



# Joint Standard Operating Procedure

<b>JOINT SOP</b>	
<b>Title</b>	Incident Management Team Readiness Arrangements
<b>Version</b>	v18.1
<b>Purpose</b>	The purpose of this Joint Standard Operating Procedure (JSOP) is to outline the process to establish the minimum predetermined level of readiness for Incident Management Teams (IMTs) based on the forecast of potential risk and consequence.
<b>Scope</b>	<p>This JSOP provides control arrangements for establishing IMTs for readiness in anticipation of a Class 1 emergency, which is weather driven.</p> <p>The arrangements described in this JSOP are to support decision making to ensure a consistent approach for readiness and processes to follow for variations to predetermined levels are applied by the line of control.</p> <p>IMT's operating in Response are not covered by this JSOP but may be recognised as a Readiness IMT if the Line of Control has been established and capacity exists to provide readiness arrangements.</p> <p>This JSOP outlines the readiness of IMT level and functions allocated to an ICC. The support provided by other agencies to an Incident Controller in an ICC are not within the scope of this JSOP.</p> <p>This JSOP recognises the arrangements that control agencies may put in place to manage day to day activities, such as non-major fires, or normal storm response.</p> <p>For bushfire emergencies, all Local Mutual Aid Plans in a region should reflect the intent of this JSOP.</p> <p>This JSOP should be read in conjunction with State Control Advisory Bulletins as appropriate.</p>
<b>Applicable Agencies</b>	<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"> <li>• CFA</li> <li>• DEECA (FFMVic)</li> <li>• EMV</li> <li>• FRV</li> <li>• VICSES</li> </ul> <p>Other agencies may apply this doctrine as applicable.</p>

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<p><b>Content</b></p>	<p><b>The procedural contents of this JSOP are:</b>  Variations to this Procedure  ICC facilities, footprints and clusters  Prioritisation for IMT resources  IMT Minimal Resourcing Allocation  Resourcing and locating IMTs  Establishing readiness  Readiness reporting and notification  Deactivating an IMT</p> <p><b>The Schedules in this JSOP are:</b>  Schedule 1: IMT Functional Levels  Schedule 2: ICC Footprint and Clusters - Bushfire  Schedule 3: IMT Readiness Levels – Bushfire  Schedule 4: ICC Footprint and Clusters – Severe Weather, Severe Thunderstorm, Flood and Landslide  Schedule 5: IMT Readiness Levels – Severe Weather and Severe Thunderstorm  Schedule 6: IMT Readiness Levels – Flood  Schedule 7: IMT Readiness Levels – Landslide  Schedule 8: Reserve IMT  Schedule 9: Overview of Responsibilities</p>
<p><b>Responsibilities</b></p>	<p>The following personnel have responsibilities within this procedure:</p> <ul style="list-style-type: none"> <li>• Emergency Management Commissioner</li> <li>• State Response Controller</li> <li>• Regional Controllers</li> <li>• Regional Agency Commanders (RACs)</li> <li>• State Response Controller Executive Support</li> <li>• Responder Agencies</li> </ul> <p>Details of the responsibilities for the above personnel are listed in <i>Schedule 9: Overview of Responsibilities</i>.</p>
<p><b>Definitions</b></p>	<p>Common Emergency Management terms and definitions can be found in EM-COP under Library &gt; Definitions.</p> <p>Within this document, the following definitions apply:</p> <p><b>Annual Exceedance Probability (AEP)</b></p> <p>The probability that a given rainfall total accumulated over a given duration will be exceeded in any one year.</p> <p><b>Fire Behaviour Index (FBI)</b></p> <p>The Fire Behaviour Index (FBI) provides a scale of potential fire behaviour based on fuel and weather conditions. It consists of steps which describe the potential fire danger (should a fire start).</p> <p><b>Fire Danger Index (FDI)</b></p> <p>A relative number denoting an evaluation of rate of spread, or suppression difficulty for specific combinations of fuel, fuel moisture and wind speed.</p> <p><b>Fire Danger Ratings (FDR)</b></p> <p>The FBI are categorised into <b>Fire Danger Ratings (FDR)</b>, ranging from Moderate to Catastrophic.</p>

**Incident Control Centre (ICC) Cluster**

A group of neighbouring ICCs within a region.

**Incident Control Centre Footprint**

A predetermined area of coverage assigned to an ICC.

**Incident Management Team (IMT)**

An Incident Controller, supported by a team of people who undertake functional roles, located in an ICC.

**Reserve IMT**

An IMT that may be formed by the relevant Controller which provides surge capacity to support regions where required.

**PROCEDURE****Variations to this Procedure**

1. It should be noted throughout this procedure, the minimum levels for readiness are detailed without regard to factors such as other concurrent emergencies or agency arrangements already in place. This JSOP provides guidance to Regional Controllers for circumstances where minimum level readiness arrangements can be varied to consider the wider situation. Variations must be documented and communicated in line with *Section 21.2* and consideration is encouraged to ensure the most appropriate and proportionate readiness arrangements.

**ICC facilities, footprints and clusters**

2. An IMT placed in readiness will generally manage the hazard(s) within its ICC footprint area, following the transfer of control from initial or field based Incident Control (as per *JSOP 03.15*). *Schedule 2: ICC Footprint and Clusters - Bushfire* shows the ICC footprints for Bushfire and *Schedule 4: ICC Footprint and Clusters – Severe Weather, Severe Thunderstorm, Flood and Landslide* shows the ICC footprints for Severe Weather, Severe Thunderstorms, Floods and Landslides.
3. To manage risks across the region or resource availability or an unserviceable ICC, an IMT may also be required to manage emergencies in another ICC footprint. Refer to Section 9 to support in the determination of resource priorities.
4. Where forecast conditions do not trigger activation of IMTs in all ICCs within a cluster, the RC, will determine the most appropriate ICC to assume the readiness, based on the location of the highest risk. This readiness determination will require confirmation by the SRC.
5. Due to local risk or resourcing pressures, an IMT may be required to provide functional assistance to other IMTs. Specialist roles, for example Safety Officer, Aircraft Officer, Intelligence Officer, Modelling and Predictions, may be shared (remotely or in position) across IMT or regionally, as required.
6. Agency-specific command, EMLO roles or subject matter experts are not included, these resources are to be determined by the Incident Controller.
7. Where an ICC facility is unserviceable the host agency is required to notify the Regional Controller immediately once they become aware.
  - 7.1. The Regional Controller will then notify the State Response Controller and advise of the alternative arrangements in line with the facility's Business Continuity Plan.

