

JOINT SOP	
Title	Regional Operations Plan
Purpose	To outline and provide guidance for the Regional Operations Plan to support regional operations during incident operations.
Scope	<p>The Standard Operating Procedure applies to Regional Controllers and is used to inform the Emergency Management Commissioner and the State Response Controller of regional tier actions.</p> <p>The Regional Operations Plan is developed upon request of the State Response Controller for Class 1 major emergencies which are complex or requiring collaboration across multiple agencies.</p>
Applicable Agencies	<p>This procedure applies to the following agency personnel:</p> <ul style="list-style-type: none"> • CFA • DELWP (FFMVic) • EMV • MFB • VICSES
Content	<p>The procedural contents of this SOP are:</p> <ul style="list-style-type: none"> • Step 1: Regional Operations Plan • Schedule 1: Regional Operations Plan Guidance Note
Responsibilities	Regional Controllers, Regional Control Team, Regional Emergency Management Team, State Response Controller, Emergency Management Commissioner.
Definitions	<p>The following definitions apply to this procedure:</p> <p>Regional Operations Plan The plan that outlines the broader regional implications, consequences and priorities of an incident/s that is used to inform the State Response Controller.</p> <p>Responder agency personnel Personnel under the command of a responder agency, including personnel who are employed by the agency, engaged as volunteer personnel or a contractor or engaged through networked emergency organisation arrangements.</p>

PROCEDURE

1. A Regional Operations Plan will be developed upon request of the State Response Controller (SRC) or where the Regional Control Team (RCT) determine the plan is necessary for Class 1 major emergencies which are complex or requiring collaboration across multiple agencies.
2. The Regional Controller (RC) is responsible for leadership in the development of the Regional Operations Plan with the support of the RCT and the Regional Emergency Management Team (REMT).
3. The RC is responsible for providing the SRC with the Regional Operations Plan.
 - 3.1. The RC is to provide copies to the RCT, REMT and Incident Controllers operating within the region or the established area of operation.
4. The content of the plan will reflect the state emergency management priorities and the incident management strategy developed by Incident Controllers. Schedule 1 outlines the content that is required in the Regional Operations Plan (guide).
5. During prolonged or campaign incidents, the Regional Operations Plan is to be reported on daily to the SRC and other relevant parties mentioned within this document by 1200hrs. The plan should be updated weekly or as the situation changes.
6. As an emergency transitions from response to recovery the plan can continue to be used.

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 there the following safety considerations apply:

- Nil

REFERENCE

Related Documents	State Emergency Response Plan (EMMV Part 3)
Environment	

REVIEW

Date Issue	28 August 2017
Date Effective	1 October 2017
Date to be Reviewed	September 2020
Date to Cease	

**S
O
P**

AUTHORITY

J03.17

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

Approved	Signature	Date
Craig Lapsley Emergency Management Commissioner		
Endorsed	Signature	Date
Steve Warrington Chief Officer, CFA		
Stephanie Rotarangi Chief Fire Officer, DELWP (FFMVic)		
David Bruce Acting Chief Officer, MFB		
Trevor White Chief Officer Operations, VICSES		

Schedule 1

Regional Operations Plan Guide

Regional Operations Plan Guide

S
O
P

J03.17

The Regional Operations Plan is the overall Regional strategy and provides an outline of regional level actions of all agencies during Class 1 emergency response.

The focus of the Region Operations Plan is the broader regional implications and consequences of an incident(s) that may include but are also beyond the incident(s) area of operation.

The Regional Controller leads the Regional Control Team and the Regional Emergency Management Team in collaboration on the content of the Region Operations Plan to ensure a common understanding and a unified approach and application of the plan.

The Region Operations Plan is to be developed and provided to the State Response Controller, the Regional Emergency Response Coordinator, the Regional Control Team, the Regional Emergency Management Team, relevant Incident Controllers and relevant agency command centres as soon as possible when a class 1 emergency occurs and the line of control has been enacted.

The plan is informed by the state emergency management priorities, regional agency actions and the incident strategy as advised by the Incident Controller(s). For campaign incidents, the Region Operations Plan should be updated daily and provided to all relevant parties by 1200 hours each day.

Any requirements for regional preparedness reporting are to be made on the separate reporting templates as endorsed by the State Response Controller.

The development of the Region Operations Plan considers the following inputs, and only need to document areas relevant to the situation of the incident:

The state emergency management priorities, regional agency actions, the incident strategy and the principles of community, consequence, communications and collaboration are the key regional considerations in the development of the Region Operations Plan.

STATE EMERGENCY MANAGEMENT PRIORITIES

- Replicate state emergency management priorities
- List any varied and/or additional intents or priorities as endorsed by the Emergency Management Commissioner.

SITUATIONAL OVERVIEW

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 level controls and fall backs (based on preferred option identified through Options Analysis process) combined with likelihood of success.

Regional Situation

- 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 level consequences based on predicted incident evolution/spread
- Risk assessment of incident and continued impact on region.

Regional priorities

- 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.

Identify critical stakeholders in meeting regional objectives

- Municipalities
- Critical utilities and service providers
- Key agencies E.g. DHHS, Agriculture, Education
- Key NGOs E.g. Red Cross, VFF
- Emergency Services
- Community leaders and networks.

Regional 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.

REGIONAL AGENCY ACTIONS

- Provide regional level actions of all agencies in response to incident(s) impact within their area of concern, including recovery activities
- 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 current deployment
- 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.

IMPACT OF INCIDENT(S) ON REGIONAL PREPAREDNESS ARRANGEMENTS

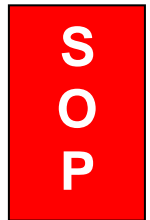
- Advise of any strategic regional preparedness arrangements that have been successful, have been compromised and/or failed due to impact of incident(s)
- Consider any operational risks and impacts on the region.

COMMUNITY

- 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.

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.



J03.17

- Consideration to impacts on cultural heritage.

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
- Ensure that there is local representation at community meetings
- Ensure that relevant agencies, departments and Local Government are represented
- Establish management processes that link communication and collaboration processes together
- Report on themes and issues.

COLLABORATION

- 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
- Identify community leaders and community networks and ensure that they are actively engaged during and after the emergency
- Ensure that REMT are meeting and communicating on a regular basis to action this plan
- Ensure that REMT members are communicating with their respective SEMT representatives.