

## JOINT SOP

<b>Title</b>	Significant Event Notification to the EMC
<b>Version</b>	v5.0
<b>Intent</b>	<p>The EMC in accordance with <i>Emergency Management Act 2013</i> Section 32(1) (e) is required to provide the Minister with timely information, on actual or imminent events that may become major emergencies, and the response to major emergencies.</p> <p><i>Emergency Management Act 2013</i>, section 34 requires agencies to provide information for the purpose of enabling the EMC to perform their functions of control, coordination, consequence management and recovery.</p> <p>The intent of this JSOP is to ensure Control Agencies have a clear process to inform the EMC of any significant events that are required to be communicated.</p>
<b>Purpose</b>	To define what constitutes a Significant Event and outline the process for agencies to notify the Emergency Management Commissioner (EMC) of an occurrence.
<b>Scope</b>	<p>This Joint Standard Operating Procedure (JSOP) applies to all activities undertaken by agencies in the management of emergencies (non-major emergencies, Class 1 and Class 2 emergencies).</p> <p>Emergencies that are warlike act, act of terrorism, hi-jack, siege or riot (Class 3 emergencies) are only covered by this procedure where these emergencies require consequence management or recovery coordination.</p> <p>This JSOP does not supersede own agency and national notification requirements.</p>
<b>Applicable Agencies</b>	<p>This procedure applies to the following agency personnel;</p> <ul style="list-style-type: none"> <li>All agencies specified in the Victorian State Emergency Management Plan (SEMP) Roles and Responsibilities</li> </ul>
<b>Content</b>	<p>The procedural contents of this JSOP are:</p> <ul style="list-style-type: none"> <li>Step 1: Identification of a Significant Event</li> <li>Step 2: Notification of a Significant Event to the EMC</li> <li>Step 3: Notification to the Minister</li> <li>Step 4: Management of Significant Events</li> <li>Schedule 1: Significant Event type description</li> </ul>

<b>Responsibilities</b>	<p>The following personnel have responsibilities within this procedure:</p> <ul style="list-style-type: none"> <li>• State Response Controller (SRC)</li> <li>• State Controller (SC)</li> <li>• Chief Commissioner of Police</li> <li>• Responder agency Chief Officers/Commissioner</li> <li>• Officers in charge of agencies with control responsibilities.</li> </ul>
<b>Definitions</b>	<p>The following definitions apply to this procedure:</p> <p><b>Agency</b> Agency refers to both a government agency or a non-government agency.</p> <p><b>Responder Agencies</b> As per the Emergency Management Act, section 3 - Definitions; responder agency means the following—</p> <p>(a) Fire Rescue Victoria</p> <p>(b) the Country Fire Authority</p> <p>(c) the Victoria State Emergency Service</p> <p>(d) the Secretary to the Department of Energy, Environment and Climate Action (DEECA)</p> <p>(e) any other agency prescribed to be a responder agency</p> <p><b>Significant Event</b> An event that is; a major emergency as defined by <i>Emergency Management Act 2013</i>; has implications for agencies in their ability to respond to emergencies; or impacts on the reputation of an agency or the state. For a description of the Significant Event types, refer to Schedule 1.</p>

PROCEDURE

1. Identification of a Significant Event
  - 1.1. The EMC has determined that Significant Events for agencies and departments are incidents that are or have the potential to:
    - 1.1.1. be a major emergency; or
    - 1.1.2. affect the ability to respond to a major emergency; or
    - 1.1.3. impact the reputation of an agency or the state, in relation to managing emergencies.
  - 1.2. For a description of the Significant Event types, refer to Schedule 1.
2. Notification of a Significant Event to the EMC
  - 2.1. Responder Agency Chief (Class 1 emergencies), or delegate is required to notify, the EMC, the SRC and the State Control Centre (SCC) of a Significant Event, as soon as possible.
    - 2.1.1. The SRC may provide a copy of the notification message to all persons on the SRC roster, unless the incident is considered agency specific or of a sensitive nature.