**Prioritisation for IMT resources**

8. Based on the forecast of weather conditions, the Emergency Management Commissioner or State Response Controller will establish priority areas for resourcing across the state and will communicate this to Regions through the Regional Readiness Teleconference.
9. Regional Controllers, in consultation with the Regional Control Team, will identify priority areas for resourcing across the Region, depending on the operational activity, risk, consequence and the minimum readiness levels as outlined in *Schedules 3, 5, 6 and 7*. These levels can be varied in line with *Section 1*.

**IMT Minimal Resourcing Allocation**

10. Based on risk and consequence the Regional Controller may, in consultation with the SRC and RCT, alter the minimum IMT readiness as set out in the schedules. These levels can be varied in line with *Section 1*.

**Resourcing and locating IMTs**

11. For workforce planning purposes, the IMT Functional and Readiness Levels have been determined to provide consistent application of functional roles in readiness.
12. Readiness levels specified are as follows and detailed in the relevant schedules:
  - 12.1. In Position (I) – all IMT functional roles to be in position in the ICC by the specified time.
  - 12.2. In Position within 60 minutes (+60) – all IMT functional roles are to be able to present to the ICC within 60 minutes of being notified, by the IC or the RC or delegate.
    - 12.2.1. The request for the IMT personnel to attend the ICC can be initiated by the IC or the RC. This decision will be made based on change in risk or in response to an incident.
13. The Regional Controller is required to indicate the time in which the IMT is to start and finish, be that either In Position or In Position within 60 minutes, this decision will be based on the risk and potential consequence in the ICC footprint. Generally, this will be 2 hours before the predicted conditions are expected to impact 10% of the ICC footprint.
14. The functional roles specified have been determined as the recommended minimum level for the management of an emergency. These levels can be varied in line with *Section 1*.
  - 14.1. If a lower readiness level is in place, with a higher level on standby, only the additional roles need to be resourced for standby.
15. Regional Controllers and Agency Commanders need to support IMT resourcing in readiness to establish and operate the line of control.
16. Where an active ICC has the capacity to manage new emergencies, at least in the initial stages following the transfer of control from the field, the active IMT may be considered for readiness purposes. These levels can be varied in line with *Section 1*.
17. The Regional Controller, in consultation with the SRC and Regional Agency Commanders, will determine the actual number, distribution, location and level of IMT readiness based on the risk and regional priorities. These levels can be varied in line with *Section 1*.

18. Where multiple hazards (fire, storm, flood or landslide) are forecast for an ICC footprint the IMT readiness is to be set for the highest risk and potential consequence expected on the readiness day. The IMT should include the appropriate hazard functional expertise to support the management of forecast hazards.
19. The SRC may request Regional Controllers to resource a Reserve IMT to support regions active in readiness or to provide the next shift capability in response to an incident. The formation, resourcing and deployment of the Reserve IMT is outlined in *Schedule 8: Reserve IMT*.

### **Establishing readiness**

20. Regional Controllers are to commence planning at the earliest opportunity based on the weather forecast provided by the Bureau of Meteorology (teleconferences or products).
21. Regional Controllers will record their resources and any unresolved issues in Fireweb by 17:00 on the day prior to the readiness day, unless advised otherwise by the State Response Controller.
- 21.1. The weather details available prior to 17:00 need to be used to define the readiness levels. Readiness can be updated if subsequent weather forecasts indicate risks are significantly different to the risks previously forecast.
- 21.2. *Section 1* highlights that variations to this procedure may be required. Regional Controllers will record and communicate via phone call and email to the SRC and Regional Control Team their decisions on variations from this JSOP including considerations of the risks and potential consequences that have informed this decision making.

### **Readiness reporting and notification**

22. Regional Controllers are required to raise issues and resource shortfalls with the State Response Controller as soon as identified, or during the Regional Controller's daily teleconference. The Regional Controller will work with the SRC to resolve identified issues.
23. The State Response Controller Executive Support will summarise the Fireweb resources reports and provide a summary of state readiness to the State Response Controller by 18:00 on the day prior to the readiness day.
24. Once readiness arrangements have been confirmed, the Regional Controller will notify:
- the Regional Control Team (RCT);
  - the Regional Emergency Management Team (REMT), and;
  - advise on meeting and participation requirements and provide notice of any subject matter support that may be required.

### **Deactivating an IMT**

25. Where the actual risk is less than predicted and is trending downwards, the Regional Controller can authorise the deactivation of an IMT in readiness. This should be in consultation with the State Response Controller.
26. To deactivate an IMT, the Regional Controller should give consideration to a gradual scale down to the level of resources according to the reduction in the risk.

**SAFETY**

Protection and preservation of life is paramount. This includes:

- Safety of emergency response personnel
- Safety of community members including visitors/tourists

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

- Personnel need to operate within the fatigue management policies and/ or procedures of their agency.

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<b>Related Documents</b>	<p><i>Emergency Management Act 2013</i></p> <p><i>Victoria State Emergency Management Plan</i></p> <p><i>Business Rule - Local Mutual Aid Plans – Fire agencies</i></p> <p><i>JSOP 03.15 - Transfer of control and IMT relocation for Class 1 emergencies</i></p> <p><i>JSOP 03.09 - Resource Request Process</i></p> <p><i>JSOP 02.06 – Aviation Resources Readiness (Bushfire)</i></p> <p><i>State Control Advisory Bulletin 1 (2023 – 2024)</i></p> <p><i>State Control Advisory Bulletin 2 (2023 – 2024)</i></p> <p><i>ICC Management Arrangements</i></p> <p><i>SES Readiness and Activation Triggers for Flood</i></p> <p><i>SES Readiness and Activation Triggers for Storm</i></p> <p><i>SES Readiness and Activation Triggers for Landslide</i></p>
<b>Environment</b>	Nil
<b>REVIEW</b>	
<b>Date Issue</b>	23 October 2023
<b>Date Effective</b>	04 December 2023
<b>Date to be Reviewed</b>	October 2026
<b>Date to Cease</b>	N/A

**AUTHORITY**

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

<b>Approved</b>	<b>Signature</b>	<b>Date</b>
Rick Nugent Emergency Management Commissioner	Signed Copy on File at the State Control Centre	23 October 2023
<b>Endorsed</b>	<b>Signature</b>	<b>Date</b>
Jason Heffernan Chief Officer, CFA	Signed Copy on File at the State Control Centre	23 October 2023
Chris Hardman Chief Fire Officer, DEECA (FFMVic)	Signed Copy on File at the State Control Centre	23 October 2023
Gavin Freeman Commissioner, FRV	Signed Copy on File at the State Control Centre	23 October 2023
Tim Wiebusch Chief Officer Operations, VICSES	Signed Copy on File at the State Control Centre	23 October 2023

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## Schedule 1: IMT Functional Levels

Where possible, IMTs should be multi-agency and include relevant local and hazard specific knowledge.

