
Andrew Crisp Emergency Management Commissioner		
Endorsed	Signature	Date
Steve Warrington Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP		
Greg Leach Acting Chief Officer, MFB		
Tim Wiebusch Chief Officer Operation, SES		

Schedule 1

SMEACS-Q Briefing Format

SITUATION

- Current Situation
- Details of Incident
- Operational Risk and Impacts to incident personnel
- Community Risk and Impacts – Incident risk and impacts to the community
- Location
- Weather
- Resource Deployment

MISSION

- What are we trying to achieve
- Incident Objectives

EXECUTION

- How do we plan to achieve objectives
- Sectorisation
- Strategies
- Tactics
- Tasking
- Resource Movement Details
- Timings
- Access/Egress

ADMINISTRATION

- Logistics of Operation

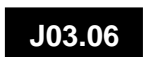
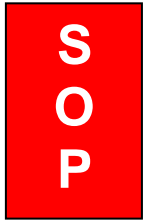
COMMAND/COMMUNICATIONS

- Incident Management Structure
- Communications Plan
- Radio Channels
- Strategic Telephone Numbers

SAFETY

- Weather
- Known/Anticipated Hazards
- PPC/PPE
- Tasking suited to personnel
- Dynamic Risk Assessment
- Escape Routes/Safety Zones

QUESTIONS



Schedule 2

Field Information Updates Template

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Field Information Update

Incident: []
 Information issued at [] hrs on [] by []
 Situation Officer Planning Officer Incident Controller []
 for all Incident Personnel on [] Sector(s)/Incident(s) []

Subject	What's happening or expected
Weather	[]
Incident factors (fire behaviour, flood intelligence etc)	[]
Organisation	[]
Communications	[]
Strategy	[]
Local hazards	[]
Other issues/general comments (food/fuel, change-over times/places)	[]

Next update in [] hour(s) @ [] hours
 End message.....

Admin - LOG of comms – and log if transmission is repeated unchanged

Time of transmission	SMR Channel No	Conventional Channel No.	Hard copy (by hand/fax) to
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Tick box for standard destination for hardcopy

IMT Distribution Ops/Division Point Staging Area Airbase Base Camp
 Planning Section Logistics Section