- 2.2. Officer in charge of an agency with control responsibility (Class 2 emergencies) or their delegate is required to notify, the EMC and the SCC of a Significant Event, as soon as possible.
- 2.3. The Chief Commissioner of Police or delegate is required to notify the EMC for emergencies that are warlike act, act of terrorism, hi-jack, siege or riot (Class 3 emergencies), where there is a requirement for consequence management or recovery coordination.
- 2.4. If the SCC has notified the EMC as per the SCC notification process of a Significant Event, the Responder Agency Chief or Officer in charge of an agency with control responsibilities (Class 2 emergencies) is not required to also notify the EMC.
  - 2.4.1. The SCC is to include the Responder Agency Chief / Officer in charge of Agency with Control responsibilities (Class 2 emergencies) in the notification message.
- 2.5. The notification message is to include:
  - Incident type and location
  - Situation
  - Prediction
  - Resources
  - Impacts
  - Potential consequences
  - Safety concerns.
- 3. Notification to the Minister
  - 3.1. Ordinarily the EMC is responsible for providing timely and up-to-date information to the Minister.
  - 3.2. Where the EMC is unavailable, a Deputy EMC, SRC or SC will be delegated the responsibility for the provision of information to the Minister.
- 4. Management of Significant Events
  - 4.1. Ordinarily the management of Significant Events is the responsibility of the control agency, or the affected agency.

**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:

- Any required notifications are be done to WorkSafe in accordance with JSOP 08.01 OH&S Incident Reporting and Investigation - Major Emergencies and the *Occupational Health and Safety Act 2004*

**REFERENCE**

<b>Related Documents</b>	<a href="#"><u>Emergency Management Act 1986</u></a> <a href="#"><u>Emergency Management Act 2013</u></a> <a href="#"><u>State Emergency Management Plan (SEMP)</u></a> <a href="#"><u>Occupational Health and Safety Act 2004</u></a>
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<b>REVIEW</b>		
<b>Date Issue</b>	08 August 2024	
<b>Date Effective</b>	19 September 2024	
<b>Date to be Reviewed</b>	September 2027	
<b>Date to Cease</b>	N/A	
<b>AUTHORITY</b>		
The Emergency Management Commissioner has issued this JSOP under section 50 of the <i>Emergency Management Act 2013</i> .		
Approved	Signature	Date
Rick Nugent Emergency Management Commissioner	Signed copy kept on file at the SCC	08 August 2024

JSOP

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# Schedule 1

## Significant Event Type Description

The Emergency Management Commissioner (EMC) has determined that the following Significant Event types require notification.

A Significant Event is an event that is a major emergency as defined by the *Emergency Management Act 2013*;

- And has implications for agencies in their ability to respond to emergencies, or;
- Or impacts on the reputation of an agency or the state.
- The table below serves as a guide for agencies and departments when exercising their judgement to notifying the EMC of Significant Events.

Major Emergency	<ul style="list-style-type: none"> <li>• As defined in the <i>Emergency Management Act 2013</i>.</li> </ul>
Death or serious injury	<ul style="list-style-type: none"> <li>• Death of or serious injury to agency personnel engaged in emergency activities (this includes training and exercising, travelling to and from or performing a role under the Victorian SEMP Roles and Responsibilities.</li> <li>• Death of or serious injury to a member of public as a result of a major emergency, or as a direct result of agency operational response.</li> </ul>
Community Consequences	<ul style="list-style-type: none"> <li>• An incident is or has the potential to cause widespread disruption or loss of essential services for a prolonged period (electricity, gas, water, liquid fuel, telecommunication, major roads and transport).</li> <li>• An incident affecting or has the potential to threaten key public facilities (hospitals, schools, care facilities, shopping centres, transport hubs) resulting in the closure or disruption of services.</li> <li>• An incident is or has the potential to have localised health implications.</li> <li>• An incident that has caused extensive property loss or damage.</li> <li>• An incident is or has the potential to require evacuation of a large group of individuals or a community.</li> <li>• An incident where an emergency warning or evacuation message has been prepared or issued.</li> <li>• An incident is or has the potential to cause widespread impacts on the environment.</li> <li>• An incident is or has the potential to require extensive or complex relief and/or recovery coordination activities.</li> </ul>
Business Continuity	<ul style="list-style-type: none"> <li>• Loss, disruption or change in operation to communication systems supporting the emergency services (i.e. Triple Zero Victoria).</li> <li>• Response to an incident that is protracted or requires prolonged agency commitment.</li> <li>• Significant commitment of resources on an agency to a single or multiple emergency.</li> <li>• An incident requiring or has the potential to require intrastate/ interstate or international deployment of resources.</li> <li>• An incident requiring or has the potential to require support from Defence Force under, the Defence Assistance to the Civil Community (DACC) arrangements.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Loss of or prolonged disruption to the capability of a designated control facility (state, region or incident level).</li> <li>• Loss of or disruption to critical agency operations that has affected or has the potential to affect the response management to an incident.</li> </ul>
Reputation Management	<ul style="list-style-type: none"> <li>• An incident that is or has the potential to generate significant media interest.</li> <li>• An event that is or has the potential to negatively affect the reputation of agencies or the government, as a result of major emergency operations.</li> </ul>