The roles specified are the minimum level, a RC may vary the level in order to manage the hazard or the local risk. These levels can be varied in line with *Section 1*. Specialist roles (such as Safety Officer, Aircraft Officer, Intelligence Officer, Modelling and Predictions, etc) can be shared across IMT or regionally.

Agency-specific command, EMLO roles or subject matter experts are not included, these resources are to be determined by the Incident Controller.

Shortages and sharing arrangements are to be reported to the RC and documented in Fireweb, along with arrangements made to address any subsequent risks, including substituting the listed role for another similar role or sharing the readiness function with personnel in readiness for agency requirements in line with *Section 1*.

The functions listed in *Table 1* refers to a person who has been trained in the specific function, they may be a member (level 2 or 3), or a unit/ section leader.

If a lower readiness level is in place, with a higher level listed as 'In Position within 60 minutes', only the additional roles need to be resourced for In Position within 60 minutes.

**Table 1: Functional Level**

	Base IMT (7)	Core IMT (13)	Full IMT (22)
Control	<ul style="list-style-type: none"> <li>Incident Controller (Level 2 or 3)</li> </ul>	<ul style="list-style-type: none"> <li>Incident Controller (Level 2 or 3)</li> <li>Deputy Incident Controller (recommended)</li> </ul>	<ul style="list-style-type: none"> <li>Incident Controller (Level 3)</li> <li>Deputy Incident Controller</li> <li>Safety Officer</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Operations</li> <li>Aircraft Officer as per JSOP 02.06 – Aircraft Readiness</li> </ul>	<ul style="list-style-type: none"> <li>Operations</li> <li>Aircraft Officer as per JSOP 02.06 – Aircraft Readiness</li> <li>Radio Operator</li> </ul>	<ul style="list-style-type: none"> <li>Operations</li> <li>Deputy Operations Officer (recommended)</li> <li>Aircraft Officer</li> <li>Radio Operator</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Planning</li> <li>Situation (or Situation and Analysis) – the purpose is to have a person to collect information and produce situation reports</li> </ul>	<ul style="list-style-type: none"> <li>Planning</li> <li>Resources</li> <li>Management support</li> </ul>	<ul style="list-style-type: none"> <li>Planning</li> <li>Resources</li> <li>Communications Planner</li> <li>Management support</li> </ul>
Intelligence	<ul style="list-style-type: none"> <li>Planning</li> <li>Situation (or Situation and Analysis) – the purpose is to have a person to collect information and produce situation reports</li> </ul>	<ul style="list-style-type: none"> <li>Intelligence (recommended)</li> <li>Situation and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Intelligence</li> <li>Situation and Analysis</li> <li>Mapping</li> <li>Modelling and Predictions (i.e FBAN)</li> </ul>
Public Information	<ul style="list-style-type: none"> <li>Warnings and Advice (or Public Information)</li> </ul>	<ul style="list-style-type: none"> <li>Public Information</li> <li>Warnings and Advice</li> </ul>	<ul style="list-style-type: none"> <li>Public Information</li> <li>Warnings and Advice</li> <li>Community Liaison Officer</li> <li>Media</li> </ul>
Logistics	<ul style="list-style-type: none"> <li>Logistics</li> </ul>	<ul style="list-style-type: none"> <li>Logistics</li> </ul>	<ul style="list-style-type: none"> <li>Logistics</li> <li>Facilities</li> <li>Supply</li> </ul>

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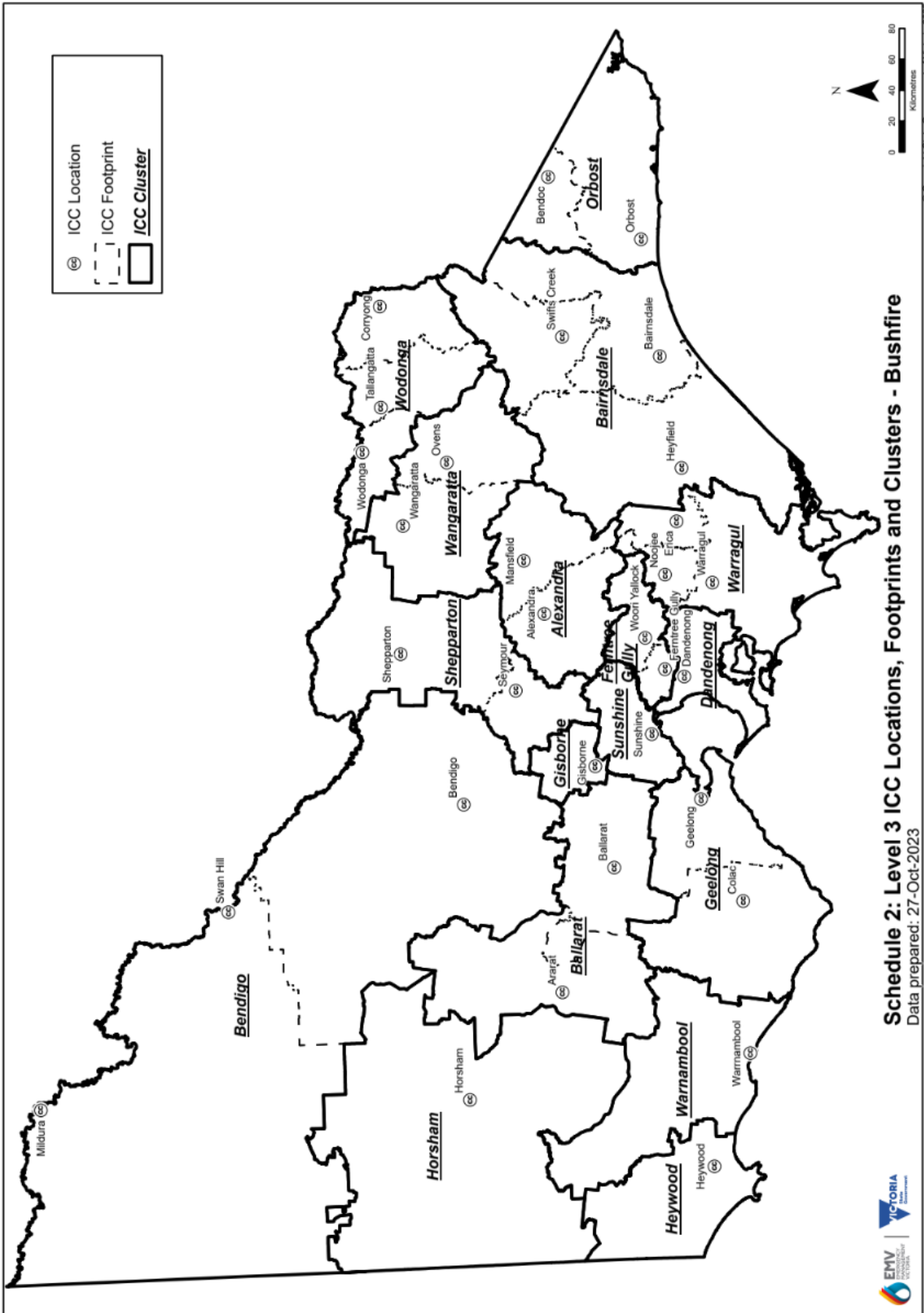
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# Schedule 2: ICC Footprint and Clusters - Bushfire

