

<b>JOINT SOP</b>	
<b>Title</b>	Regional Operations Planning
<b>Purpose</b>	To provide guidance on the development of a Regional Operations Plan (ROP) to support incident operations.
<b>Scope</b>	This Joint Standard Operating Procedure (JSOP) applies to Regional Tier Operations Planning during the response to major emergencies.
<b>Applicable Agencies</b>	This procedure applies to the following agency personnel: <ul style="list-style-type: none"> <li>All control agencies for Class 1 and 2 emergencies as specified in the State Emergency Management Plan – Roles and Responsibilities</li> </ul>
<b>Content</b>	The procedural contents of this SOP are: <ul style="list-style-type: none"> <li>Step 1: ROP Requirements</li> <li>Step 2: ROP Development</li> <li>Step 3: ROP Content</li> <li>Step 4: Authorisation</li> <li>Step 5: ROP Dissemination</li> <li>Step 6: Communications</li> <li>Schedule 1: Regional Operations Plan Guidance Note</li> </ul>
<b>Responsibilities</b>	Regional Controllers, Regional Control Team, Regional Emergency Management Team, State Response Controller.
<b>Definitions</b>	The following definitions apply to this procedure: <p><b>Regional Operations Plan</b> The plan that outlines the broader Agreed Geographic Area implications, actions, consequences and priorities of incident/s.</p> <p><b>Agreed Geographical Area (AGA)</b> A geographical area determined by the State Response Controller, used to describe the geographic scope of the Regional Operations Plan. The AGA may include part of, the whole of or cover multiple emergency management Region footprints or may relate to a designated Area of Operations.</p>

## PROCEDURE

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### 1. Regional Operations Plan Requirements

1.1. A Regional Operations Plan (ROP) may be developed upon request of the State Response Controller (SRC)/State Controller or where the Regional Control Team (RCT) determine the plan is necessary for a major emergency. Triggers for initiating a ROP may include, but not limited to, the following:

- 1.1.1 Level 3 incidents with regional activation for control and/or coordination
- 1.1.2 Regional resources planning over multiple operational periods to support the ICC(s) and/or maintain regional response capability outside of the incident(s) areas, or
- 1.1.3 Specific response activities that require complex planning and are controlled and or/coordinated at the Regional/Area of Operations tier. E.g., Large scale evacuations.

### 2. ROP Development

2.1. The Regional Controller (RC) is responsible for leading the development of the Regional Operations Plan with the support of the RCT and the Regional Emergency Management Team (REMT).

2.2. Plans should cover an agreed geographical area (AGA) determined by the State Response Controller (SRC) in consultation with the relevant Regional Controller(s).

2.3. The period in which these plans cover will be determined by the Regional Controller/Area of Operations Controller.

2.4 Plans should be updated based on the operational period covered, and at least weekly or as situation changes require.

### 3. ROP Content

3.1. The content of the plan is required to reflect the State Emergency Management Priorities and the incident management strategy developed by Incident Controllers.

3.2. Schedule 1 outlines a guide to what may be included in the Regional Operations Plan.

3.3. ROPs are developed with reference to any relevant:

- 3.3.1. Incident Action Plans, Regional Readiness Plans and/or State Operations Plans
- 3.3.2. Regional Emergency Management Plans (REMP) and/or REMP sub-plans and complementary plans
- 3.3.3. Municipal Emergency Management Plans (MEMP) and/or MEMP sub-plans and complementary plans.

4. ROP Authorisation

4.1. The Regional Controller (RC) is required to authorise the ROP.

5. ROP Dissemination

5.1. The RC is responsible for disseminating the Regional Operations Plan to the following:

5.1.1. SRC

5.1.2. RCT, REMT and Incident Controllers operating within the region or the established area of operation.

6. Reporting

6.1. The Regional Operations Plan is to be reported on daily to the SRC and other relevant parties mentioned within this document.

