

JOINT SOP

Title	Incident Briefings
Version	v10.0
Purpose	To ensure all emergency personnel are provided prompt 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	<p>This Joint Standard Operating Procedure (JSOP) applies to the development and dissemination of Incident Briefings to all emergency personnel working in the incident area and the processes outlined may be used for all types of emergencies. This procedure is also designed to guide personnel from other agencies involved in the emergency response.</p> <p>For situations that require a Red Flag Warning refer to JSOP 03.11.</p>
Applicable Agencies	<p>The following agencies will apply this JSOP due to legislative responsibilities or agency role defined within the State Emergency Management Plan:</p> <ul style="list-style-type: none"> • CFA • DEECA (FFMVic) • FRV • VICSES <p>Other agencies may apply this doctrine as applicable.</p>
Content	<p>The procedural contents of this JSOP are:</p> <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-Q format • Step 3: Incident Controller is required ensure appropriate information is communicated through the incident structure to Emergency Personnel • Step 4: Updated briefings are required to be provided throughout the incident • Step 5: All Emergency 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 Controller, Sector Commander, Division Commander, Crew Leader, Staging Area Manager, Air Attack Supervisor/ Aircraft Officer, Strike Team/ Task Force Leader, Emergency Personnel, Operations Officer, IMT functional lead.
Definitions	<p>Common Emergency Management terms and definitions can be found in EM-COP under Library > Definitions.</p> <p>Within this document, the following definitions apply:</p> <p>Briefing A concise summary of the major factors of an operation to Emergency Personnel utilising the SMEACS-Q format.</p> <p>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 undertake operations at the incident.</p> <p>SMEACS-Q SMEACS-Q (Situation - Mission - Execution - Administration & Logistics – Command and Communications - Safety – Questions) is an established acronym to ensure personnel are systematically briefed to ensure effective operations.</p>

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 1.
3. The Incident Controller is required to 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.
 - 3.3. Consideration should be given to distributing this information to IEMT through appropriate means e.g. email/SITREP.
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 03.11 Red Flag Warnings.
 - 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.
- At shift commencement or changeover
- Immediately or as soon as practicable following a reported safety incident or near miss.

SAFETY

Protection and preservation of life and relief of suffering is paramount. This includes: -

- Safety of emergency response personnel; and
- Safety of community members including those most at risk in emergencies both residents and visitors/tourists.

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

- Briefings shall be conducted using SMEACS-Q format

REFERENCE

Related Documents

[Emergency Management Act 2013](#)

[Victorian State Emergency Management Plan](#)

[JSOP 03.11 Red Flag Warnings](#)

REVIEW	
Date Issue	08 August 2024
Date Effective	19 September 2024
Date to be Reviewed	September 2024
Date to Cease	N/A

JSOP

AUTHORITY

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

03.06

Approved	Signature	Date
Rick Nugent Emergency Management Commissioner	Signed copy kept on file at the SCC	08 August 2024
Endorsed	Signature	Date
Jason Heffernan Chief Officer, CFA	Signed copy kept on file at the SCC	08 August 2024
Chris Hardman Chief Fire Officer, DEECA (FFMVic)	Signed copy kept on file at the SCC	08 August 2024
Gavin Freeman Commissioner, FRV	Signed copy kept on file at the SCC	08 August 2024
Tim Wiebusch Chief Officer Operation, SES	Signed copy kept on file at the SCC	08 August 2024

Schedule 1

SMEACS-Q Briefing Format

Situation

- Current (and predicted) situation
- Details of incident
- Operational risk and impacts to Emergency 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 and logistics

- Logistics of operation

Command and communications

- Incident management structure
- Communications Plan
- Radio channels
- Strategic telephone numbers

Safety

- Weather
- Known/anticipated hazards and any control measures in place
- PPC/PPE
- Tasking suited to personnel
- Dynamic Risk Assessment
- Escape Routes/Safety Zones

Questions

- Ask Questions to confirm understanding as required.

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Schedule 2

Field Information Updates Template

The Word version of this template can be found in EMCOP > Library > IMT Toolbox > IMTTB-Incident Control > Incident Control - General

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 <small>(fire behaviour, flood intelligence etc)</small>	[]
Organisation	[]
Communications	[]
Strategy	[]
Local hazards	[]
Other issues/general comments <small>(food/fuel, change-over times/places)</small>	[]

Next update in [] hour(s) @ [] hours

END MESSAGE

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

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

Tick the box for standard IMT destination for hardcopy:

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



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