Notes:

- Dandenong ICC Footprint includes French Island
- The map in this schedule is for indicative purposes only and can be changed based on risk and situation.



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## Schedule 3: IMT Readiness Levels – Bushfire

All ICC footprints are required to have access to an IMT, whether located in an ICC in their own cluster area or in a neighbouring footprint.

The Regional Controller (RC) may vary the actual number, distribution and level of an IMT from this schedule in order to manage local risks, as per *Section 17* of this JSOP.

AFDRS FBIs are the primary trigger for decision making for IMT Readiness. The fire agencies in Victoria will continue to calculate and produce forecast forest and grassland fire danger ratings and fire danger indices (GFDI & FFDI) during the transition to AFDRS.

The State Response Controller (SRC) in consultation with the RC, fire agency State Agency Commanders (SACs), and Fire Behaviour Analyst, will use FBIs as well as a range of other factors, including FDIs to support the decision making. The *State Control Advisory Bulletin 1 (2023-24)* contains a decision guide to assist the SRC and RCs in determining readiness.

IMTs should be in place as advised by the RC based on the risk, indicatively 2 hours before 10% of the footprint reaches the relevant ICC readiness trigger *as per section 13*.

Where an IMT manages more than one ICC footprint, the RC in consultation with the SRC will determine the location of the IMT. Operational IMTs can be used for readiness, if they have the capacity to manage new fires in the initial stages as per *section 16*.

In addition to this schedule, the SRC or RC may form a Reserve IMT for deployment within a region or to support another region.

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the readiness level.

### Fire Behaviour Index (FBI)

The FBI is underpinned by fire behaviour calculations using eight different fuel behaviour model types which are grassland, forest, savanna, mallee heath, spinifex, shrubland, pine and buttongrass. These fuel behaviour models are mapped across Victoria with the most appropriate model used to calculate fire behaviour at a 1.5km resolution dependant on the mapped fuel type.

The Bureau of Meteorology calculates FBI using the official national weather forecast grids. Other inputs supplied by Victoria fire agencies such as, grass curing, condition and load as well as fuel type and model inputs specific to each fuel type. The fire behaviour equations are used to calculate fire intensity, rate of spread, flame height and spotting distance. From there, a standardisation process is used to convert these metrics into a normalised FBI on a scale of 1 to 100+, which can be used to represent the potential fire behaviour across all fuel types.

### Fuel based FDI

The gridded Fuel based FDI are being calculated by the Victorian fire agencies in parallel to the FBI from the Bureau of Meteorology. These FDI values will be based on the official 3km Victorian forecast weather grids from the Bureau and will be included in some state-based decision support products.

For each ICC footprint area, the RC may consider the forecast FDI for the area as part of the decision-making process to determine the readiness level. Grass or Forest FDI can be considered in the decision-making process.

When setting the maximum FDI for a readiness day, generally 10% of the ICC footprint needs to experience an FDI for at least one hour in order to be used as the maximum FDI.

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**ICC Footprint Readiness Levels**

While the AFDRS is the primary source of decision making, fire agencies in Victoria will continue to calculate and produce forest and grassland fire danger ratings and fire danger indices (GFDI & FFDI) to inform decision making, while concurrently applying and adapting to the AFDRS during the transition period.

The Regional Controller will determine which ICC the IMT will be based from according to risk. The readiness level is determined by the RC and confirmed by the SRC. The RC sets the ICC location within the cluster.



**Table 2: ICC Readiness Levels - Bushfire**

Region	ICC Cluster	ICC	Index Triggers				
			FDR	High	Extreme		Catastrophic
			FBI	35-49	50-74	75-99	100+
Grampians	Ballarat	Ballarat	Base (I) Base (+60)	Core (I)	Core (I)	Full (I) Core (I) Core (I)	
		Ararat			Base (I)		
	Horsham	Horsham			Core (I)		
Barwon South West	Geelong	Geelong	Core (I) Base (+60)	Core (I)	Core (I)	Full (I) Core (I) Core (I) Core (I)	
		Colac			Core (I)		
	Heywood	Core (I)					
	Warrnambool	Base (I)					
Loddon Mallee	Bendigo	Bendigo	Base (+60)	Core (I) Base (I)	Core (I)	Full (I) Full (I) Core (I) Base (I)	
		Mildura			Base (I)		
		Swan Hill			Core (I)		
	Gisborne	Base (I)					
North West Metro	Sunshine	Sunshine	Core (I)	Core (I)	Core (I)	Core (I)	
Eastern Metro	Ferntree Gully	Ferntree Gully	Core (I)	Core (I) Base (I)	Core (I)	Full (I) Core (I)	
		Woori Yallock			Core (I)		
Southern Metro	Dandenong	Dandenong <sup>1</sup>	Core (I)	Core (I)	Core (I)	Full (I)	
Hume	Wangaratta	Wangaratta	Base (+60)	Core (I) Base (+60)	Core (I)	Full (I) Core (I) Core (I)	
		Ovens			Base (I)		
		Wodonga			Core (I)		
	Wodonga	Corryong	Base (+60)	Base (I)	Base (I)	Core (I) Base (I) Base (I)	
		Tallangatta			Base (I)		
	Alexandra	Alexandra	Base (+60)	Core (I) Base (I)	Core (I)	Core (I) Core (I)	
		Mansfield			Base (I)		
	Shepparton	Shepparton	Base (+60)	Base (I) Base (+60)	Core (I)	Core (I) Core (I)	
		Seymour			Core (I)		
	Gippsland	Bairnsdale	Bairnsdale	Core (I)	Core (I)	Core (I)	Core (I) Full (I) Core (I)
Swifts Creek			Core (I)				
Heyfield			Core (I)				
Warragul		Warragul	Base (I)	Core (I)	Core (I)	Full (I)	
		Noojee			Core (I)		
		Erica			Core (I)		
Orbost		Orbost	Base (I)	Base (I)	Core (I)	Core (I)	
		Bendoc			Core (I)		
			FFDI	35-49	50-74	75-99	100+
			GFDI	35-49	50-99	99-149	150+