**SAFETY**

Protection and preservation of life is paramount. This includes:

- Safety of emergency responder agency personnel
- Safety of community members including vulnerable community members and visitors/tourists

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

- Nil

**REFERENCE**

<b>Related Documents</b>	State Emergency Management Plan (SEMP)  Regional Operations Plan Template
<b>Environment</b>	Nil

REVIEW

<b>Date Issue</b>	27 September 2022
<b>Date Effective</b>	27 October 2022
<b>Date to be Reviewed</b>	October 2025
<b>Date to Cease</b>	

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		

# Schedule 1

## Regional Operations Plan Guide

### Introduction

The Regional Operations Plan (ROP) sets out the overall strategy and regional tier actions of all agencies during a major emergency response.

The focus of the ROP is:

- the broader Agreed Geographic Area implications and consequences of an emergency(s) that may include but are also beyond the emergency(s) area of operation
- providing support resources to respond to an emergency(s) and/or
- specific response activities controlled and/or coordinated at regional tier.

Examples of a specific regional tier response activities may include but is not limited to:

- coordinating mass evacuations from multiple incidents,
- controlling relief operations on behalf of ICCs,
- coordinating support agency response functions where there is no local representation (e.g., electricity or telecommunications infrastructure),
- coordinating regional visitor information etc.

The ROP is used when existing planning and plans do not meet the needs of the situation. This is generally complex incidents that cross conventional emergency management planning boundaries such as across multiple municipal or regional boundaries or operations occurring across different emergency management phases.

The reasoning for developing a ROP needs to be determined in collaboration with the SRC and documented in the plan.

Usually, the controller delegated to complete the plan is a Regional Controller. The Regional Controller leads the Regional Control Team and the Regional Emergency Management Team in collaboration on the content of the ROP to ensure a common understanding and a unified approach and application of the plan. However, these arrangements will depend on the controller delegated to develop the plan and associated governance arrangements established by the SRC.

It is important that the ROP links to planning and operations occurring:

- between all tiers (i.e., local, region & state),
- within tiers (i.e., across relevant regions and local tiers),
- as well as the agencies delivering services.

To develop those links, consultation between the various stakeholders will be vital.

The ROP when developed is provided to the State Response Controller, relevant Regional Emergency Response Coordinators, Regional Control Teams, Regional Emergency Management Teams, relevant Incident Controllers and relevant agency command centres. This should as soon as possible once the need for the plan is established.

The ROP is informed by the state emergency management priorities, regional agency actions and the incident strategy as advised by the Incident Controller(s).

The ROP should be updated based on the operational period covered, and at least weekly or as situation changes require.



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Any requirements for regional readiness reporting (which have not been included in a ROP) are to be made on the separate reporting templates as endorsed by the State Response Controller.

The development of the ROP considers the following inputs, and only need to document areas relevant to the incident:

- situation report overview – including community & consequence
- actions - the incident strategy, communications and collaboration.

Where information is available in other plans (e.g., Regional 7 Day Readiness Plans), this should be referenced and where possible duplication avoided.

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## Schedule 2

### Regional Operations Plan Content

The following sets out the suggested content for a Regional Operations Plan. These headings are a guide and sets out what the general content of a ROP should be.

#### PURPOSE (Required)

- Explain the need for developing this plan
- What need are other plans unable to fill that this plan can.

#### SITUATION

##### Incident(s) Situation

- Current and future weather
- Incident status, boundaries and behaviour
- Map of current incident extent and predicted spread or evolution.
- Consolidate and summarise the strategies and relevant objectives or intent as advised by the Incident Controller(s)
- Define incident tier controls and fall backs (based on preferred option identified through Options Analysis process) combined with likelihood of success.

##### Situation and Risks

- Determine potential duration of incident and potential resource impacts, requirements and any support that may be requested including strategic aviation and other specialist resource requirements.
- Risk assessment of incidents defining current and potential local, regional and state tier consequences based on predicted incident evolution/spread
- Risk assessment of incident and continued impact on region.
- Consider potential for multiple concurrent emergencies within the Region and the impact on Incident Strategy and Communications.