In Position (I) – all IMT functional roles to be in position in the ICC by the specified time.

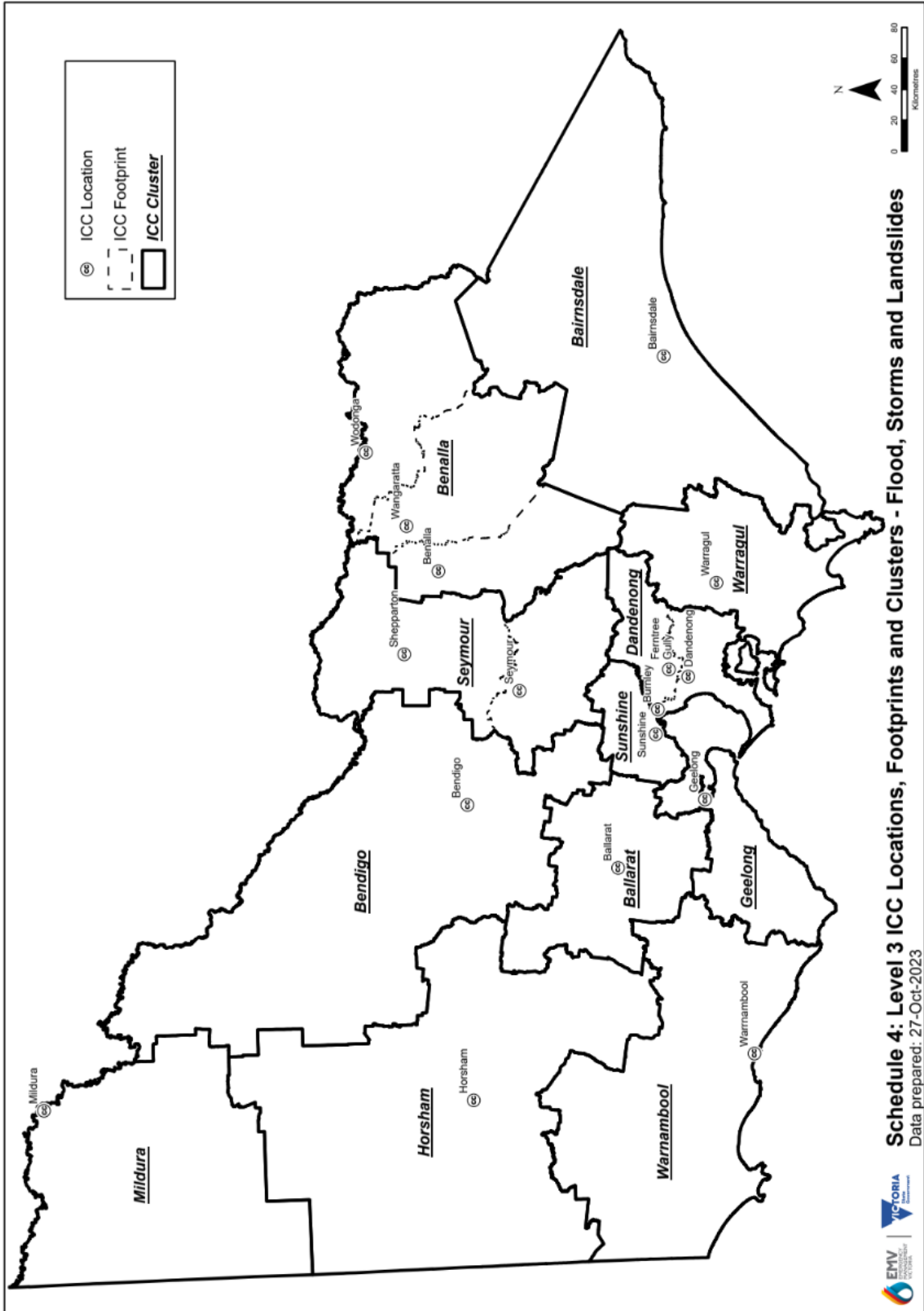
In Position within 60 minutes (+60) – all IMT functional roles are to be able to present to the ICC within 60 minutes of being notified, by the IC or the RC or delegate.

<sup>1</sup> Dandenong ICC footprint includes French Island

# Schedule 4: ICC Footprint and Clusters – Severe Weather, Severe Thunderstorm, Flood and Landslide

Notes:

- Dandenong ICC Footprint includes French Island
- The map in this schedule is for indicative purposes only and can be changed based on risk and situation.



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# Schedule 5: IMT Readiness Levels – Severe Weather and Severe Thunderstorm

To determine the readiness level, RCs are to utilise the table below in conjunction with the VICSES RAC and intelligence from the BoM via the Severe Weather Intelligence Briefing (SWIB), Thunderstorm Forecast Chart (TFC), and any issued Severe Weather or Severe Thunderstorm Warnings.

Factors to consider include extent of forecast area (e.g. more than 50% of an ICC footprint or Victorian EM Region), time of day, and current or previous impacts.

**Table 3: Readiness Level Considerations - Severe Weather and Severe Thunderstorm**

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Readiness Level	Level 3 High	Level 4 Extreme	Level 5 Catastrophic
<b>Severe Weather Intelligence Briefing (SWIB)</b>	Coloured yellow for winds and/or rainfall.	Coloured orange for winds and/or rainfall.	Coloured red for winds and/or rainfall.
<b>Thunderstorm Forecast Chart (TFC)</b>  Note: this will not impact colour on the SWIB.	Consider: time of day, location, extent of forecast impact area, previous impacts.		
	Severe thunderstorms likely for majority of state.  Consider: <ul style="list-style-type: none"> <li>Extent of district.</li> <li>Central/Metro district may have increased consequences.</li> </ul> Detail from BoM discussion and/or issued severe thunderstorm warning to determine readiness level.	Severe thunderstorms likely for majority/whole of state.  Consider: <ul style="list-style-type: none"> <li>Extent of district.</li> <li>Central/Metro district may have increased consequences.</li> </ul> Key words to consider in forecast: <ul style="list-style-type: none"> <li>Supercells.</li> <li>Organised storm cells.</li> <li>Tornados / microbursts.</li> </ul> Detail from BoM discussion and/or issued severe thunderstorm warning to determine readiness level.	
<b>Severe Weather or Severe Thunderstorm Warning</b>  Issued up to 24hrs in advance of the forecast event.	Consider: time of day, location, extent of forecast impact area, previous impacts, AEP. Add 10km/hr to Alpine areas.		
	Possible for: <ul style="list-style-type: none"> <li>Average winds (60 - 80 km/hr).</li> <li>Wind gusts (101-115 km/hr).</li> <li>Heavy rainfall.</li> <li>Hail (3-5cm).</li> <li>Flash flooding.</li> </ul>	Likely for: <ul style="list-style-type: none"> <li>Average winds (60 - 80 km/hr).</li> <li>Wind gusts (101-115 km/hr).</li> <li>Heavy rainfall.</li> <li>Hail (3-5cm).</li> <li>Flash flooding.</li> </ul> Possible for: <ul style="list-style-type: none"> <li>Average winds (80+ km/hr).</li> <li>Wind gusts (115+ km/hr).</li> <li>Intense rainfall.</li> <li>Giant hail (5cm+).</li> <li>Flash flooding.</li> <li>Tornado.</li> <li>Microburst.</li> </ul>	Likely for: <ul style="list-style-type: none"> <li>Average winds (80+ km/hr).</li> <li>Wind gusts (115+ km/hr).</li> <li>Intense rainfall.</li> <li>Giant hail (5cm+).</li> <li>Flash flooding.</li> <li>Tornado.</li> <li>Microburst.</li> </ul>

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Once a readiness level has been determined, the RC in conjunction with the SRC shall determine the most appropriate ICC(s) to be placed in readiness.

The RC may vary the number, distribution, and level of an IMT from this schedule to manage local risks, as per *Section 1* of this JSOP.

IMTs should be in place as advised by the Regional Controller based on the risk, indicatively 2 hours before the predicted impact of the forecast in the ICC footprint.

Where an IMT manages more than one ICC footprint, the RC in consultation with the State Response Controller will determine if another location should be used by the IMT based on risk and consistent with the Regional Storm Response Plan and the VICSES Readiness and Activation considerations. Existing operational IMTs can be used for readiness if they have the capacity to manage new emergencies in the initial stages.

In addition to this schedule, the SRC may request a RC to form a Reserve IMT for deployment within a region or to support another region.

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the preparedness level.



**Table 4: IMT Location Guidance - Severe Weather and Severe Thunderstorm**

Region	ICC Cluster	ICC	Level 3 High	Level 4 Extreme	Level 5 Catastrophic
Loddon Mallee	Bendigo	Bendigo	Base (I)	Base (I) Core (+60)	Full (I)
	Mildura	Mildura	Base (+60)	Base (I)	Full (I)
Grampians	Ballarat	Ballarat	Base (I)	Base (I) Core (+60)	Full (I)
	Horsham	Horsham	Base (+60)	Base (I) Core (+60)	Core (I) Full (+60)
Barwon South West	Geelong	Geelong	Base (I)	Base (I) Core (+60)	Core (I) Full (+60)
	Warrnambool	Warrnambool	Base (+60)	Base (I) Core (+60)	Core (I) Full (+60)
North West Metro	Sunshine	Sunshine	Base (I)	Core (I)	Full (I)
Eastern Metro	Dandenong / Ferntree Gully	Ferntree Gully	Base (I)	Core (I)	Core (I) Full (+60)
Southern Metro		Dandenong			Full (I)
Hume	Wodonga / Benalla	Benalla	Base (+60)	Base (I) Core (+60)	Full (I)
		Wodonga			Core (I) Full (+60)
		Wangaratta			Core (I) Full (I)
	Seymour	Shepparton	Base (+60)	Base (I) Core (+60)	Full (I)
		Seymour			Core (I) Full (+60)
Gippsland	Warragul	Warragul	Base (I)	Base (I) Core (+60)	Full (I)
	Bairnsdale	Bairnsdale	Base (+60)	Base (+60)	Core (I) Full (I)

## Schedule 6: IMT Readiness Levels – Flood

To determine the readiness level, RCs are to utilise the table below in conjunction with the VICSES RAC and intelligence from the BoM via the Severe Weather Intelligence Briefing (SWIB), Riverine Flood Warning(s), and any issued Flood Scenario Products.

The key factors to consider are the expected impacts to the community, particularly if the flood event is expected to result in isolation of properties or evacuation.

**Table 5: Readiness Level Considerations – Flood**

Readiness Level	Level 3 High	Level 4 Extreme	Level 5 Catastrophic
<b>Severe Weather Intelligence Briefing (SWIB)</b>	Coloured yellow for riverine flood: <ul style="list-style-type: none"> <li>Forecast heavy rain.</li> <li>Catchments are saturated and unable to absorb continued rain.</li> </ul>	Coloured orange for riverine flood: <ul style="list-style-type: none"> <li>Forecast heavy/intense rain.</li> <li>Catchments are saturated and unable to absorb continued rain.</li> </ul>	Coloured red for riverine flood: <ul style="list-style-type: none"> <li>Forecast heavy/intense rain.</li> <li>Catchments are saturated and unable to absorb continued rain.</li> </ul>
<b>Riverine flood warning(s)</b> Issued up to 24hrs before forecast flooding.  <b>Flood Scenario Product</b> Issued ahead of forecast RL3 or higher in consultation with the Flood team	Flood warning (minor, lower end of moderate) with expected impacts.  Flood warning (major) with low or nil consequence.	Flood warning (multiple upper end moderate, major) with expected impacts.	Flood warning (multiple moderate and/or multiple major) with significant impacts.
<b>Expected impacts</b>	Areas of inundation are more substantial with increased consequence.	Extensive rural areas and/or urban areas are inundated.	Extensive rural areas and/or urban areas are inundated
	Properties may be isolated, and a small number affected above the floor level.	Many properties affected above floor level.	Significant number of properties affected above floor level.
	No isolation of communities.	One to two communities isolated.	Three or more communities isolated.
	Small number of transport routes may be affected.	Number of transport routes may be affected, some closed.	Major transport routes closed.
	Planning for possible evacuation.	Evacuation of flood affected areas likely.	Evacuation of large number of people/communities required.
	No impact to utility services.	Utility services may be impacted.	Utility services will be impacted.
	No expected dam failure.	Dam failure possible.	Dam failure considered very likely
	Low number of relocation of stock and/or equipment.	Medium number of relocation of stock and/or equipment.	Large number of relocation of stock and/or equipment.