##### Consequence

- Advise of damage / loss impact of incident(s) and potential for wider regional consequence
- Advise on impact and consequences against the following: social, built, economic, agricultural and natural environments and advise of mitigation actions for the consequences
- Identify relief and early recovery service activities being undertaken and provide advice and confirmation of services meeting incident requirements.
- Consideration to impacts on cultural heritage.

##### Action taken

- Advise of joint and/or multiple agency activities occurring in the region due to the incident(s)
- Advise of strategic municipal actions as per local mutual aid plans
- Identify community engagement activities being conducted by regional agencies and ensure they are aligned with those being conducted in the incident(s) area of operation

##### Community overview

- Provide an overview of the community demographics (age and gender, social disadvantage, primary business and industry) in the immediate impact area and tailored strategies to meet the diverse needs during an emergency
- Advise of vulnerable community member's actions and impact
- Advise of evacuation impact within the region
- Advise on accessing trusted sources of local information within the region.



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## ACTION PLAN

### State Emergency Management Intent

- List any varied and/or additional intents or priorities after consultation with the SRC (as per the Victorian Emergency Operations Handbook).

### Objectives

- Document regional objectives and any alignment and any variations to individual incident strategies to ensure alignment
- Identify and document regional priorities and assign responsibility to action.

### Structure

- Region structure, operational hours and expected duration
- ICC Structures, operational level, hours and expected duration
- REMT representation and meeting schedule
- Identify any specialist advice/advisors requirements.

### Actions

- Provide regional tier actions of all agencies in response to incident(s) impact within their area of concern, including early recovery activities
- Regional tier functions established

### Capability and Resourcing

#### Capability

- Advise of agency capability and/or capacity that may impact or support to and/or the resourcing of the incident(s)
- Confirm and list agency strategic resource availability and capability, and current deployment

#### Resourcing

- Identify days of high risk for agencies resource availability:
  - public holidays
  - weekends
  - key festive period, including Christmas to New Year
- Confirm core agencies ability to provide resources or support and ensure that there is a contingency in the case of any gaps.

### Communications

- Summarise key integrated regional information and advice to communities, agencies, municipalities and organisations that is occurring in line with incident messaging protocol
- Coordination of message dissemination and oversight of message consistency across agencies, departments, business and Local Government
- Identify and appoint appropriate spokespersons
- Advise of specific media strategies that regional agencies are employing
- Outline the intended engagement process and feedback from the community
- Who will be the local representation at community meetings
- What relevant agencies, departments and Local Government are represented
- Establish management processes (reports, meetings, briefings etc.) that link communication and collaboration processes together
- Report on themes and issues from community meetings.
- Contact details for all relevant contacts required to enact the regional plan (in appendix)

## Impact of Incidents on Readiness Arrangements

- Advise of any strategic regional readiness arrangements that have been successful, have been compromised and/or failed due to impact of incident(s)
- Consider any operational risks and impacts on the region.

## Collaboration

- Cross ICC/Region footprint or border actions and mutual aid arrangements
- Identify community leaders and community networks and ensure that they are actively engaged during and after the emergency
- The meeting schedule to communicate on a regular basis to action this plan
- Identify who and if necessary, how stakeholders are able to communicate and report on the plan (e.g. REMT members communication with their respective SEMT representatives).
- Identify critical stakeholders in meeting regional objectives:
  - Municipalities
  - Critical utilities and service providers
  - Key agencies e.g. BRV, DFFH Agriculture, Education
  - Key NGOs e.g. Red Cross, VFF
  - Critical Industry stakeholders; i.e. tourism, agriculture, plantation industry
  - Emergency Services
  - Community leaders and networks.



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## APPENDIX

- Relevant contacts