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Once a readiness level has been determined, the RC in conjunction with the SRC shall determine the most appropriate ICC(s) to be placed in readiness.

The RC may vary the number, distribution, and level of an IMT from this schedule to manage local risks, as per *Section 1* of this JSOP.

IMTs should be in place as advised by the RC based on the risk, indicatively 2 hours before the community impact is expected to occur in the ICC footprint.

Where an IMT manages more than one ICC footprint, the RC in consultation with the SRC will determine the location of the IMT based on risk and consistent with the Regional Flood Response Plan and the VICSES Readiness and Activation considerations. Operational IMTs can be used for readiness if they have the capacity to manage new emergencies in the initial stages.

In addition to this schedule, the SRC may request a RC to form a Reserve IMT for deployment within a region or to support another region.

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the preparedness level.

**Table 6: IMT Location Guidance – Flood**

Region	ICC Cluster	ICC	Level 3 High	Level 4 Extreme	Level 5 Catastrophic
Loddon Mallee	Bendigo	Bendigo	Base (I)	Base (I)	Full (I)
	Mildura	Mildura	Base (+60)	Base (I)	Core (I) Full (I)
Grampians	Ballarat	Ballarat	Base (+60)	Base (I)	Core (I) Full (+60)
	Horsham	Horsham	Base (I)	Base (I)	Core (I) Full (+60)
Barwon South West	Geelong	Geelong	Base (I)	Base (I) Core (+60)	Core (I) Full (+60)
	Warrnambool	Warrnambool	Base (+60)	Base (I) Core (+60)	Core (I) Full (+60)
North West Metro	Sunshine	Sunshine	Base (I)	Core (I)	Core (I) Full (+60)
Eastern Metro	Dandenong	Ferntree Gully	Base (I)	Core (I)	Core (I) Full (+60)
Southern Metro		Dandenong			Full (I)
Hume	Wodonga	Benalla	Base (I)	Base (I) Core (+60)	Full (I)
		Wodonga		Base (I) Core (+60)	Base (I) Full (+60)
		Wangaratta		Base (I) Core (+60)	Base (I) Full (+60)
	Seymour	Seymour	Base (+60)	Base (I) Core (+60)	Core (I) Full (+60)
		Shepparton		Base (I) Core (+60)	Full (+60)
Gippsland	Warragul	Warragul	Base (+60)	Base (I) Core (+60)	Full (I)
	Bairnsdale	Bairnsdale		Base (I) Core (+60)	Full (I)



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# Schedule 7: IMT Readiness Levels – Landslide

To determine the readiness level, RCs are to utilise the table below in conjunction with the VICSES RAC and intelligence from the BoM via the Severe Weather Intelligence Briefing (SWIB), and any issued Severe Weather Warnings (SWW) and Severe Thunderstorm Warnings (STW).

The key factors to consider are the expected impacts to the community, particularly if the landslide event is expected to result in isolation of properties or evacuation.

**Table 7: Readiness Level Considerations – Landslide**

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Readiness Level	Level 3 High	Level 4 Extreme	Level 5 Catastrophic
<b>Category / Scale / Size</b>	S3 Medium 200 to 2000 Tonnes 10m (L) x 25m (W) x 4m (D) House	S2 Large 2,000 to 20,000 Tonnes 25m (L) x 60m (W) x 7m (D) Country football oval	S1 Very Large >20,000 tonnes 50m (L) x 100m (W) x 10m (D) Large stadium or greater
<b>Landscape Observation</b>	Potential or observed land movement that will impact community.  Isolation or impact to dwellings.  Rock and/or debris on road closing the road for up to 2 hours.  Cracks in roadways that require traffic management.  Sink hole that is over 3m wide and increasing, debris flow in creeks.	Potential or observed land movement with direct community impact including people trapped.  Significant rock and/or debris on road closing the road for 12 - 48 hours.  Road damage that requires road closure.  Sink hole that is over 7m wide and increasing, multiple debris flows impacting communities.	Potential or observed land movement with direct community impact in multiple locations and possible multiple trapped people.  Rock and/or debris on road closing the road for 48 hours or more.  Road damage that requires road rebuilding.  Sink hole that is consuming infrastructure and increasing, multiple debris flows impacting communities.
<b>Susceptibility with Weather</b>  Areas identified as known risks are:  Grampians Halls Gap Otway National Park Great Ocean Road Wye River Great Alpine Road Great Alpine National Park Snowy River National Park	SWW - Heavy rainfall leading to flash and/or riverine flooding across districts considered very likely.  Thunderstorms and hail likely.  Flash flooding likely.  Predicted rainfall of up to 80mm in an hour.  Catchment areas already saturated with little initial losses.  Particular interest should be taken in recent fire damaged areas.	SWW - Heavy rainfall leading to flash and/or riverine flooding across districts considered very likely.  Thunderstorms and hail likely.  Predicted rainfall of up to 150mm in 6 hours.  Catchment areas already identified at capacity, unable to retain further moisture.  Particular interest should be taken in recent fire damaged and known mapped landslide risk areas.	SWW - Heavy rainfall leading to flash and/or riverine flooding across districts considered very likely.  Severe thunderstorm warnings issued.  Thunderstorms and hail certain.  Predicted rainfall of 200mm or more in 6 hours.  Catchment areas already identified at capacity, unable to retain further moisture.  Particular interest should be taken in recent fire damaged and known mapped landslide risk areas.

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Once a readiness level has been determined, the RC in conjunction with the SRC shall determine the most appropriate ICC(s) to be placed in readiness.

The RC may vary the number, distribution, and level of an IMT from this schedule to manage local risks, as per *Section 1* of this JSOP.

IMTs should be in place as advised by the Regional Controller (RC) based on the risk where there have been other forecasted risks based on significant or prolonged weather events

Where an IMT manages more than one ICC footprint, the RC in consultation with the SRC will determine the location of the IMT based on risk and consistent the VICSES Readiness and Activation considerations. Operational IMTs can be used for readiness, if they have the capacity to manage new emergencies in the initial stages

In addition to this schedule, the SRC may request a RC to form a Reserve IMT for deployment within a region or to support another region

In consultation with the SRC, a RC will advise when an IMT can deactivate or stand down the preparedness level.



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**Table 8: IMT Location Guidance – Landslide**

Region	ICC Cluster	ICC		Level 3 High	Level 4 Extreme	Level 5 Catastrophic
Loddon Mallee	Bendigo	Bendigo	Note: This Schedule is to be read in conjunction with the VICSES State Landslide Hazard Plan & the Landslide and Sink Hole Readiness and Activation Triggers V4.	Base (I)	Base (I)	Full (I)
	Mildura	Mildura		Base (+60)	Base (I)	Core (I) Full (I)
Grampians	Ballarat	Ballarat		Base (+60)	Base (I)	Core (I) Full (+60)
	Horsham	Horsham		Base (I)	Base (I)	Core (I) Full (+60)
Barwon South West	Geelong	Geelong		Base (I)	Base (I) Core (+60)	Core (I) Full (+60)
	Warrnambool	Warrnambool		Base (+60)	Base (I) Core (+60)	Core (I) Full (+60)
North West Metro	Sunshine	Sunshine		Base (I)	Core (I)	Core (I) Full (+60)
Eastern Metro	Dandenong / Ferntree Gully	Ferntree Gully		Base (I)	Core (I)	Core (I) Full (+60)
Southern Metro		Dandenong				Full (I)
Hume	Benalla	Benalla		Base (I)	Base (I) Core (+60)	Full (I)
		Wodonga				Base (I) Full (+60)
	Seymour	Seymour		Base (+60)	Base (I) Core (+60)	Core (I) Full (+60)
		Shepparton				Full (+60)
Gippsland	Warragul	Warragul		Base (+60)	Base (I) Core (+60)	Full (I)
	Bairnsdale	Bairnsdale				Base (I) Core (+60)

## Schedule 8: Reserve IMT

The State Response Controller (SRC) and Regional Controllers can consider the need for Reserve IMTs that provide surge capability to support regions active in readiness or to provide readiness for the next shift capability in response to an incident.

### Formation

1. The Reserve IMT can be a single agency or multi-agency team.
2. The functional roles within the Reserve IMT will generally be based on that which is specified in *Schedule 1: IMT Functional Levels* – functional levels, being base, core or full.
  - 2.1. The relevant Controller establishing the team may include additional roles in the Reserve IMT above what is indicated in *Schedule 1: IMT Functional Levels*.
3. The relevant Controller will specify whether the Reserve IMT is to be formed to support surge or to be placed in readiness for the next shift.
4. The Reserve IMT is normally only deployed for one shift, any requirement for IMT resources beyond the first shift needs to be managed through normal resourcing arrangements, as outlined in *JSOP 03.09 - Resource Request Process*.

### Resourcing

5. The relevant Controller, based on the current state risk, operational priorities and activities, will source:
  - 5.1. A Reserve IMT from the three metropolitan regions, which may be supported with resources from State based personnel.
  - 5.2. A Reserve IMT from the five rural regions.
6. The nominated Regional Controller of the Reserve IMT will be required to record the readiness of the Reserve IMT in the appropriate record management system, as per *Section 21* of this JSOP.

### Positioning

7. The personnel in the Reserve IMT are required to be available to respond within 60 minutes of being advised of a deployment, as per *Schedule 1: IMT Functional Levels*.
8. To support the rapid response requirement of the Reserve IMT, the nominated RC may pre-position the team together in a central location.

### Deployment

9. The relevant Controller will deploy the Reserve IMT.
10. The Reserve IMT can be deployed to support an existing IMT in place, to open an ICC not activated in readiness, or to provide the IMT for the next shift.
11. Generally, the deployment of the Reserve IMT will be the whole team and not individual personnel from the team.
12. Upon deployment, the nominated RC is required to notify their Regional Control Team and Regional Emergency Management Team.
13. The nominated RC is required to ensure that the record management system is updated with the ICC in which the Reserve IMT is being deployed.
14. The relevant Controller is responsible for managing the logistical requirements of moving the Reserve IMT.

## Schedule 9: Overview of Responsibilities

The overview of responsibilities for personnel in this JSOP is:

The Emergency Management Commissioner (EMC) is responsible for

- ensuring that control arrangements are in place to manage emergency response across the state for Class 1 emergencies.

State Response Controller is responsible for:

- ensuring the line of control is established.
- ensuring IMT readiness across the state
- directing the location of emergency response resources across the state for Class 1 emergencies and may vary the arrangements in this document, if necessary, to meet this responsibility.
- working with Regional Controllers to resolve resource and readiness issues.

Regional Controllers are responsible for:

- establishing and supporting the line of control.
- implementing the readiness for the ICC/s for which they are responsible for.
- ensuring all ICC footprints that meet the readiness triggers have appropriate resources to meet potential risk.
- distributing IMT resources across the Region according to regional risks and priorities.
- discussing resourcing and readiness issues in the daily Regional Controller's teleconference, and providing actions to manage the issues, including addressing variation in ICC resourcing from that specified in this JSOP.
- recording regional IMT readiness resources in Fireweb.
- notifying the State Response Controller when an ICC in the Region is not serviceable and making alternative arrangements for the management of the ICC footprint.
- in collaboration with agencies ensure Regional Agency Commanders are identified as required.

Regional Agency Commanders (RACs) are responsible for:

- notifying the Regional Controller where an ICC managed by the agency is not serviceable.
- supporting the Regional Controller by providing IMT resources and facilities to be placed in readiness.
- provide advice, situational awareness and liaison to Regional Controller for the agency represented.

State Response Controller Executive Support is responsible for

- summarising the Fireweb resources reports and provide a summary of state readiness to the State Response Controller by 18:00 on the day prior to the readiness day.

Responder Agencies are responsible for:

- ensuring point of contact is identified and available for initial escalation, in particular activation of RACs.